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- 18.2 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

CHAPTER II

LEAVE RULES

- 1 Leave is a privilege and not a right:
It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

- 2 Leave Application:

The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

2.1 Except in emergency, application for leave for 3 days or less should be made at least 24 Hrs. before the time from which the leave is required.

2.2 Application for leave for more than 3 days but less than 6 days should be made at least 6 working days before the date from which the leave is required.

2.3 Application for leave for 6 days or more should be made at least one month before the date from which the leave is required.

- 3 No leave can commence unless it has been sanctioned:

Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.

4 No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.

- 5 Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

Kinds of Leave:-

Casual Leave (CL)

- 1.1 13 days Casual Leave is admissible in a calendar year.
- 1.2 If an employee joins duty after the first day of January he/she shall be entitled to proportionate number of CL for the remaining part of the Calendar year.
- 1.3 A maximum of Two (2) days of CL can be availed of at one time.
- 1.4 CL can not be pre-fixed/suffixed with any other type of leave.
- 1.5 CL up to total accumulated period but not exceeding six (06) days may be granted under very special circumstances.
- 1.6 CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

Vacation leave

- 1.1 All teaching posts are VACATION POST, therefore faculty is entitled to 30 days summer vacation and 10 days winter vacation or as declared by university. If exigencies of work so require the teaching faculty can be called for duty with the express permission of Chairman, G.B. / Managing Trustee. In such case the shortfall in period of vacation will be converted into earned leave and rules of earned leave will apply.
- 1.2 The vacation leave shall be got sanctioned in advance in writing as any other leave.
- 1.3 The vacation period amongst the faculty members shall generally be staggered to ensure that the Institute functioning is not hampered.
- 1.4 Like Earned Leave, Vacation Leave shall be earned first. An employee who has not worked for the preceding semester shall not be entitled to



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Vacation Leave. She shall however, be entitled to reduced period vacation on prorata basis.

Closed Holidays

The College will remain closed on Closed Holidays declared by University.

Festival Leave (Optional Holidays)

3 days Optional holidays can be availed during the calendar year against the Optional holidays declared by University.

Earned Leave

- Admissibility of EL to all regular teaching staff working under
 - (a) $1/30^{\text{th}}$ of actual service including Vacation plus (maximum 12 days)
 - (b) $1/3^{\text{rd}}$ of the period, if any, during which she is required to perform duty during vacation.
- Admissibility of EL to all other regular employees (not availing Vacation leave) shall be at the rate of 30 days for every completed calendar year of service or $2\frac{1}{2}$ day for each calendar month of service. For a period which is less than a complete calendar month, earned leave shall be allowed at the rate of one day for 10 working days of service subject to the limit of $2\frac{1}{2}$ days of leave for the calendar month.
- An employee whose service commences otherwise than on 1st day of January shall be entitled to leave at the rate laid down above.
- For calculating working days weekly offs, closed holidays will not be counted i.e. they will be counted as non – working days.
- EL will be credited on 1st day of next year.
- Earned Leave is to be granted only once it is earned.

- Earned leave can be pre-fixed/suffixed with other holidays/leaves but not with Vacation Leave..
- Employees appointed on Adhoc basis are not entitled to Earned Leave.
- Employee is entitled for EL only after completion of 1 year service on regular basis.

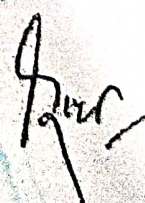
Commutated Leave In lieu of Half Pay Leave

Not exceeding half the amount of half pay leave due may be granted on Medical certificate only to a permanent or a temporary Employee with one year of continuous service subject to the following Conditions:-

- i) Half Pay Leave during the calendar year is 20 days to be credited after completion of each calendar year.
- ii) Commuted leave during the entire service is limited to 240 days.
- iii) Twice the amount of commuted leave granted shall be debited against half pay leave due (including Sundays and holidays)
- iv) Not more than 90 days of commuted leave can be granted at a time.
- v) The total duration of commuted leave and earned leave taken in conjunction shall not exceed 210 days.
- vi) commuted leave will be sanctioned only after joining the duty.
- vii) Commuted leave shall not be granted preparatory to retirement.
- viii) It can only be granted on the strength of a certificate of the Medical Authority declared competent for the purpose.

Leave Without Pay

- 1.1.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Leave without Pay" at the discretion of the Management subject to exigencies of service. Such leave shall not exceed 15 (Fifteen) days at a time.



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1.1.2 Absence of an employee without sanctioned leave is a case of Indiscipline and does not fall under this category.

1.1.3 "Leave without pay" shall also be got sanctioned in advance as any other leave.

Extra Ordinary Leave:

As the name suggests, this leave is granted under extraordinary circumstances only viz. prolonged sickness of self or a family member. No salary will be paid for the leave period.

Duty Leave

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave. Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture – once a year.
- b) To work on behalf of the college
- c) To read/present a research paper in a Conference/ Symposium of National/International level. – once a year.
- d) To attend selection committee or other such committee meetings provided they are convened by a statutory body/university recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a University recognized by the Government – once a year.
- f) To take practical examination – maximum 4 times.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

- There exists a written request from the competent authority.
- The paper has been accepted for presentation and a communication to this effect received in writing.

