


ANNEXURE - 2
STAFF SALARY, ALLOWANCES AND BENEFITS RULES, 2020

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STAFF SALARY, ALLOWANCES AND BENEFITS RULES, 2020

[In supersession of the APU Staff Salary, Allowances, Benefits And Promotion Rules, 2019]

In Pursuance of The Provisions of the Apex Professional University Act, 2012 (No. 7 of 2013) and Statute No. 51, the Board of Management of the Apex Professional University hereby makes the following rules relating to Staff Salary, Allowances and Benefits as applicable to all the employees of the University.

1) SHORT TITLE AND COMMENCEMENT:

- a) These Rules may be called the APU Staff Salary, Allowances and Benefits Rules, 2020.
- b) They shall come into force with effect from the date of assent by the Hon'ble Chancellor.

2) MONTHLY SALARY:

- a) All employees are paid a salary on or before the 15th of every calendar month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive salary on the succeeding business day.
- b) During the service, the Employee's salary shall be paid by means of bank transfer, cheque, or any other method convenient to the University, and consented to by the Employee.
- c) The financial year shall be from 1st April to 31st March of the succeeding year as per the norms prescribed by the Income Tax Act for the purpose of payment of tax and filing of Returns thereon.
- d) Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.
- e) **A salary statement can be viewed through Employee Self Service Portal by using the user ID and password.** *If any employee finds any discrepancy, he/she may represent to the Registrar in writing and the Registrar will act promptly and have the matter resolved.*
- f) As a Self-financed University, Salary, Allowances, and Benefits are purely the prerogatives of the Finance Committee. However, *APU ensures that minimum basic pay is according to pay band fixed by 6th Pay Commission, Government of India.* Salary shall depend on the Efficiency, Effectiveness, and Productivity of the employee.
- g) All employees drawing a Monthly Remuneration of more than Rs. 10,000/- need to **maintain Work Dairy on a daily basis as per guidelines mentioned in the Getting Things Done (GTD) Book authored by David Allen.** University Officers may demand a copy of the Work Diary for any period. *University reserves the right to hold the Salary if the Work Dairy is not maintained properly and take strict disciplinary action as per APU Rules.*

3) COMPONENTS OF MONTHLY SALARY:

The salary has several components. The various components that make up the salary of the employee are listed below:

- a) An employee holding a full-time post substantively shall be placed in the appropriate scale of pay prescribed by the University from time to time.

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- b) On the first substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale;
- Provided that the appointing authority may, on the recommendation of the Vice-Chancellor, grant higher initial basic pay in the scale as a special case as per Guidelines attached as **Appendix - D.***
- c) In addition to basic pay, an employee shall be allowed to draw the following allowances subject to recommendation of the Staff Management Committee (SMC) as per APU Staff Evaluation Procedure to the Sponsoring body:
- i. 'Special Allowance' at the rates prescribed by the Finance Committee and wherever specially provided for in the appointment order or by special order.
 - ii. 'Conveyance Allowance' at the rates as may be prescribed by the Finance Committee from time to time.
 - iii. 'House Rent Allowance' at the rates prescribed by the Finance Committee and subject to such conditions as the Finance Committee may prescribe from time to time.
 - iv. 'Dearness Allowance' at the rates prescribed by the Finance Committee and subject to such conditions as the University may prescribe from time to time.
 - v. 'Faculty Development Allowance' at the rates prescribed by the Finance Committee and subject to such conditions as the University may prescribe from time to time.
 - vi. 'Research Supervisor Allowance' at the rates prescribed by the Finance Committee and subject to such conditions as the University may prescribe from time to time.
 - vii. 'Telephone & Internet Allowance' at the rates prescribed by the Finance Committee and wherever specially provided by special order subject to such conditions as the University may prescribe from time to time.
- d) Fixed Term Employees are entitled for consolidated salary per month as per **Appendix - E.** Fixed Term Employees are not entitled for any other type of leave, allowances and benefits, except mentioned in their Contract of Employment. Fixed Term Employee are not entitled to claim allowances and benefits equal to regular employees of the University, who form a separate class.
- e) Casual Employees are entitled for remuneration on hourly or daily or project basis as per **Appendix - F.** Casual Employees are not entitled for any type of leave, allowances and benefits except mentioned in their Appointment Order.

