



**Ref: NIU / NOTICE / HR – 21**

**POLICY FOR EMPLOYEE(S) ELIGIBLE FOR PAYMENT OF GRATUITY**

**Introduction:**

In order to bring uniformity in payment of gratuity to all permanent full time regular on roll employees (Teaching / Non-Teaching / Grade IV) of Noida International University, this policy is made.

**1. Eligibility:**

All permanent full time regular on roll employees (Teaching / Non-Teaching / Grade IV) of Noida International University shall be eligible to receive the “Payment of Gratuity” at the time of retirement or resignation or on superannuation provided the concerned employee(s) has rendered continuous service of not less than 5 years in any stage.

In case of death on duty or disablement, the appropriate provisions of the “Payment of Gratuity Act” will apply and the Gratuity will be payable even if the employees has not completed 5 years of service provided the required documentation and official formalities should be all in order and completed in all respect as per the said “Act”.

**2. Amount of Gratuity:**

The quantum of Gratuity shall be computed @15 days on last drawn Basic Salary / Wages (Basic / DA if applicable) for every completed years of services. The method of calculation of the completed years and the formula for the calculation of Gratuity payable will be as per the “Payment of Gratuity Act” being amended from time to time.

At present the formula for calculation is:

Last Drawn (Basic + DA) X 15X No of Years of Services / 26

### **3. Forfeiture of Gratuity:**

The Gratuity payable to an employee shall be forfeited if his / her services have been terminated for causing damage or loss or destruction of property of Noida International University, to the extent of the damage or loss.

The Gratuity of an employee may be wholly or partially forfeited:

- a) If the services of such employee have been terminated for his / her riotous or disorderly conduct or any other act of violence on his / her part.
- b) If the services of such employee have been terminated for any act involving moral turpitude (a corrupt act or practice) etc or anything which is detrimental to the institution.

This policy is with effect from 01.03.19.

The policies, regulations and procedures being mentioned herein are subject to change without prior notice, if necessary.

This policy is to be reviewed once a year. The Management reserves the full right to make exceptions, review, change rules and other requirements as it may deem fit from time to time.

**Ashis Chakraborty**  
**(Head – HR)**