If the teacher receives a fellowship or honorarium or any other financial assistance, such leave shall not be considered as duty leave.

Maternity Leave

- Maternity leave may be granted to a permanent female employee with full pay up to a maximum of two children. Maternity leave granted will be as under:-

a) Employees with 3 years or more service.	: 12 Weeks
b) Employees with 2 years or more and less than 3 years of service.	: 2 months

CHAPTER III

TA/DA RULES

General

The Traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down by UGC/University amended from time to time.

2. Approval

All journeys must be got approved by the competent authority (Chairman/ Principal) in writing. If, however, time does not permit written permission in advance it shall be done immediately on return from tour/ temporary duty but in such cases verbal permission need to be obtained.

3. Mileage Allowance

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Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

Own Scooter

: Rs. 2.00 per KM

Own Car

: Rs. 8.00 per KM

In Special Cases actual expenses may be charged rendering an appropriate certificate.

4. Incidental Charges

Incidental charges are admissible as under: —

8.1 Transportation from residence to railway station/Airport, Airport/ Railway Station to place of duty; Actual expenses will be admitted.

8.2 Taxi charges for traveling to other offices in town: Actual expenses will be admitted.

5. Lodging at the outstation

Hotel charges will be paid against actual bills and most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

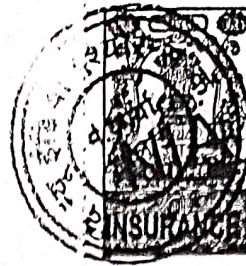
6. Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement within 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accountant, who in turn shall check for entitlement and get it approved by the Chairman. All claims must be accompanied with bills etc. In case of non-salary, advance drawn will be deducted from the

7. Official Duty TA Report



Personal Accident Insurance ()
UIN Number -

Insured Name	BHILAI MAHILA MAHAVIDYALAYA		
Insured's Details		Issuing Office Details	
Customer ID	PO92990576	Office Code	BHILAI DO (460300)
Address	HOSPITAL SECTOR, BHILAI DURG, CHHATTISGARH, 491001	Address	1ST FLOOR, CHOUHAN ESTATE, NEAR MOURYA TALKIES, G.E. ROAD BHILAI DIST. - DURG CG-490011, 490011
Phone No	XXXXXX7413	Phone No	07882350866
E-mail/Fax	bmmprinci19@gmail.com, bmahila@rediffmail.com /	E-mail/Fax	nia.460300@newindia.co.in /
PAN No		S.Tax Regn. No	AAACN4165CST178
GSTIN/UIN	NA / NA	GSTIN	22AAACN4165C1Z1
		SAC	997133 (Accident and health insurance services)

Policy Details		Business Source Code	
Policy Number	46030042210100000034	Dev.Off level./Broker/Corp. Agent/IMF/POS/Web Aggregator	DIRECT BUSINESS - (2D10673313)
Period of Insurance	From 16/11/2021 03:00:00 PM To 15/11/2022 11:59:59 PM	Agent/Bancassurance/Specialised Person	Mr. MANJIT SINGH (NIAAG00127495) MANJIT SINGH (SI00212092)
Date of Proposal	16-Nov-21	Phone No	
Prev. Policy no.		E-mail/Fax	MANJIT0807@GMAIL.COM / / /
Client Type	Non-Corporate	Type of Cover	24 hours Cover required
Staff Discount	No		
Premium:	GST:	Total (₹)	Stamp Duty
₹ 4773	₹ 860	₹ 5633	₹ 5
		Rupees (in words)	Receipt No. & Date:
		RUPEES FIVE THOUSAND SIX HUNDRED THIRTY-THREE ONLY	4603008121000000 2120 - 16/11/21

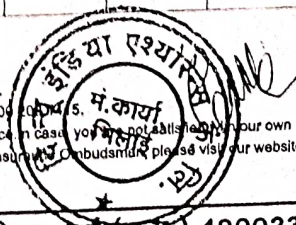
Benefits under the Policy: GROUP NAMED

Number of Persons											War & Allied Cover opted		
Sl. No	Emp ID	Name Of Insured	Age	Cadre	Relation	Risk Group	Excess	Sum Insured	Medical Extension		Sum Insured	Country	Type of Period
1	1	Dr. (Smt.) Sandhya Madan Mohan	62	Astt.Pro f. & Ofg. Principal	Self	Risk Group I	NA	100000	No		0	NA	NA
3	2	Dr. (Smt.) Sumita G. Rao	62	Astt. Prof.	Self	Risk Group I	NA	100000	No		0	NA	NA
4	3	Dr. (Smt.) Nisha Shukla	61	Astt. Prof.	Self	Risk Group I	NA	100000	No		0	NA	NA
5	4	Smt. Jyotibala Chohey	61	Astt. Prof.	Self	Risk Group I	NA	100000	No		0	NA	NA
6	5	Dr. (Smt.) Mahulika Shrivastava	62	Astt. Prof.	Self	Risk Group I	NA	100000	No		0	NA	NA