4) PAY BAND AND ALLOWANCES FOR REGULAR STAFF:**A) BASIC PAY**

Basic pay shows the range of **entry pay** fixed for the regular employee in that post as attached to the post held by the employee as per **Appendix - A.**

B) SPECIAL ALLOWANCES FOR REGULAR TEACHERS

The Vice-Chancellor, Pro Vice-Chancellor, Director, Dean or Coordinator are entitled for Special allowance as follows:

Post	Special Allowance per month
Vice-Chancellor	Rs. 11,250/-
Pro Vice-Chancellor	Rs. 9,000/-

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Post	Special Allowance per month
Director of the School / Institute	Rs. 6,750/-
Dean of the Faculty / Head of the School	Rs. 4,500/-
Coordinator of the Faculty / Admission Coordinator Protector / Warden	Rs. 2,500/-
Programme Coordinator / Assistant Protector /	Rs. 1,000/-

C) CONVEYANCE ALLOWANCE (CA)

- After successful completion of one year continuous and uninterrupted service, all full time regular employees are eligible to receive Conveyance Allowance (CA), if transport is not provided by the University.
- There are **five** categories for the Conveyance Allowance (CA) based on Pay Band as follow:

Conveyance Allowance (CA)	Pay Band
Rs. 2,000/-	Pay Band - 05
Rs. 1,500/-	Pay Band - 04
Rs. 1,250/-	Pay Band - 03
Rs. 1,000/-	Pay Band - 02
Rs. 750/-	Pay Band - 01

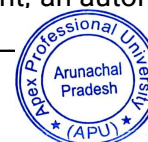
- In case an employee does not want the University's transport facility, the employee is not eligible for Conveyance Allowance.*
- Conveyance Allowance shall be drawn in the normal course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.

D) HOUSE RENT ALLOWANCE

- Any regular employee, after successful completion of probation period is entitled to University Alloted accommodation as per House Allotment Rules of the University. In case of Employees who have not been allotted accommodation by the University, such employees will be paid house rent allowance at the rate of **10% of the Entry Pay**.
- The employees shall not be entitled to House Rent Allowance if:
 - if he / she denies to shift to University's allocated Accommodation without medical reason. **or**
 - He / she shares Govt. / University accommodation allotted to another employee; **or**
 - He / she resides in accommodation allotted to his / her parents/son/daughter by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation etc.
 - His wife/her husband has been allotted accommodation by the University or at the same station by the Central Government, State Government, an autonomous

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public undertaking or semi-Government organisation etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

- iii. University Officers on fixed Term are entitled for University's accommodation from the date of joining as per House Allotment Rules of the University.
- iv. The competent authority may allot University's accommodation as per House Allotment Rules of the University, if available, against the written request of Employees who are on Probation and Fixed Term for two or more years, against payment of License fees and Utility Charges.
- v. Adjunct Faculty are entitled for free accommodation in the university guest house but not more than 6 week per semester.
- vi. House Rent Allowance shall be drawn in the normal course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.

E) DEARNESS ALLOWANCE

- i. Any Permanent employee, after successful completion of a one-year of continuous and uninterrupted service is entitled for Dearness Allowance.
- ii. A component termed as Dearness Allowance is paid to take care of rising prices due to inflation as also a part of an employee's pay packet.
- iii. Dearness Allowance shall be drawn in the normal course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.
- iv. Dearness Allowance is given to all permanent employees on different rates as per their contribution in the University revenue. The rate of Dearness Allowance is decided by the Finance Committee every year in the month of July based on University revenue in the previous academic session.
- v. ***Dearness Allowance every year may increase or decrease depending upon University revenue in the previous academic session.***

F) FACULTY DEVELOPMENT ALLOWANCE (FDA)

