



POLICY FOR EMPLOYEE WELFARE MEASURES



Medha G. Rao

PRINCIPAL AND DEAN
M.S. Ramaiah Medical College
& Teaching Hospital
Bangalore - 560 054



M.S. Ramaiah Medical College & Hospitals

MSR Nagar, MSRIT Post, Bangalore – 560 054

Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670

Fax: 080-2360 6213

Email: msrmedical@gmail.com Web: <http://www.msrmc.ac.in>

Welfare measures for employees of Ramaiah Medical College and Hospitals- policy document

1. Payment of Gratuity:

The gratuity amount shall be payable in accordance with the provisions of the Payment of Gratuity Act, 1972 with necessary amendments.

(1) Gratuity shall be payable to an employee on termination of his employment after he has rendered continuous service for not less than five years,

(a) on his superannuation, or

(b) on his retirement or resignation, or

(c) on his death or disablement due to accident or disease:

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Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement:

Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs, and where any such nominees or heirs is a minor, the share of such minor, shall be deposited with the controlling authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority.

Explanation: For the purposes of this section, disablement means such disablement as incapacitates an employee for the work which he, was capable of performing before the accident or disease resulting in such disablement.

(2) For every completed year of service or part thereof in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen days wages based on the rate of wages last drawn by the employee concerned:

Provided that in the case of a piece-rated employee, daily wages shall be computed on the average of the total wages received by him for a period of three months immediately preceding the termination of his employment, and, for this purpose, the wages paid for any overtime work shall not be taken into account.:

Provided further that in the case of [an employee who is employed in a seasonal establishment and who is not so employed throughout the year], the employer shall pay the gratuity at the rate of seven days wages for each season. Explanation: In the case of a monthly rated employee, the fifteen days wages shall be calculated by dividing the monthly rate of

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wages last drawn by him by twenty-six and multiplying the quotient by fifteen.

(3) The amount of gratuity payable to an employee shall not exceed twenty lakhs rupees.

(4) For the purpose of computing the gratuity payable to an employee who is employed, after his disablement, on reduced wages, his wages for the period preceding his disablement shall be taken to be the wages received by him during that period, and his wages for the period subsequent to his disablement shall be taken to be the wages as so reduced.

(5) Nothing in this section shall affect the right of an employee to receive better terms of gratuity under any award or agreement or contract with the employer.

(6) Notwithstanding anything contained in sub-section (1),

(a) the gratuity of an employee, whose services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, shall be forfeited to the extent of the damage or loss so caused.

(b) the gratuity payable to an employee may be wholly or partially forfeited.

(i) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or if the services of such employee have been terminated for any act which

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constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

2. Encashment of Earned leave:

Teaching faculty:

At the time of resignation or separation for whatever reason including retirement/ voluntary separation / resignation subject to the entitlement and approval of the management in each case separately, the encashment is restricted to the actual number of EL accrued to the credit of an employee at the time such resignation / separation or 180 days maximum, whichever is lower. The encashment will be calculated on the basis of the last drawn Basic Pay and Dearness Allowance. No other leave is encashable or can be added to EL for the purpose of encashment. The leave encashment is restricted to employees with a minimum of 15 years service at the time of resignation / retirement. This policy is applicable in respect of all employees retiring / separating on or after 1st March 2013.

Non teaching employees:

The employees are eligible for encashment of earned leave of not more than 30 days in the block period of every two calendar years. Encashment of earned leave is permitted only if the employee has a minimum 60 days of EL on his/her credit.

3. Voluntary Provident Fund:

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It is a Voluntary fund contribution from the employees towards his Provident Fund account. The contribution is beyond 12% of contribution by an employee towards his Voluntary Provident Fund. The maximum contribution is Rs.7,500/-p.m. Interest is variable every year.

The Benefits are:

- 1. Safe investment option.*
- 2. Easy to apply.*
- 3. High returns.*
- 4. Tax paying option.*
- 5. A scheme that helps to plan post retirement.*

4. Employee provident fund :

The Employee Provident Fund and Miscellaneous Act, 1952 provides for the institution of Provident Fund, Pension Fund & Deposit Linked with Insurance Scheme. Employee Provident Scheme is a social security legislation provided by Employee Provident Fund Organization. The scheme makes provision for pension after their retirement at the age of 58 years.

- *Superannuating pension, retiring pension or permanent total disablement pension to the employees.*
- *Widow or widower's pension, children pension or orphan pension payable to the beneficiaries' employees.*

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- *This scheme is applicable to all members who are covered under Provident Fund Act after 15.11.1995.*
- *An amount equal to 8.33% of pay is contributed into the EPS from the Employer's contribution.*
- *Minimum 10 years eligible service will entitle for member pension.*
- *If member is alive, pension to member.*
- *If member is not alive, Pension to spouse and two children below 25 years of age.*
- *If an employee dies while in service, his dependents are given Rs.7,00,000/-*
- *This scheme is applicable to all PF subscribers including exempted establishments contributing to EPS Scheme.*

Employees' State Insurance Scheme Of India : *The Employees' State Insurance Scheme is an integrated measure of Social Insurance designed to accomplish the task of protecting 'employees' as defined in the Employees' State Insurance Act, 1948 against the impact of incidences of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. Employees drawing wages upto Rs.15,000/- a month, are entitled to social security cover under the ESI Act.*

5. Ramaiah Health Benefit Scheme:

It is a scheme by GEF(M) to reduce the health cost for Ramaiah staff and their dependents. The Health Benefit Scheme seeks to encourage the

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beneficiaries of the policy to adopt a responsible and proactive approach to managing health and through their actions to promote the services of Hospital.

