

6.3.1.1. Policy Document on the Welfare Measures



ARMY COLLEGE OF DENTAL SCIENCES

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6.3.1.1 Policy Document on the Welfare Measures:

- **Group Personnel Accident Policy:**

The group accident cover offers to pay compensation to the employees who suffer bodily injuries due to accident. The policy offers 24x7 coverage and also covers expenses related to ambulance transport and other accident related charges. All eligible employees are covered for a max sum of Rs 10.00 Lakh against death due to accident.

- **Festival Incentive:**

Diwali is being celebrated every year at ACDS campus with the students, teaching, Admin, non-teaching, security & Conservancy staff and families as tradition. As per tradition of college, Diwali bonus of Rs. 5000/- is paid to all lecturers, non-teaching and Admin staff who draw consolidated pay of less than Rs. 30,000/- per month.

- **Annual Increment:**

3% Annual Increment, calculated on last Consolidated Pay drawn, will be authorized to all employees, on completion of 12 months of service. The increment will be released subject to continuous satisfactory performance of the employee; assessment mechanism for which will be evolved and implemented by IMC/CMC.

- **Payment of DA & HRA:**

Entitlement of allowances to 'Regular' employees will be fixed by IMC/CMC as per the financial state of the college/institute and with the approval of the Patron. DA and HRA rates may be worked out keeping in mind the rates applicable in the State where college/institute is located. No allowances will be authorized to an employee on Consolidated Pay.

Eligibility for Payment of HRA

An employee whose spouse is allotted accommodation at the same station by Central/State Govt, an autonomous public undertaking or Semi-Govt Organization will not be eligible for House Rent allowance irrespective of whether or not the non-allottee employee resides in that accommodation. An employee whose spouse is not allotted Govt.


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accommodation in station from any sources, is eligible for House Rent Allowance regardless of the fact whether spouse is getting HRA or not. An employee who has been allotted residential accommodation in the campus by the college will not be paid HRA even if the employee does not occupy the residential accommodation. This aspect will be clearly written in the appointment letters.

- **Incentive on acquisition of M. Phil. & Ph.D. qualification:**

As per UGC guidelines, provided acquisition of said qualification has been done with prior permission of the management (Chairman of IMC/CMC) and in a subject related to the courses being offered by the college/institute.

- **Payment of NPA to Principals of ACDS:**

Payment of NPA to Principals of ACDS and ACMS will be considered by the management committee in case they are not doing private practice.

- **Stagnation Increment:**

Provision for stagnation increment in tune with the central government rules on the subject will be applicable.

- **Officiating allowance for registrar/principal:**

- **Director/Principal/Dean**

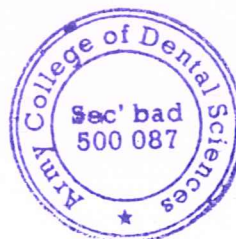
- Rs 2000/- pm for more than one month and upto three month duration.
- @ Rs 6000/- pm for duration beyond three months.

- **Registrar & Head of the Administration**

- Rs 2000/- pm for more than one month and upto three month duration.
- @ Rs 4000/- pm for duration beyond three months

- **ESIC:**

Employees' State Insurance Corporation (abbreviated as ESIC) is a statutory body under the ownership of Ministry of Labor and Employment, Government of India. The fund is managed by the Employees' State Insurance Corporation (ESIC) according to rules and regulations stipulated in the ESI Act 1948. For all employees earning Rs. 21,000/- or less per month as wages, the employer contributes 3.25% and the employee contributes



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0.75%, total share 4%. This fund is managed by the ESI Corporation (ESIC) according to rules and regulations stipulated there in the ESI Act 1948, which oversees the provision of medical and cash benefits to the employees and their family. ESI scheme is a type of social security scheme for employees in the organized sector.

- **EPF:**

All employees whether casual, temporary, daily wages, piece rated, term based or regular are required to become members of EPF subject to a salary ceiling of Rs 15000/- per month (Basic + DA) and contribute 12% of their salary towards EPF with equal contribution from the employer as laid down in employee provident funds and miscellaneous provisions Act 1952 .