- i. Regular Teaching Faculty is entitled for Faculty Development Allowance.
- ii. During Probation Service, Teaching Faculty is entitled for Rs. 5000/- per year to utilize FDA for:
 - a) *Registration Fee for attending Faculty Development Program or Presenting Paper in the national level conference(s) / workshop(s)/ seminar(s)/ course(s)/ Training(s) Organised by State / Central universities, accredited institutions, Institutions of National Importance.*
 - b) *For the certification fee of Google Educator or mandatory certification prescribed by University from time to time.*
 - c) *For research paper publication expenses in the University approved peer review Journals.*
- iii. After **Confirmation of Service**, Faculty is entitled for Rs. 10,000/- per year to utilize FDA for:
 - a) *Membership fees of one or more professional bodies.*
 - b) *Purchase of books, periodicals, Research Tools etc.*



- c) *Registration fee and travel allowance as per APU travel policy for attending Faculty Development Program or Presenting Paper in the national level conference(s)/ workshop(s)/ seminar(s)/ course(s)/ Training(s) organised by Accredited Universities/Institutions & Institutions of National Importance.*
- d) *For the certification fee of Google Educator or mandatory certification prescribed by University from time to time.*
- e) *For research paper publication expenses in the University approved peer review Journals.*
- iv. After **5 years of continuous service**, Faculty is entitled for Rs. 15,000/- per year to utilize FDA for:
 - a) *Membership fees of one or more professional bodies.*
 - b) *Purchase of books, periodicals*
 - c) *Registration fee and travel allowance as per APU travel policy for attending Faculty Development Program or Presenting paper in the national level conference(s)/ workshop(s)/ seminar(s)/ course(s)/ Training(s) organised by Accredited Universities/Institutions & Institutions of National Importance.*
 - d) *For the certification fee of Google Educator or mandatory certification prescribed by University from time to time.*
 - e) *For research paper publication expenses in the University approved peer review Journals.*
 - f) *Purchase of software, computing equipment and peripherals.*
 - g) *Registration fee and travel allowance as per APU travel policy for attending Faculty Development Program or Presenting paper in the International Conferences organised by IAU Listed International Universities.*
- v. All the assets created through FDA are the property of the University, If any employee resigns or is terminated from service, they need to hand over all assets purchased under FDA to the University in good working condition.
- vi. A faculty member who retires or resigns or is on long leave during the year will be entitled to FDA on a pro-rata basis.
- vii. Faculty Development Allowance (FDA) is applicable to the individual faculty members and may be carried forward for a period of one year only.
- viii. Faculty members can purchase the approved list of items under the FDA budget and send the appropriate proof to the Chief Finance Officer. The CFO with the concurrence of the Vice-Chancellor would reimburse the expense. The CFO would keep an account of actual utilization of funds.

G) TELEPHONE AND INTERNET ALLOWANCE

- i. Head of the School and University Officers are entitled to Telephone (landline and/ or mobile) and Internet Allowance up to Rs. 6,000/- per annum subject to the connection being in the name of the University or provided by University.

Provided that the Vice Chancellor has the discretion to extend mobile expenses reimbursement up to Rs. 3,600/- per annum to any employee handling admission and student Services activities of the University.


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- ii. In case telephone (including Mobile) and the Internet bill is more than prescribed allowance, University shall deduct the excess amount from the salary of the concerned employee on a monthly basis.

H) RESEARCH ALLOWANCE

- i. Recognized Research Supervisors are eligible for Research Allowance of **Rs. 10,000/-** per year per Ph.D. Research Scholar subject to terms and conditions mentioned below;
- ii. The amount will be paid after successful completion of one year Research and Recognized Research Supervisors will submit a claim on prescribed format along with a copy of approved URC minutes on the two Six month progress reports of each Research Scholars.
- iii. Research Supervisors will submit claims to Dean - Institute of Research and Innovations by email iri@apexUniversity.edu.in and CC to vc@apexUniversity.edu.in and cfo@apexUniversity.edu.in.
- iv. The Research Allowance will be admissible till the submission of thesis **or** three year, whichever is earlier. Extension may be provided for a further period of One year with justification and prior approval of the Vice Chancellor.
- v. In case a Research Supervisor does not complete Research work of the Scholars assigned to him/her, the University reserves its right to recover the Research Allowance paid to the Research Supervisor during his/ her service in the University.
- vi. Research allowance will be used as per Guidelines issued by University from time to time.

