

Counselling Code: BOSE

Estd: 2008

JNTUH College Code: PP



An ISO 9001:2015 Certified Institution

ANUBOSE INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

KSP Road, New Paloncha – 507115, Bhadradri Kothagudem Dist., Telangana State.

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WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

1. Provident Fund

ABIT is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. The PF deduction amount from the employee will be 12% of the pay or Rs. 1,800/- whichever is lower. An equal contribution will be made from the employer to the PF account of the employee. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

2. Group Medical Insurance

All regular and contractual employees of the Institute, including probationers will be covered.

3. Travelling Allowance

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained. The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel and the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees.

Daily Allowance

1. Director/Principal/Vice Principal	Rs.300 per day
2. Professor/HOD/Associate Professor	Rs.200 per day
3. Assistant Professor	Rs.100 per day.

Other terms & conditions:

- TA/DA & Accommodation charges shall be provided on the submission of original bills only.
- The staff should get prior approval from concerned authorities to avail above incentive.
- Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- Therefore, mentioned policy may change from time to time in accordance with the Institute policy


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4. Local Conveyance:

Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP or any other duty assigned by Principal within the limits of the city. Travelling allowance DA and accommodation not applicable.

5. Subsidized Transport Facility:

- The institute buses are running on "No profit — No loss" basis.
- All the staff members who are drawing a salary of less than Rs 15,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs 15,000 but less than Rs. 20,000 will be given 50 percent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 percent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

6. Free Boarding And Lodging:

Free boarding and lodging for certain faculties. Staff holding students hostel coordinator/student hostel sports coordinator/Assistant Warden.

7. Maternity Leave:


- All the women permanent employees are eligible for 90 days of paid maternity leave provided that they have completed probation service by the date of application.
- A woman permanent employee is eligible for maternity leave only twice in her entire service.
- Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of maternity will be paid out in six equal installments after six months uninterrupted service from the date of rejoining . The employee should submit the Birth Certificate of the child at the time of rejoining.
- No leave beyond the expiry of maternity leave will be granted, however in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness. Leave without pay not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion

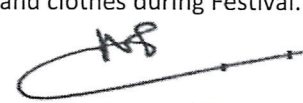
8. Faculty incentives:

The institute shall offer incentives in the form of cash towards for attending FDPS/WORKSHOPS/PUBLICATIONS etc

9. Free Tea / Coffee is provided to the Teaching / Non- teaching and Administrative staff during both the sessions.

10. Non-Teaching staff, Maintenance and the Drivers are given gifts, sweets and clothes during Festival.


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