- **Loan:**

Loan up to a maximum of Rs. 10,000/- can be advanced to the group D employees of the institution in emergent cases with the approval of director/chairman. The loan amount without interest will be recovered in suitable installments as per directions of director/chairman.

- **Funeral Allowance:**

Funeral allowance subject to a maximum of Rs. 5,000/- so as to cover the funeral expenses will be paid to the next of kin of employees.

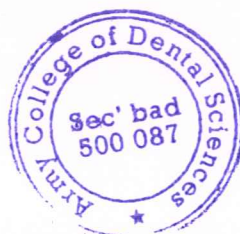
- **Ex-Gratia:**

Rs 3.00 Lakh ex-Gratia will be paid to the next of kin of all eligible employees on their death while in service. The eligibility conditions are given in the SOP on the subject. Payment of ex gratia to employees of colleges/ institutions will be governed by HQ AWES Letter No B/45840/Pay/AWES dated 05 Jan 2018 and 07 Sep 2018 respectively.

- **Leave Entitlement:**

All Non-Vacation employees, after completion of one year of successful service will be entitled to Vacation Leave. Others will be entitled to Earned Leave. The following types of leave will be entitled in a calendar year:-

- (a) Casual -08 days. Sunday/Closed holidays falling during the period of casual leave are not counted as part of casual leave. Unavailed casual leave will not be encashed.



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(b) Medical-12 days on half pay or 06 days on full rates of pay. To be availed on the prior production of a medical certificate from a MBBS Doctor, Ayurveda or Homeopath. This may be availed in parts in a calendar year. Accumulation of medical leave up to a maximum of 30 days in entire service is permissible.

(c) Vacation-Applicable only for vacation staff as per academic calendar of the College/Institute.

(d) Earned -Earned leave, due to non -vacation staff, is calculated @ 1 day's leave for every 12 days of qualifying service. While availing earned leave holidays/Sundays in between the period shall not be excluded from the total leave being availed. No earned leave is authorized to vacation staff.

(e) Maternity -Can be given as under:-

(i) Pregnancy Cases- 26 Weeks (Applicable upto two surviving children)

(ii) Miscarriage/ Abortion-45 days in the entire career of a female staff. Frequency of this type of leave is on "as required basis" but to a maximum of 4 weeks, supported by Medical certificate.

Notes:-

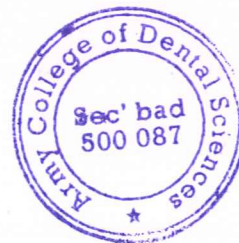
1. A woman employee is entitled to 26 weeks of Maternity Leave, which should commence from a date anytime between the Expected Date of Delivery (EDD) and eight weeks prior to it. This leave shall be a continuous span of 26 weeks irrespective of Holidays/Sundays/Vacations etc. which may fall within this period. In case the delivery takes place before the EDD, the date of commencement of leave shall accordingly be from the date of actual delivery.

2. A women employee is entitled maternity benefits on completion of 80 days qualifying service (including authorized absence/holidays with wages) in the twelve months immediately preceding the date of her expected delivery.

3. Period of maternity leave will not extend beyond the term of employment.

4. All employees will intimate, in writing, about their pregnancy and EDD once their pregnancy is confirmed to facilitate the management to plan in advance adhoc appointments for the period of absence on account of maternity.

(f) Paternity Leave -15 days (For male employee within first two months of adoption/delivery of child by spouse).



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(g) Child Adoption Leave -180 days (For first adoption, only if there is not more than surviving child).

(h) Extra Ordinary Leave (EOL) without pay

- a) EOL on compassionate grounds at the discretion of Principal / Head of Institute / College. - 15 days
- b) EOL at the discretion of the Principal / Head of Institute / College on medical grounds with Medical Certificate.-3 Months
- c) EOL on compassionate grounds at the discretion of Chairman IMC - 45 Days
- d) EOL at the discretion the Chairman, IMC after approval of Patron on Medical grounds with Medical certificate.-6 Months
- e) EOL with the approval of BoA for diseases like TB, Cancer, Leprosy, Mental illness for employees with minimum one year service with medical certificate.-One year extendable by six months in exceptional cases
- f) Study Leave-Up to one year with the approval of the Chairman IMC/MC at 50% of Pay, subject to conditions laid down as per AWES Letter No B/45902/Amdt/C AWES dated 26 Aug 2015 (AMENDMENT NO 36/2015)