The objective of Ramaiah Health Benefits is a staff welfare initiative for the benefit of the staff to reduce the outpatients & inpatients at the hospital and medical bills incurred by the employees.

The Health benefits will be provided as per their eligibility and in accordance with rules. The calendar year of Health Benefit Scheme operation is 1st of April to 31st of March each year.

6. Free Annual Health Check up:

Periodic health check up limits the risk of complications by closely monitoring existing conditions. It increases the life span and improves health. It reduces health care cost overtime by avoiding expensive medical services. It is mandatory for all employees to undergo annual health check up and review their health status.

7. Conveyance at concessional rate:

A shuttle bus service, in the form of partial transport is provided by the Institute from and to the nearest metro station at concessional rate .

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8. Library and Information Centre:

The Central Library is spread across 46,000 square feet, the Central Library at the Ramaiah Medical College is a repository of books, bound volumes and periodicals, accessible to students, residents and staff.

The library is maintained well and regularly enriches its collection in order to allow users full access to current research tools and technologies. Besides, the library is an active member of "HELINET" consortium offering more than 675 indexed national and international journals. It has more than 62 computers with internet accessibility and facilities for scanning, printing and photocopying. In addition to that, a CD and Video based journal section with 'Proquest' system also made available to faculty, students and staff. The institution has over 19813 books & 10,862 back volumes and ambience to meet the needs for academic enrichment.

The Library will provide electronic access to various full text articles through RGUHS HELINET Consortium. The central library is well equipped with modern facilities and resources in the form of CD-ROM, online e-journals and e-books, audio video cassettes, books, back volumes of journals, thesis etc. The library collection also includes a large section of expensive reference books and collection of books for SC/ST students.

The central library has involved various digitization activities, like digitizing the thesis and old question papers for the purpose of the students use.

All the books and non-book materials are bar coded and in-house functions like Cataloguing & Acquisition, Periodicals, OPAC, EPAC

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reports, and other modules are automated using the EASYLIB automation software.

9. Jnanavahini:

Jnanavahini is the monthly news letter brought out by Gokula Education Foundation (Medical). The newsletters are always meant to strengthen internal communication. Janavahini is a vehicle for inclusive excellence and act as a platform to disseminate the activities of our institutions. This is a platform to record the activities each month by communicating the achievements and ongoing activities around us. Jananavahini redefines the role to bring all our activities together. The newsletter was started in the year 2013 and going strong with lot of changes in the content and material delivery.

The strength of the employees is highlighted in every issue of the newsletter and thereby acknowledging the merits of the employees. The Newsletter helps to build relationships through uninterrupted communication and high-value information.

It also includes the column "Our extended family" to share the achievement of spouse and children of employees. The achievements would include securing ranks in academics, securing State and National level Prize, Awards, extraordinary talent in writing, singing, acting, fine arts, felicitation etc.,

10. Recreational facilities including sports and cultural activities:

Ramaiah Habba:

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Ramaiah Habba is the monthly cultural extravaganza in the campus held on first Monday of every month at muralivana. It is hosted by each institution under GEF every month.

Ramaiah Sports:

Ramaiah Sports is extended to all in the campus - faculty, staff and students.

GEF Culmeet:

GEF Culmeet conducts Debate, Bhavageethe, Kavi Ghoshti, Fine Arts, Quiz & Filmy Music competitions, short film making, dance, skits on special occasions apart from conducting and promoting regular cultural programs. They have created a platform for all budding, young, creative Music Bands of our campus to facilitate our Music Bands showcase their passion and interest in playing good, interesting, exciting music for all of us to enjoy.

11. Maternity Benefit:

Ramaiah Medical College is governed by the provisions of The Maternity Benefit Act, 1961. The object of maternity leave and benefit is to protect the dignity of motherhood by providing for the full and healthy maintenance of women and her child when she is not working. This was an act to regulate the employment of women in certain establishments for certain period before and after child-birth and to provide for maternity benefit and certain other benefits.

- *In order to be eligible for benefits guaranteed under the Act, the woman employee must have worked for at least 80 days during the 12*

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months immediately preceding the date of her expected date of delivery of child in that particular establishment.

- *A woman employee is entitled to 26 weeks of maternity leave with pay (with not more than 8 weeks preceding the expected date of delivery).*
- *Paid adoption leave (if the adopted child is less than three months old) and paid surrogacy leave of 12 weeks from the date when the child is handed over, has been introduced.*
- *The Act applies only where ESIC is not applicable.*

Creche and Child care:

The MB Amendment Act also makes crèche facility mandatory for every establishment employing 50 or more employees. Nanda Gokula, a unit under Ramaiah Medical College, functions as a Crèche and provides child care to the mothers who are employed in our Institution. These employees would be permitted to visit the crèche 4 times during the day.

Vehicle parking facility with refundable fee:

All employees are entitled to utilise the parking facility provided at the basement of Ramaiah Medical College. The employees are charged with a nominal fee of Rs.250/- for two wheeler and Rs.500/- for four wheeler which is refundable at the time of relieving from the services.

Death Relief Fund:

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In Ramaiah Medical College, the Family Welfare Fund (Death Relief Fund) is established for the benefit of non teaching employees. It is an aid in the form of money which is paid either at the time of death of an employee during the service or the repayment of the accumulated amount on retirement of the employee.

It is a voluntary welfare measure and Rs.20/- p.m. is contributed towards the same by the confirmed employee placed on scale.

The Fund provides limited assistance of Rs.5,000/- towards funeral expenses to the dependent when an employee dies during the service and Rs.15,000/- will be paid thereafter to the dependent. The accumulated amount is refunded to the employee on retirement otherwise.

Reviewed Date: 23.12.2015

Signed/-

Principal & Dean

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