I) HIGHER DUTIES ALLOWANCE

- i. Higher duties allowance is payable where Employee is:
 - Classified as Group B or Level B and above; and
 - directed to act in a higher level position; and
 - performs their full duties of the higher position for **two or more consecutive months**.
- ii. Where a **Regular Employee** is directed to perform a portion of the duties of the higher position they will receive the higher duties allowance at the rate of **10%** of the current Basic Pay.
- iii. Where a **Fixed Term Employee** is directed to perform a portion of the duties of the higher position they will receive the higher duties allowance at the rate of **7.5%** of the Consolidated Pay.
- iv. Where the duties of the higher position are shared between 2 or more Employees, then VC or their nominee will determine the higher duties allowance to be paid to each Employee.
- v. Where an Employee who has been receiving higher duties allowance goes on a period of leave greater than five days, they shall cease to receive the allowance for the duration of the leave period.

5) ANNUAL INCREMENT:

- a) Employees will participate in an annual staff appraisal with their Reporting Officer. The

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staff appraisal process aims to assist Employees to perform at their optimum level and the Reporting Officer will adopt a professional and constructive approach.

- b) **Any Permanent Employee will be eligible for progression from one step to the next within a level unless it can be demonstrated that the Employee has not performed satisfactorily over a minimum period of 12 months at the relevant step.**

Provided that Employees under probation are not eligible for progression from one step to next level during the probation period.

- c) The Fixed Term employee will be eligible for increment upto 5% of the consolidated salary, unless it can be demonstrated that the Employee has not performed satisfactorily over a minimum period of 12 months at the relevant step.

Provided that Fixed Term Employees under probation are not eligible for increment during the probation period.

- d) Where the University makes a decision to defer payment of an increment to an Employee, any subsequent approval of payment of an increment will be effective from the date of approval. Following this, **future increments will become due on the original due date** (as if the deferral had not occurred).

- e) **Employees are not entitled for increment, If disciplinary action is pending against the employee at any level.**

- f) The yearly increment is given from the **first day of October** every year.

- g) On the Basis of the recommendations of the Vice Chancellor, the Chancellor may approve accelerated increments where it can be demonstrated that an Employee has performed in an exceptional manner.

- h) Annual increment in the scale of pay shall be drawn in the normal course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.

- i) Issues of unsatisfactory performance will be addressed in accordance with **clause 8 of Annexure - 4 of the APU Service Rules** and not to this clause.

- j) This clause does not apply to Casual Employees.

6) DEDUCTIONS:

When an employee views his/ her salary statement, he/ she will find some deductions as well. The following are the standard/ statutory deductions in the Salary payable to an employee:

- i. **Income Tax:** The Income Tax to be deducted at source as per the standard rates and the last date fixed for filing of returns as per the notification of the Income Tax Department.
- ii. **Contribution to PF or NPS:** The employee contribution to Provident Fund as per rules of Employees Provident Fund Organization India (under Ministry of Employment, Govt. of India) **or** The employee contribution to National Pension Scheme (NPS) as per Apex Professional University Policy. (If Applicable).
- iii. **Security Deposit:** University will deduct **8.5%** of gross monthly salary as a security deposit during the first two year of service or **maximum upto one lakh rupees**, whichever is earlier. Security Deposit shall be paid back to the employee without any interest, if a regular employee completes the three year services after confirmation **or** for Fixed Term Employee after discontinuing the contract of employment as per APU Rules. **Otherwise the security amount shall be forfeited.**

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- iv. **Contribution to Insurance Premium** : As per APU Policy.
- v. **License Fee and Utility Charges** for an employee's residential accommodation, If provided by the University.
- vi. **Professional Tax**: As per Government Norms (If Applicable).
- vii. **Installment**: If Loan and Advances availed by the employee.