Signature Not Valid

Digitally signed by SRINIVASAN VADDEPALLI
Date: 2021.11.16

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office in case you are not satisfied with your own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman please visit our website <http://newindia.co.in>



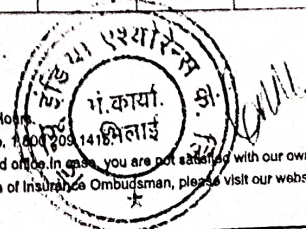


7	6	Smt. Pratibah Chhaya Claudius	60	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
8	7	Dr. (Smt.) Swarna Lala Verma	62	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
9	8	Dr. (Smt.) Asha Rani Das	56	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
10	9	Dr. (Smt.) Rupam Ajeet Yadav	57	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
11	10	Dr. (Smt.) Rajshree Chandra kar	57	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
12	11	Dr. (Smt) Bharati Verma	53	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
13	12	Dr. (Smt) Bhavana Pandey	53	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
14	13	Dr. (Smt) Rajshri Sharma	50	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
15	14	Dr. (Smt) Pratiksha Pandey	55	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
16	15	Dr. (Smt) Mohana S. Pandit	45	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
17	16	Smt. Hemlata Sidar	42	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
18	17	Ms. Salma Mohd. Shafi	46	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
19	18	Dr. (Ms) Kanchan a Shahi	44	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
20	19	Ms. Suraiya Bano	51	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
21	20	Dr. (Smt) Madhuri Devi M.	50	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
22	21	Smt. Sabiha Naz	36	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
23	22	Dr. (Smt) Nidhi Monika Sharma	45	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
24	23	Smt. Bhavana Chauhan	37	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
25	24	Dr. (Smt.) Barna Mazumdar	45	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA

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भिलाई मण्डल कार्यालय (460300) प्रथम तल, चौहान ईस्टेट, जी.ई. रोड, सुपेला, भिलाई, जिला-दुर्ग (छ.ग.) 490023
DIVISIONAL OFFICE : (460300) 1st Floor, Chouhan Estate, G.E. Road, Supela, Bhilai, Dist.-Durg (C.G.) 490023
GSTIN : 22AAACN4165C1Z1. CIN No.: L66000MH1919GOI000526

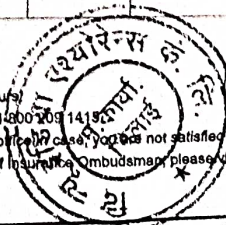


										Sum Insured	Country	Type of Period
26	25	Ms. Nandita Khanra	35	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
27	26	Dr. (Smt) Alpna Sharma	45	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
28	27	Dr. (Smt) Reena Shukla	47	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
29	28	Dr. (Smt) Anupama Shrivastava	41	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
30	29	Dr. (Smt) Amarpreet Kaur Bhatia	31	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
31	30	Dr. (Ms.) Shippi Dewangan	36	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
32	31	Dr. (Smt) Sapna Thakur	36	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
33	32	Dr. (Smt) Ranjana Sahu	38	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
34	33	Mr. Deepak Das Manikpur	33	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
35	34	Dr. (Ms) Nishtha Vaidya	37	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
36	35	Dr. (Smt) Sarita Joshi	55	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
37	36	Dr. (Smt) Deepti Chauhan	41	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
38	37	Smt. Divya Paikra	37	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
39	38	Dr. (Smt) Varsha Chandarakar	35	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
40	39	Dr. (Smt) Archana Sharan	45	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
41	40	Smt. M. Bhargya Laxmi	34	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
42	41	Smt. Nishi Verma	35	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
43	42	Dr. (Smt) K. Vijaysri	42	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
44	43	Ms. Renuka Yadav	36	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
45	44	Smt. Bhavika Sharma	31	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA

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Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1800 109 1419

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. If you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman please visit our website <http://newindia.co.in>





