



SERVICE RULE BOOK

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SERVICE RULES BOOK

(For Teaching & Administrative Staff)

(Approved vide agenda item number 15 of 2nd Meeting of BoM dated 20.01.2012
and item number 13 of 2nd Meeting of GB dated 21.01.2012)



**Chandigarh Patiala National Highway (NH-64),
Village- Jhansla, Rajpura, Punjab- 140401**



CHITKARA
UNIVERSITY

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PART- 3: EMPLOYEE WELFARE

32. Salaries

Salaries to the staff are credited in time, directly to their bank accounts. Salaries are paid monthly through direct bank transfer. Each member should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

Both, teaching and non-teaching staff are paid in accordance with the norms prescribed by UGC and Government of Punjab. Pay scales are revised from time to time in accordance with University Ordinances and as per guidelines of UGC and Government of Punjab. No any other kind of deductions is made from the salaries except statutory deductions, permitted by law.

The members appointed by the University shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers and others whose terms of appointment specify otherwise, be paid salaries on such pay-scales, or at such stage of such pay-scales and allowances, as the University may adopt or decide from time to time, after taking into consideration the UGC guidelines.

33. Employees Provident Fund

Employees Provident Fund contribution of all the employees of this University whose pay is less than Fifteen Thousand Rupees per month at the time of joining is duly deducted at prescribed rates and deposited in the Office of Provident Fund Commissioner along with the Employer's contribution.

EPF deduction of those employees whose joining pay exceeds maximum ceiling limit as stated above was stopped w.e.f. 1st September 2014 as per the latest instructions issued on this subject by Government of India, Ministry of Labour and Employment; vide notification ref. G.S.R. 608 (E), dated 22nd August 2014.

All eligible employees shall subscribe to the provident fund scheme and shall contribute from their salary at a rate stipulated by the Employees Provident Fund



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