

# INSTITUTE OF HEALTH SCIENCES

---

## Human Resource (HR) Manual

---

### Copyright Notice:

*This Human Resource (HR) Manual is the property of Institute of Health Sciences. This document is not for general distribution and shall not be loaned to anyone outside the Institute of Health Sciences Family. The content of this document shall not be disclosed to any unauthorized person outside the Institute of Health Sciences Family. Copying or unauthorized distribution of this document, in any form or means including electronic, mechanical, photocopying or otherwise is prohibited and is illegal.*

---



## **SECTION 4: SALARY / WELFARE MEASURES/ALLOWANCES RECOGNITION/TERMINAL BENEFITS**

### **Salary**

#### **Basic Pay**

a. INSTITUTE OF HEALTH SCIENCES shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter or Memorandum of Understanding shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.

#### **b. Salaries**

Salaries are paid via internet banking/ cheque on or after the 20<sup>th</sup> day of the following month only when daily activity reports & action plans are submitted to the respective department on time.

c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions for loan repayment or other dues.

d. Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The payday of temporary employees shall be same as that of permanent employees or after completion of the period of temporary employment whichever is earlier.

Part-Time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case. Their payday and leave will be governed by the terms of their contract.

#### **Reimbursements**

You may claim reimbursements related to Conveyance or any other





kind of official expenses by submitting them to the respective Reporting Authority/ Accounts Dept. However, these reimbursements must have been approved by your respective Reporting Authority. The payments will be made, provided the performance reports have been duly submitted, before last day of the month.

You must attach original bills and other evidence with any request for expense reimbursement. Payment Timings will be as announced by the Accounts dept. from time to time.

### **Wage Fixation**

a. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff on service except for those who are employed after retirement elsewhere or those who are appointed on Consolidated Salary for specific reason. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. Please refer to <http://www.aicte-india.org/> for more details. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

b. **Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them more or less on the same principle adopted in the case of Faculty.

c. **Re-employment of Retired Hands:** Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed. The Grades, Scales and periodic revision of Dearness Allowance must be approved by the Executive Committee of the Trust and communicated to the Governing Body. The Secretary and EM/AM shall issue an order indicating the Salary Structure and the same will be published for the intimation of the staff concerned.

d. **Management Personnel:** The Salary of the Management Personnel appointed for the administration of the college shall be