46	45	Smt. Kavita Dubey	49	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
47	46	Dr. (Smt) Pratima Mishra	62	Astt. Prof.	Self	Risk Group I	NA	100000	No	0	NA	NA
48	47	Shri Rajendra Kumar Sharma	65	Aministrator	Self	Risk Group I	NA	100000	No	0	NA	NA
49	48	Smt. Neha Shrivastava	31	I/c, L&A	Self	Risk Group I	NA	100000	No	0	NA	NA
50	49	Ms. Padma Kanojia	49	Accountant	Self	Risk Group I	NA	100000	No	0	NA	NA
51	50	Mr. Hula Ram Verma	58	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA
52	51	Mr. Mahesh Rao Gaikwad	51	L.D.C.	Self	Risk Group I	NA	100000	No	0	NA	NA
53	52	Mr. Vikas Shrivastava	42	L.D.C.	Self	Risk Group I	NA	100000	No	0	NA	NA
54	53	Mr. Yuvraj Singh Sen	44	L.D.C.	Self	Risk Group I	NA	100000	No	0	NA	NA
55	54	Mr. Mannu Lal Verma	49	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA
56	55	Mr. Mohan Lal Sahu	44	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA
57	56	Mr. Hemlal Dewangan	47	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA
58	57	Mr. Mukesh Soni	55	Book Lifter	Self	Risk Group I	NA	100000	No	0	NA	NA
59	58	Mr. Lokesh Yadav	37	Peon	Self	Risk Group I	NA	100000	No	0	NA	NA
60	59	Mr. Hitesh Sahu	29	Comp. Oper.	Self	Risk Group I	NA	100000	No	0	NA	NA
61	60	Smt. Vibha Tamrakar	30	Comp. Oper.	Self	Risk Group I	NA	100000	No	0	NA	NA
62	61	Smt. Tejshri Sahu	46	Asst. Lib.	Self	Risk Group I	NA	100000	No	0	NA	NA
63	62	Ms. Rafiya Uzma	42	Comp. Oper.	Self	Risk Group I	NA	100000	No	0	NA	NA
64	63	Ms. Sharda Bhoutey	46	Lib. Asstt.	Self	Risk Group I	NA	100000	No	0	NA	NA
65	64	Mr. Uma Shankar Yadav	46	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA
66	65	Mr. Mukesh Yadav	34	Lab. Atttd.	Self	Risk Group I	NA	100000	No	0	NA	NA

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67	66	Mr. Pradeep Verma	33	Lab Attd.	Self	Risk Group I	NA	100000	No	0	NA	NA
68	67	Mr. Gajendra Dewangan	30	Lab Attd.	Self	Risk Group I	NA	100000	No	0	NA	NA
69	68	Smt. Parmeshwari	42	Book Lifter	Self	Risk Group I	NA	100000	No	0	NA	NA
70	69	Mr. Sohan Lal Verma	45	Mali	Self	Risk Group I	NA	100000	No	0	NA	NA
71	70	Mr. Hari Singh	51	Mali	Self	Risk Group I	NA	100000	No	0	NA	NA
72	71	Mr. Tikke m Chand Verma	40	Mali	Self	Risk Group I	NA	100000	No	0	NA	NA
73	72	Mr. Joginder	45	Sweeper	Self	Risk Group I	NA	100000	No	0	NA	NA
74	73	Mr. Ram Prasad	54	Chowkidar	Self	Risk Group I	NA	100000	No	0	NA	NA
75	74	Smt. Savita Mangraj	38	Peon	Self	Risk Group I	NA	100000	No	0	NA	NA
76	75	Smt. Satyawati Rajan	53	Care Taker Hostel	Self	Risk Group I	NA	100000	No	0	NA	NA
77	76	Ms. Pramod Kumari Sahu	47	Metron Hostel	Self	Risk Group I	NA	100000	No	0	NA	NA
78	77	Smt. Rekha Baghel	47	Attd. Hostel	Self	Risk Group I	NA	100000	No	0	NA	NA

Table Details:

Sl.No	Table A	Table B	Table C	Table D	Sum Insured
Sl.No	Table A	Table B	Table C	Table D	Sum Insured
1	Yes	No	No	No	0
2				Yes	0
3	Yes	No	No	Yes	0
4	Yes	No	No	Yes	0
5	Yes	No	No	Yes	0
6	Yes	No	No	Yes	0
7	Yes	No	No	Yes	0
8	Yes	No	No	Yes	0
9	Yes	No	No	Yes	0
10	Yes	No	No	Yes	0
11	Yes	No	No	Yes	0
12	Yes	No	No	Yes	0
13	Yes	No	No	Yes	0
14	Yes	No	No	Yes	0
15	Yes	No	No	Yes	0
16	Yes	No	No	Yes	0
17	Yes	No	No	Yes	0
18	Yes	No	No	Yes	0
19	Yes	No	No	Yes	0
20	Yes	No	No	Yes	0
21	Yes	No	No	Yes	0