Note: In case any faculty is sponsored to attend/present a paper in an International Seminar/ Workshop, he/she would be permitted maximum of seven days extra ordinary paid leave including journey period

Rules Regarding Leave:

All types of leave will be subject to the following rules:-

- (a) Leave is a matter of privilege and cannot be claimed as a right.
- (b) Leave must be got sanctioned before it is availed of. Prefix and suffix may be given at the discretion of the management.
- (c) In case of sudden illness or emergency when prior sanction cannot be obtained, leave application will be submitted at the earliest, along with a medical certificate.



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(d) During leave, Academic Staff may be detailed for invigilation for annual examination and for evaluation work as per the requirement of affiliating university.

(e) Casual Leave cannot be combined with Earned Leave, Summer Vacation, autumn and Winter Break. Unexpended Medical and Casual Leave is neither en-cashable nor accumulated and would lapse at the end of a calendar year, if not availed.

(f) Adhoc appointees are not entitled to any leave except Casual Leave. On completion of an initial mandatory service of three months, one day's casual leave calculated for everyone and half months (i.e. 45 days) of service may be granted to them. Thus an individual would be entitled to a maximum of 8 days Casual Leave in a full calendar year.

(g) Two half days leaves in a calendar month will be treated as one day leave.

(h) All employees in their first year of service are entitled to eight days Casual Leave and Medical Leave, as applicable as per normal scales. They may be granted EOL, without pay, up to a maximum period of 90 days, on medical ground, at the discretion of Chairman IMC/CMC.

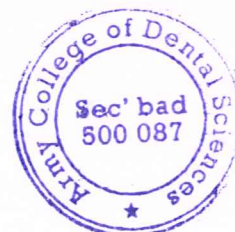
- **Encashment of Leave**

Regular and Full Time Term Based (after completion of one year successful service) Non-vacation employees will be entitled to encashment of leave not exceeding 10 days in a year subject to a total of 200 days at the time of retirement/resignation. The payment on account of encashment of leave would be subject to the employee completing minimum three years' service in the Institution.

- **TA and DA**

An employee of the college/institute, when detailed on duty to proceed to another station, will be entitled to TA and DA as per rules. For travel by air or by road in one's own transport, prior permission of the Chairman will be obtained. All such moves will be carried out with prior sanction of the Chairman and will be kept to the bare minimum. Employees can be ordered to move on outstation duties by HQ AWES, HQ Commands or by the Chairman.


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- **Subsidized Rental Quarters:**

- **Campus Accommodation for Essential Staff:**

(a) Essential Staff like Director, Jt Director & Head of Admin, and Registrar & Head of Administration, Hostel Warden and some Group D staff e.g. Electrician, Driver, Messenger may be provided with semi furnished accommodation in campus.

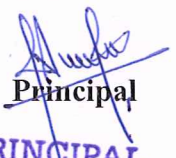
(b) The staff provided with residential accommodation will be charged nominal rent for accommodation and furniture and actual for electricity and water or as specified in their agreement for employment. No HRA will be admissible to employees provided residential accommodation in the campus by the management.

- Introduction: ACDS has total 39 Residential accommodation in its campus. These quarters are earmarked for different categories of employees and allotted to them.
- Aim: to lay-down procedure for allotment and occupation of residential accommodation.
- Accommodation Available: ACDS has 39 residential quarters available for allotment.

They are divided category wise as follows:

- Professor Quarters: 09
- Technical Staff Quarters: 06
- Allied Staff: 24
- Procedure for Allotment: the procedure for allotment of residential accommodation is as under:
 - The accommodation will be allotted on first come first serve basis
 - Once an application for allotment is received a quarter will be allotted to the applicant depending on his category and availability of accommodation. The same will be noted in allotment register. If the quarter is not available, then the applicant will be wait listed and quarters allotted, when it is available.