7) BENEFITS:

University is planning to offer a benefits program for its regular full-time employees in the near future. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

A) RELOCATION FUND

- i. Regular Employees on a full time basis are eligible for Relocation Fund, if
 - a) They are relocating with a spouse and
 - b) Their place of domicile / current working place or residence is beyond 100 km from the University campus
- ii. The cost of travel for his/ her family (spouse and dependent children) and transportation of household goods are reimbursable up to a limit as under:

Relocation Fund (RF) <i>(One Time)</i>	Pay Band	Consolidated Salary
Rs. 30,000/-	Pay Band - 05	above 85,000/-
Rs. 20,000/-	Pay Band - 04	50,001 - 85,000/-
Rs. 15,000/-	Pay Band - 03	30,001 - 50,000/-
Rs. 10,000/-	Pay Band - 02	15,000 - 30,000/-
Rs. 5,000/-	Pay Band - 01	below 15,000/-

- iii. The employee has to retain his/ her bills / receipts / tickets etc. for claiming the reimbursement within three month from the date of Joining **through Employee Self Service Portal**.
- iv. It is mandatory for any employee availing the benefit of Relocation Fund to serve the University for a continuous period of 3 (three) years. In case of discontinuation/ termination of employment, he/ she shall remit the entire Relocation Fund back to the University before being relieved.
- v. In case of a couple being employed only one of the spouses will be entitled for Relocation Allowance.
- vi. If any Fixed Term Employee signs Contract of Employment for three or more years he/she may be eligible for Relocation allowance subject to approval of the Vice Chancellor on a case to case basis, with recorded reasons.

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B) HOME TRAVEL ALLOWANCE

- i. Regular full time employees and University Officers, whose place of domicile is more than 1200 km. from the University are entitled for Home Travel Allowance as under:

Pay Band	Periodicity	Maximum Reimbursement per Annum
Pay Band - 05	Thrice a year	Rs. 50,000/-
Pay Band - 04	Twice a year	Rs. 30,000/-
Pay Band - 03	Twice a year	Rs. 20,000/-
Pay Band - 02	Twice a year	Rs. 10,000/-
Pay Band - 01	Once a year	Rs. 5,000/-

- ii. This will be subject to approval and admissibility of leave of the concerned employee.
- iii. Only travelling expenses (Train Ticket or Air Ticket) can be reimbursed under Home Travel Allowance.
- iv. Employees will submit claims in prescribed format within 10 days of completing Journey by producing the required Original Boarding pass along with Air Ticket / Original Train Tickets of the journey.
- v. If any Fixed Term Employee signs Contract of Employment for three or more years he/she may be eligible for Home Travel Allowance subject to approval of the Vice Chancellor on a case to case basis, with recorded reasons.

Note: For Teaching Staff, Home Travel Allowance will be reimbursed only when he/she avails summer/ winter vacation.

C) OVERTIME (OT)

- i. All overtime work performed by an employee must receive the Reporting Officer's prior authorization. Overtime worked without prior authorization from the Reporting Officer may result in disciplinary action.
- ii. **Employees drawing Gross or consolidated salary of less than Rs. 15,000/- per month are eligible for overtime provided they are recommended by the Reporting Officer and approved by the Registrar.**
- iii. The overtime details shall be submitted to the Establishment Section by Reporting Officer as per guidelines issued by the University from time to time.
- iv. Claim of Overtime will not be entertained beyond 5 (Five) working days of the successive month.
- v. Where an Employee is directed to work for two or more hours of overtime, they are entitled to meal allowance of **Rs. 25/-**
- vi. All work done beyond the duty hours will be calculated and paid on the Ordinary Hourly Rate as follows (*Not applicable to Drivers*):

Day Worked	Overtime Rate
Monday to Saturday	100% of the Ordinary Hourly Rate
Last Saturday of the Month	125% of the Ordinary Hourly Rate
Sunday & Public Holiday	150% of the Ordinary Hourly Rate



- vii. The overtime to the University vehicle Drivers shall be paid as per Travel Policy and with prior approval of the designated authority.

D) HEALTH INSURANCE

- i. Health Insurance policy is an excellent policy to take care of an employee's medical expenses. Cashless Hospitalization is the most appreciated benefit. It entitles the insured or the covered members to avail treatment on a cashless basis in-network hospitals. This makes healthcare accessible in a reputed hospital of the city without any financial stress.
- ii. After successful completion of the Probation period, Staff Management Committee (SMC) can recommend to the Sponsoring Body for reimbursement of maximum Health Insurance Premium **as under** and the decision of Sponsoring Body is Final.