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22	Yes	100000	No	0	No	0	Yes	0
23	Yes	100000	No	0	No	0	Yes	0
24	Yes	100000	No	0	No	0	Yes	0
25	Yes	100000	No	0	No	0	Yes	0
26	Yes	100000	No	0	No	0	Yes	0
27	Yes	100000	No	0	No	0	Yes	0
28	Yes	100000	No	0	No	0	Yes	0
29	Yes	100000	No	0	No	0	Yes	0
30	Yes	100000	No	0	No	0	Yes	0
31	Yes	100000	No	0	No	0	Yes	0
32	Yes	100000	No	0	No	0	Yes	0
33	Yes	100000	No	0	No	0	Yes	0
34	Yes	100000	No	0	No	0	Yes	0
35	Yes	100000	No	0	No	0	Yes	0
36	Yes	100000	No	0	No	0	Yes	0
37	Yes	100000	No	0	No	0	Yes	0
38	Yes	100000	No	0	No	0	Yes	0
39	Yes	100000	No	0	No	0	Yes	0
40	Yes	100000	No	0	No	0	Yes	0
41	Yes	100000	No	0	No	0	Yes	0
42	Yes	100000	No	0	No	0	Yes	0
43	Yes	100000	No	0	No	0	Yes	0
44	Yes	100000	No	0	No	0	Yes	0
45	Yes	100000	No	0	No	0	Yes	0
46	Yes	100000	No	0	No	0	Yes	0
47	Yes	100000	No	0	No	0	Yes	0
48	Yes	100000	No	0	No	0	Yes	0
49	Yes	100000	No	0	No	0	Yes	0
50	Yes	100000	No	0	No	0	Yes	0
51	Yes	100000	No	0	No	0	Yes	0
52	Yes	100000	No	0	No	0	Yes	0
53	Yes	100000	No	0	No	0	Yes	0
54	Yes	100000	No	0	No	0	Yes	0
55	Yes	100000	No	0	No	0	Yes	0
56	Yes	100000	No	0	No	0	Yes	0
57	Yes	100000	No	0	No	0	Yes	0
58	Yes	100000	No	0	No	0	Yes	0
59	Yes	100000	No	0	No	0	Yes	0
60	Yes	100000	No	0	No	0	Yes	0
61	Yes	100000	No	0	No	0	Yes	0
62	Yes	100000	No	0	No	0	Yes	0
63	Yes	100000	No	0	No	0	Yes	0
64	Yes	100000	No	0	No	0	Yes	0
65	Yes	100000	No	0	No	0	Yes	0
66	Yes	100000	No	0	No	0	Yes	0
67	Yes	100000	No	0	No	0	Yes	0
68	Yes	100000	No	0	No	0	Yes	0
69	Yes	100000	No	0	No	0	Yes	0
70	Yes	100000	No	0	No	0	Yes	0
71	Yes	100000	No	0	No	0	Yes	0
72	Yes	100000	No	0	No	0	Yes	0
73	Yes	100000	No	0	No	0	Yes	0

Policy No. : 46030042210100000034 Document generated by 38042 at 18/11/2021 18:00:14 Hours

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1800 298 1415

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.

भिलाई मण्डल कार्यालय (460300) प्रथम तल, चौहान ईस्टेट, जी.ई.रोड, सुपेला, भिलाई, जिला-दुर्ग (छ.प्र.) 490023
 DIVISIONAL OFFICE : (460300) 1st Floor, Chouhan Estate, G.E. Road, Supela, Bhillal, Dist.-Durg (C.G.) 490023
 Ph : 0788 2352088 2350868 GSTIN : 22AAACN4185C171 CIN No. : L66000MH1919GOI000526



	Table A	Sum Insured	Table B	Sum Insured	Table C	Sum Insured	Table D	Sum Insured
74	Yes	100000	No	0	No	0	Yes	0
75	Yes	100000	No	0	No	0	Yes	0
76	Yes	100000	No	0	No	0	Yes	0
77	Yes	100000	No	0	No	0	Yes	0
78	Yes	100000	No	0	No	0	Yes	0

Sl.No	Special Conditions
1	0
2	
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
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38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0

Policy No. : 48030042210100000034 Document generated by 38042 at 16/11/2021 18:00:18 hours

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. : 800 209 1415.

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism; you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



46		0
47		0
48		0
49		0
50		0
51		0
52		0
53		0
54		0
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71		0
72		0
73		0
74		0
75		0
76		0
77		0
78		0

Premium and GST Details

Premium
SGST
CGST
IGST

Rate of Tax

Amount In INR

₹ 4773.00

430

9

430

0

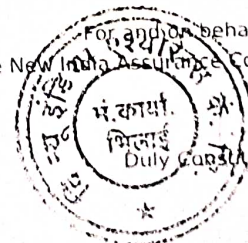
0

The Policy Shall be subject to PERSONAL ACCIDENT INSURANCE () policy clauses attached herewith IN WITNESS WHEREOF the undersigned duly authorized hereinto set his hand

Place:-

Date:-

For and on behalf of
The New India Assurance Company Limited



Policy No. : 4900231 18:00:14 Hours

Regd. & Head Office: New India Assurance Co. Ltd. TOLL FREE No. 1 800 209 1415.

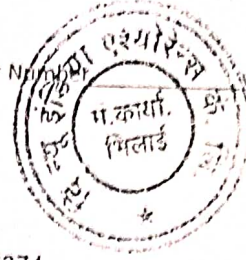
For redressal of your grievance, if any, you may approach any of the following offices: 1. Regional office 2. Head office. In case, you are not satisfied with our own grievance redressal mechanism; you may also approach Insurance Ombudsman, please visit our website

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)



Mudrank _____ Dt. _____ consolidated Stamp Fees Paid by Pay Order Number _____
number _____ dt. _____