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- The Incharge of the accommodation will hand over the allotted quarter to the individual as per Kit Inventory of the quarter. The meter reading of electricity meter
- will also be noted during the handing over. Once the accommodation is handed over signatures of the occupant will be taken on handing over certificate and kit inventory.
- The following monthly rent and allied charges will be charged from the occupants category wise:

SNO	Category	Rent (in Rs)	Allied Charges (electricity & Water)
1	Principal	1000.00	As per actual consumption
2	Professor Quarters	800.00	-do-
3	Technical Staff Quarters	400.00	-do-
4	Allied Staff	300.00	-do-

- Request for change of accommodation will not be entertained except in exceptional circumstances and subject to alternate accommodation being vacant.
- Taking over of Accommodation: whenever an employee vacated the house due to retirement/resignation or any other reason the accommodation will be taken over by the Incharge accommodation. He will check the accommodation for correctness as per kit inventory. All damages and deficiencies will be noted and a report of the same duly signed by the occupant and hand over accommodation to Admin Officer.
- Admin officer will ensure that the cost of damage/deficiency is recovered from the occupant before final clearance is given and dues paid to the individual.
- Responsibility: the Admin Supervisor will be responsible for upkeep and maintenance of the unoccupied quarters. He will ensure that the accommodation is clean at the time of handing over.



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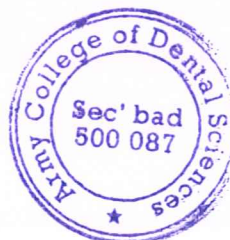
- Conclusion: Allotment of residential accommodation is great help in boosting morale of the staff who are working in the college, hence it is essential that proper allotment and maintenance is carried out.
- Quality Records: the following books/documents will be maintained
 - Wait listing register
 - Quarter allotment/Vacation Register
- **Payment of Interim Relief:**

On revision of pay scales, payment of interim relief to all employees will be in accordance with the instructions of HQ AWES.
- **Age Relaxation:**

Powers to grant age relaxation for initial appointment, re-appointment to a higher post in Army Institutions/Colleges are vested with the Chairman, of Executive Committee. Cases for age relaxation may be submitted by the college/institute, through channels of management, along with their recommendations, to HQ AWES It will be ensured that such recommendations are made only in case of highly competent, experienced and deserving cases.
- **Service Gratuity:**

Service gratuity to the regular confirmed employees will be paid at the time of resignation/termination/superannuation @ ½ months' salary for every completed year of service as a regular employee provided an employee has continuous service of five years in the institute. The service gratuity will be limited to a maximum of 16 ½ times of the basic pay (No DA) subject to a maximum of Rs 10 lac. Service gratuity will not be paid to an employee whose service has been terminated on disciplinary grounds with major penalty. in case of a regular employee dies while in service , he /she would be paid gratuity for the period served in the college irrespective of the fact whether he/she has completed five years continuous service or not.

“Wages : mean all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and include dearness allowances but does not include any bonus, house rent allowance, overtime wages and any other allowances”



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Calculation of gratuity = (Monthly salary x 15 days x No of years of unbroken service)

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- **Uniform:**

All Academic Support and Admin Staff will be provided one set of uniform every year. The following category of employees will be issued uniform twice a year:

(a) Nurses

(b) Laboratory Assistant/ Attendant in ACDS & ACMS

- White Apron and White Gloves

- White Apron and White Gloves.

(c) Lab Assistant/ Attendant in other colleges

- Khaki Apron and Gloves.

Pattern of Uniform. The standard pattern of uniform for male employees will consist of a short buttoned-up coat and a Trouser, a cap and black shoes.

For female Group 'D' employees, the standard pattern will consist of light sky blue sari, blouse and Sandal /Shoes or sky blue salwar kameez and dupatta.

- **Extension of retirement age for administrative staff to 65 yrs.**

(a) **Dean / Director / Principal, Academic Staff and Registrar & Head of Administration.**

These will retire at the age of 65 years. In exceptional cases, an employee who is retiring after 01 Dec may be granted extension up to the end of Academic Year by the management, with prior

approval of BoA. It would be ensured that the rules of affiliating university are complied.

Exceptional case implies that candidates with requisite qualifications are not available for employment or where it is decided to utilize the exceptional talent of the outgoing employee.

(b) **Academic Support Staff and Adam Staff.** These will only be employed on contractual term basis and retire at the maximum age of 60 years, except for Registrar & Head of Adam who may serve up to 65 years of age.



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