<i>Health Insurance Premium (per Annum)</i>	<i>Pay Band</i>
Rs. 7,500/-	Pay Band - 05
Rs. 5,000/-	Pay Band - 04
Rs. 3,500/-	Pay Band - 03
Rs. 2,500/-	Pay Band - 02
Rs. 2,000/-	Pay Band - 01

- iii. Employees need to submit a request along with a self-attested copy of the premium receipt and Policy for reimbursement through Employee Self Service (ESS) Portal.

E) GROUP LIFE INSURANCE

- i. Group Insurance is an insurance plan that covers all employees under a single master policy. Group life insurance offers cover at subsidized rates. Hence, they are beneficial to employees who are unable to afford life insurance. Group insurance is more affordable than a similar number of individual policies.
- ii. Group Insurance plan that provides a lump sum to a beneficiary in case of death of an insured member during the defined covered period. A group term life policy is usually issued for a period of one year and renewable each year.
- iii. 50% of the annual premium deducted from employee salary every year and 50% of the premium paid by the University. **First annual premium deducted from the first salary of the employee on a pro-rata basis and next premium will be deducted from the Employee's Salary in the month of January every year.**

<i>Group Life Insurance (Rupees)</i>	<i>Monthly Gross or Consolidated Salary (INR)</i>
Five Lakh	above 75,000/-
Three Lakh	25,001 - 75,000/-
Two Lakh	Below 25,000/-

- iv. This Rule does not contain the complete terms and/or conditions of any of the University's current Group Insurance plans. It is intended only to provide a general explanation. If there is ever any conflict between this rule and any documents issued by one of the Company's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.


F) HIGHER EDUCATION

- i. All Employees or his dependents are entitled to register in the University for Higher Education subject to the following terms and conditions:
 - a) Employees shall submit an application to avail Higher Education Benefit to the Vice-Chancellor before the last date of the Admission prescribed by the University from time to time.
 - b) Employees must meet eligibility criteria for admission prescribed by the University and availability of seats is as per reservation mentioned in APU Regulation No. 16, duly notified by the Government of Arunachal Pradesh.
 - c) Employees or his dependents are eligible for 55% concession in the Tution Fee published by University on the website.
 - d) Fee Concession is not applicable on Other Fees prescribed by the University from time to time.
 - e) Employee availing above said concession shall not be eligible for any other type of concession offered by the University from time to time.
 - f) An employee needs to apply for Leave 15 (fifteen) days in advance before appearing for the examinations. The employee can avail either half day or full day as an **Extraordinary Leave**. This leave shall be restricted to the days/ dates on which the employee appears for the examinations.
- ii. Before availing the Higher Education Benefit, an employee shall be required to:
 - a) The employee shall execute a bond, with proper sureties, that after the completion of course, as per prescribed format. He / she will serve the University continuously for at least 3 (Three) years, failing which he will refund the fee concession extended to him.
 - b) Give security of two Permanent employees of the same cadre or Post-dated cheque for the amount which might become refundable to the University in case of non-fulfillment of the conditions of the Higher Education Benefit.

G) TRAINING AND PROFESSIONAL DEVELOPMENT

- i. After successful completion of one year of continuous and uninterpreted service, Staff Management Committee (SMC) can recommend training requirements for employees to the Sponsoring Body and the decision of the Sponsoring Body shall be final.
- ii. 70% of the training cost shall be borne by the University and 30% cost borne by the employee.

Pay Band	Status of Employment	Maximum Reimbursement per Annum
Pay Band - 05	Permanent	Rs. 35,000/-
Pay Band - 04	Permanent	Rs. 25,000/-
Pay Band - 03	Probationary and Permanent	Rs. 20,000/-
Pay Band - 02	Probationary and Permanent	Rs. 10,000/-
Pay Band - 01	Probationary and Permanent	Rs. 5,000/-



- iii. It is mandatory for employees availing the benefit of Training Fee Reimbursement to serve the University for a period of 2 (Two) years continuously. In case of discontinuance/ termination the entire allowance shall be remitted back to the University before being relieved.

H) LOAN WITH INTEREST

The University provides loans to the Permanent employees for the purchase of a car, motorcycle, scooter or a personal computer or for Festival celebration. These loans bear 12% simple per annum interest. Maximum upto three month entry Pay is given as Loan as per Sponsoring Body Policy.