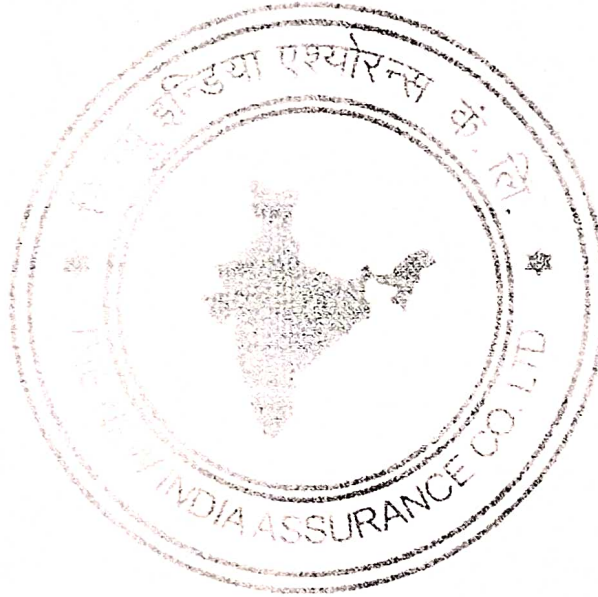
Stamp Duty under the Policy is ₹



vide receipt

Tax Invoice No : 46030021P0002374

IRDA Registration Number: 190



Policy No. : 46030042210100000034 Document generated by 36042 at 16/11/2021 18:00:14 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office In case, you are not satisfied with our own mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.

मुख्यालय (460300) प्रथम तल, चौहान ईस्टेट, जी.ई.रोड, सुपेला, भिलाई, जिला-दुर्ग (छ.ग.) 490023
REGIONAL OFFICE : (460300) 1st Floor, Chouhan Estate, G.E. Road, Supela, Bhilal, Dist.-Durg (C.G.) 490023
GSTIN : 22AAACN1485G174 CIN No : L66000MH1918G01000525



COLLECTION RECEIPT CUM ADJUSTMENT VOUCHER

Issuing Office : BHILAI DO (460300)
Address : 1ST FLOOR, CHOUHAN ESTATE,
NEAR MOURYA TALKIES, G.E. ROAD BHILAI
DIST - DURG CG-490011 490011
BHILAI
Phone : 07882350866
Email : nia.460300@newindia.co.in
Fax :
Collection Number : 46030081210000002120
Collection Date : 16/11/2021
Business Source Code : 2D10673313
PAN No of Payer :

Received with thanks from BHILAI MAHILA MAHAVIDYALAYA.

The amount received/Adjusted is towards -

Policy No.	A/C Description	Amount ₹	A/C Code	Sub A/C Code
46030042210100000034	Bank-460300	5633.00	9100.460300	BA00015847 460300 9100

Total = ₹ 70800.00

Your Payment/Adjustment Details are as under -

Mode	Amount ₹	Cheque No.	Cheque Date	Drawee Bank	Drawee Branch	Reference No.	Scroll/BG/A PD Balance
Cheque	5633.00	177408	11-NOV-21	STATE BANK OF INDIA	BHILAI	4603002110014878	N.A

Total = ₹ 70800.00

Utilization details of the Collected Amount :

Premium	GST	Stamp Duty	Excess Amount
4773.00	860.00	0.00	0
Sl no.	Agency Code	Agency Name	Department Code
1	NIAAG00127495	MANJIT SINGH	42

For The New India Assurance Company Limited
Revenue Stamp

Date of Issue: 16/11/2021

Note -

- Please note the Policy Number, Collection Number and date in all future correspondence. This Receipt is subject to Realisation of Cheque.
- NIA shall not be liable for any claim arising out of sales made during the period between the due date and date of payment of the installment if the premium paid has been exhausted by turnover declarations/if there is insufficient premium balance

Tax Invoice No : 46030021P0002374

IRDA Registration Number: 190

Policy No. : 46030042210100000034 Document generated by 36042 at 16/11/2021 18:00:14 Hours.

Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

(460300) प्रथम तल, चौहान ईस्टेट, जी.ई.रोड, सुपेला, भिलाई, जिला-दुर्ग (छ.ग.) 490023
(460300) 1st Floor, Chouhan Estate, G.E. Road, Supela, Bhilai, Dist.-Durg (C.G.) 490023
GSTIN : 22AAACN4165C174 CIN No : I 66000MH1919GQ10000526

Sub:- Terms and Conditions for sanctioning Loans & Advances (Revised-I).

In GB meeting dated 10.03.2018 it is decided to review reforms the rules CPF loan / advances which were made in 2012.

A committee consist a following was farmed to review & reform the rules

- | | | |
|--|----|------------------|
| 1. Mrs. Dr. Zehra Hasan, Principal | :: | Member Secretary |
| 2. Surendra Gupta, Sec. BET | :: | Member |
| 3. Dr. Sandhya Madan Mohan, Teacher's Representative:: | | Member |
| 4. Mrs. PC Claudius, Teacher's Representative | :: | Member |

1. **CPF loans as per EPF rules**
2. **Refundable Loan Advance (Allocation of fund shall be made every year for disbursement of loan/advances)**
 - a) **Eligibility:** This shall be payable only to those permanent staff members who have put in at least 5 years of service from their date of joining.
 - b) **Various heads under the sanctioning advance :**
 - i. **Housing Loan/ Purchase of site/ flat or for construction / Addition alteration in existing house / Repayment of Housing loan.**
 - ii. **Illness of member / family.**
 - iii. **Marriage of self / son/ daughter/ brother / sister.**
 - iv. **Post Matriculation education of children.**
 - c) **Amount of Sanction of Advance:** 6 months basic or Rs. 50,000/- whichever is less.
 - d) **Mode of payment:** Through, Bank on completion of required formalities.
 - e) **Mode of Recovery:** Through salary in a period of 12months minimum or maximum 24 (Twenty four) equal monthly installments. Installments of recovery can even be less then twelve month if the applicant opts for the same. The Recovery of installments from salary will be started immediately from the following month of the payment of advance. The Interest accrued on advance will be deducted in two installments immediately after the repayment of full amount of advance.
 - f) **Eligibility of Subsequent Advance:** the Employees will be eligible for subsequent advance only after 12 months of the repayment of the last installment with interest. The employee will not be eligible to apply for more than 5 refundable advances through out his service period.



g) **Interest:** Rate of Interest will be same as charges by bank minimum 5% annual.

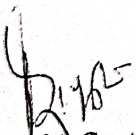
3. CPF (Non-refundable Loan) for Govt. Aided Staff out of management share account:

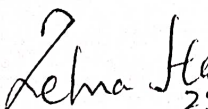
This shall be applicable to those employees who have put in 15 years of service as CPF members and shall be payable max two times during the entire service period but once in five year. The extent of this loan will range to a maximum limit of 90% of the employees contribution of PF including interest (There is five year lock in period being CPF amount.)

Purpose of advance:

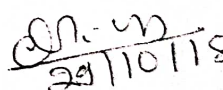
- i) **One year before retirement:** 90% of total PF balance can be withdrawn. No document is required.
- ii) **Investment in Varistha Pension Bima Yojana:** 90% of total PF balance can be transferred to LIC/ SBI/ or any other secure bond/ fund.
- iii) **Marriage of self / son/ daughter/ brother / sister.**
- iv) **Post Matriculation education of children.**

All application should be put to chairman/GB for approval.


(Surendra Gupta)
Sec. BET


(Dr. Zehra Hasan)
Principal, BMM


(Dr. Sandhya Madan Mohan)
Teacher's Representative


(Mrs. PC Claudius)
Teacher's Representative



ESIC Employees' State Insurance Corporation

User Login 59001524290001303



Wednesday, May 04, 2022 1:34:37 PM

View History

Required Fields

View History

Employer Code *

59001524290001303

Period*

Mar

2022

View

Cancel

TotalIPContribution	TotalEmployerContribution	TotalContribution	TotalGovernmentContribution	TotalMonthlywages
2818.00	12151.00	14969.00	0.00	373863.00

MC Period :2022Mar

SI No.	DIP	Insurance Number	Insured Person	No. of Days Worked	Total Monthly Wages	IP Contribution	Reason
1	-	5915268230	M.R. GAIKWAD	31	20591.00	155.00	-
2	-	5915268234	VIKAS SHRIVASTAVA	31	18208.00	137.00	-
3	-	5915268241	YUVRAJ SINGH SEN	31	17339.00	131.00	-
4	-	5915268245	MANNU LAL VERMA	31	15956.00	120.00	-
5	-	5915268247	MOHAN LAL SAHU	31	15956.00	120.00	-
6	-	5915268250	HEMLAL DEWANGAN	31	15956.00	120.00	-
7	-	5915268262	MUKESH SONI	31	14708.00	111.00	-
8	-	5915268293	LOKESH YADAV	31	12938.00	98.00	-
9	-	5915268301	TEJSHRI SAHU	31	12727.00	96.00	-
10	-	5915268312	SOHAN LAL VERMA	31	12209.00	92.00	-
11	-	5915268497	HARI SINGH THAKUR	31	12209.00	92.00	-
12	-	5915268502	TIKKEM CHAND VERMA	31	12209.00	92.00	-
13	-	5915268507	JOGINDER	31	12209.00	92.00	-
14	-	5915268514	RAM PRASAD BANJARE	31	12093.00	91.00	-
15	-	5915271865	UMASHANKAR YADAV	31	12093.00	91.00	-
16	-	5915271869	MUKESH YADAV	31	12093.00	91.00	-
17	-	5915271871	PRADEEP VERMA	31	12549.00	95.00	-
18	-	5915271874	SHARDA BHOUTEY	31	12727.00	96.00	-
19	-	5915271876	Rafiya Uzma	31	12209.00	92.00	-
20	-	5915271878	PARMESHWARI	31	20525.00	154.00	-
21	-	5915395058	PADMA KANOJIA	31	11510.00	87.00	-
22	-	5916837650	HITESH KUMAR	31	11560.00	87.00	-
23	-	5916861635	GAJENDRA KUMAR DEWANGAN	26	9800.00	74.00	-
24	-	5916994865	SAVITA MANGARAJ	31	11230.00	85.00	-
25	-	5917178680	VIBHA TAMRAKAR	31	10450.00	79.00	-
26	-	5917698453	PRAMOD SAHU	31	9800.00	74.00	-
27	-	5917698470	REKHA BAGHEL	31	9800.00	74.00	-
28	-	5917698479	SATYAWATI MANIKPURI	31	9800.00	74.00	-