Note: University shall not give any guarantee to loans, if any, availed by the Employee.

I) ACCOMMODATION

Employees are provided hostel/ family accommodation as per the Guidelines of the University. A nominal sum is recovered as a utility and/or license fee for the accommodation provided as per guidelines for Allotment of Official Accommodation to APU Staff as mentioned in House Allotment Rules of the University.

J) ENTITLEMENT FOR WORK-RELATED TRAVEL

The amount of T.A./ D.A. payable to the employee for official purposes shall be as per the entitlement in the Pay Band governed by the APU Travel Policy.

8) RETIREMENT BENEFITS:

University is considering proposals to offer a retirement plan to all regular full-time employees in the near future. All applicable retirement plan rules will be implemented and notified to participating employees after finalizing the plan terms and/or conditions.

What happens after an employee serves his active life with the University? Most look at the period of retirement with a certain amount of anxiety because they anticipate a sharp drop in income. It is, therefore, prudent to do some planning reasonably early in life, certainly by the time an employee approaches 50 (Fifty).

A) SUPERANNUATION

- i. This is the term used for social termination of an employee's regular appointment. It happens on the last day of the month in which an employee completes 65 (Sixty five) years of age, if his/ her birthday is from 2nd to the last day of the month and on the last day of the preceding month if his/ her birthday is the first day of the month.
- ii. Usually, the Vice Chancellor offers an employee a cup of tea and hands over a few retirement benefits on this day.

B) RE-EMPLOYMENT

- i. Faculty members are usually re-appointed till the last day of June (i.e., end of the academic year) in the year they complete 65, based on a recommendation from the Staff Management Committee (SMC). (Further extensions are possible till the age of 70, and are made on a case-to-case basis depending on recommendations from the Staff Management Committee (SMC)).
- ii. During the period of re-employment, an employee receives his/ her pension (If any) as well as a component of salary in such a way that the two together do not exceed the last drawn salary.



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- iii. Further, many service benefits come to an end. The re-appointment letter from the Vice Chancellor will make it clear as to what benefits will still be available. As per the current practice, the Group Insurance facilities will continue during the period of re-employment.

C) GRATUITY WITH TERM INSURANCE

- i. A Gratuity is a lump sum payment given by the University. It is a mark of recognition to the employee's service. Gratuity shall be payable to an employee on termination of his employment after he has rendered **continuous service** for not less than **Ten years** as Permanent employee –
 1. *On his superannuation, or*
 2. *On his retirement, resignation, or*
 3. *On his death or disablement due to accident or disease.*
- ii. University and LIC will pay gratuity to the legal heirs/ nominees of the deceased employee even if the employee had not completed five years of service, for every completed year of service as per APU Rules.
- iii. An employee who leaves the service of the university on completion of at least five years of continuous service as Permanent employee shall be eligible to the payment of gratuity at the rate of 15 days of basic pay and DA last drawn for every completed year of service subject to a maximum of fifteen months' pay.
- iv. If an employee dies in service, his nominee will get full gratuity equal to the amount that one would have drawn at the time of retirement from LIC as per the terms of the Insurance Policy.
- v. The amount payable will be subject to a maximum limit of 33 months' pay.
- vi. Notwithstanding anything contained in these rules, an employee who is removed or dismissed from service for acts of misconduct will not be eligible for the payment of gratuity.
- vii. APU has appointed LIC as fund Managers so that Gratuity as a stated benefit to employees is generally extended when they retire, resign or separate from the University as per APU Rules.
- viii. Note that Contractual Employee is not entitled for gratuity benefits.

D) PROVIDENT FUND

- i. A provident fund is created with the purpose of providing financial security and stability to employees in accordance with EPF & MP Act, 1952. A person starts his contribution to the PF fund once he joins a University as an employee, if the PF contribution has continued for a very long period of time, it can help in meeting employee's requirements including his retirement goals.
- ii. Employees are eligible to become a member of provident Fund from the date of joining the University, if salary is less than 15,000/- or as per notification of the Government of India. On becoming a member, an employee is eligible for provident Fund benefits, pension benefits and Insurance benefits.
- iii. We often fall short of funds during emergencies and at those moments borrowing is the only option left. At this time the EPF can be very helpful because the kinds of benefits it provides no other investment can offer the similar remunerations.



- iv. Employers and employees both contribute @ 12% of Basic Pay including DA in contribution accounts. Further, the employers also contribute towards administration of the benefits under the EPF Act.
- v. The PF can be used for multiple purposes at different moments as it guarantees benefits such as:
 1. *Accumulation plus interest upon retirement, resignation and death*
 2. *Partial withdrawals allowed for specific expenses such as house construction, higher education, marriage, illness etc.*

E) PENSION SCHEME

- i. As an initiative to promote National Pension Scheme (NPS) for the selected employees, who are not covered under the EPF Scheme.
- ii. After successful completion of Probation period, Staff Management Committee (SMC) can recommend to the Sponsoring Body for NPS enrollment on an equal contribution basis and decision of the Sponsoring Body is Final.
- iii. Under this scheme, an individual account will be opened in the name of every employee to which the employee will contribute 10% of his emoluments every month. This account number is known as the Permanent Retirement Account Number (PRAN).
- iv. An employee will not be able to withdraw from this account till he/ she retires from service. The University will contribute to this account 10% of an employee's basic pay subject to a ceiling to be decided by the Government. His/ her contribution, along with the contribution by the employer, will be invested by NSDL in debt instruments and Mstocks (85% fixed income and 15% equity).

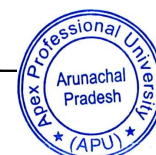
For more detail visit: <https://www.npscra.nsdl.co.in/state-faq-about-nps.php>

F) LEAVE ENCASHMENT

- i. A maximum of 300 days of earned leave may be accumulated by an employee. All unutilized earned leave up to this maximum duration is encashable at the time of superannuation. In case the amount of earned leave to the credit of the employee is less than 300 at the time of retirement, the shortfall can be made up from the half-pay leave to the credit of the employee to the extent of such shortfall.
- ii. However, the half-pay leave will only be encashed at half rate and no commutation is permitted. The rate of encashment is the total emoluments (Basic Pay + D.A.) per day on the date of retirement assuming a month to consist of 30 days.
- iii. Leave Encashment shall be payable to an employee on termination of his employment after he has rendered *continuous service* for not less than *five years*.

9) CONSULTANCY:

The University has rather liberal rules on consultancy, in order to facilitate the interaction of its faculty members with industry. An employee's consultancy work must be processed through the University. The Finance Department may be consulted with regard to the process to be followed when an employee is likely to take up a consultancy assignment, as well as for details of how any revenue from such activity is to be shared between the University and the consultant as per **APU Service Rules**.



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**10) EXECUTIVE EDUCATION PROGRAMME (EEP):**

Executive Education Program (EEP) are professional development courses with aim to broaden the horizon of participants and strengthen their skills to prepare them to face the challenges of the business. Revenue from EEP is to be shared between the University and the Faculty members as per **APU Service Rules**.

11) MANAGEMENT OF OVERPAYMENTS:

- a) Where it can be proved that an Employee has been provided with payment and/or monetary entitlements to which the Employee was not entitled, the University may recover the overpayment from the Employee at the earliest opportunity.
- b) As soon as practicable the University will inform the Employee of any overpayment providing:
 - i. the circumstances of the overpayment;
 - ii. the amount to be repaid; and
 - iii. options available for repayment including periodical and lump sum repayments.
- c) The University and the Employee may then agree to the proposed recovery arrangement.
- d) An Employee may apply to the Registrar in writing for a variation to the recovery arrangement.
- e) If no agreement is made within 15 days from notification of the overpayment, the Employee authorises the University to deduct the debt through salary deduction;
 - i. in full in the next available pay period in instances where the amount is up to 30% of the total salary payable; or
 - ii. in instalments equivalent to 30% of the total salary payable, from the next available pay period, until the amount is repaid.
- f) Where an Employee is leaving the University, the University will deduct the amount in full from the Employee's cessation payments.
- g) This clause does not preclude the University's legal right to pursue recovery of any outstanding monies.