Print

Cancel



BHILAI MAHILA MAHAVIDYALAYA

HOSPITAL SECTOR, BHILAI NAGAR (C.G.) 490 009

(Managed by Bhilai Education Trust)

(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

Recognized Under Section 2(f) and 12(B) of the UGC Act 1956

NAAC Accredited with B Grade

Ph : 0788-2242699
0788-2242078
Website : www.bmmbhilai.com
Email : bmmprinc19@gmail.com
bmaahila@rediffmail.com

Date : 25.04.2022

2022/३१

प्रति,

आयुक्त,
कार्यालय आयुक्त, उच्च शिक्षा संचालनालय,
ब्लाक सी-30 द्वितीय / तृतीय तल इन्द्रावती मकान
नया रायपुर



27 MAY 2022

विषय :

सी.पी.एफ. नियोक्ता अंशदान का प्रेषण माह मार्च-2022 सातवे वेतन मान
एरियर्स अशैक्षणिक स्टाफ वेतनवृद्धि एरियर्स .

महोदय,

इस पत्र के साथ चैक क्रं. 934832 दिनांक 20/04/22 रु. 253979/-
दो लाख तिरपन हजार नौ सौ उन्चासी मात्र) कमिशनर, हायर एजुकेशन सेक्शन फॉर नान
गवर्मेंट एजुकेशन इनस्टीट्यूट, रायपुर के नाम पर देय भेजा जा रहा है। यह राशि सी.पी.एफ.
नियोक्ता अंशदान से संबंधित है। जिसका विवरण इस प्रकार है :-

क्रमांक	माह	सी.पी.एफ. नियोक्ता अंशदान
01	मार्च-22	171500/-
02	सातवे वेतन मान एरियर्स अशैक्षणिक स्टाफ का तृतीय किश्त	50499/-
03	वेतन वृद्धि एरियर्स	31980/-
		253979/-

इस पत्र के साथ उक्त माह का भुगतान पत्रक छायाप्रति भी प्रेषित की जा
रही है।

धन्यवाद!

संलग्न : चैक क्रं. 934832 दिनांक 20.04.2022
रु. 253979/-

भारदीया
डॉ. (श्रीमती) संध्या मदन मोहन
प्राचार्या,
भिलाई महिला महाविद्यालय
भिलाईनगर



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With
EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 1502204010236

Establishment Code & Name CGRAI0006623000 BHILAI MAHILA MAHAVIDYALAYA
Address: HOSPITAL SECTOR,, BHILAINAGAR, BHILAI, DURG, CHHATTISGARH

Dues for the wage month of March 2022

Total Subscribers :

Total Wages :

EPF 66 8,66,790
EPS 66 8,66,790
EDLI 66 8,66,790

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,334	0	0	200	4,534
2	Employer's Share Of	31,798	0	72,220	4,333	0	108,351
3	Employee's Share Of	1,04,018	0	0	0	0	104,018
Grand Total : Two Lakh Sixteen Thousand Nine Hundred Three Rupees Only							2,16,903

(This is a system generated challan on 13-APR-2022 14:45, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	2,16,903	
F) Total amount of uploaded ECR (D + E) (	2,16,903	



BHILAI MAHILA MAHAVIDYALAYA

HOSPITAL SECTOR, BHILAI NAGAR (C.G.) 490 009

(Managed by Bhilai Education Trust)

(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

Recognized Under Section 2(f) and 12(B) of the UGC Act 1956

NAAC Accredited with B Grade

Ph : _____

Website : _____

Email : _____

No BMM/

2021/498

Date

27/10/21

To,
The Branch Manager
State Bank of India,
Hospital Area,
Bhilai

Sub:- Transfer of festival advance for the month of October – 2021.

Dear Sir,

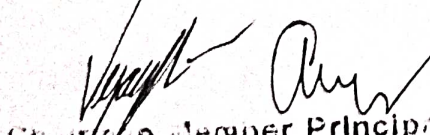
Please debit our account no. 35007939023 Rs. 3,20,000/- (Rs. Three ~~lakh~~ ~~hundred~~ thousand only) towards transfer of festival advance.

- 1) Upload Type - SAL
- 2) Salary_27102021_1654.TXT
- 3) Upload Branch - 4678
- 4) Passkey-299b80
- 5) Date : 27/10/2021

Kindly acknowledge and do the needful.

Thanking you,

Yours faithfully,


Chairman Member Principal
Bhilai Mahila Mahavidyalaya



BHILAI MAHILA MAHAVIDYALAYA (S/F COURSES)

India

Payment Voucher

No. : 312

Dated : 28-Oct-21

Particulars	Amount
Account :	
Padma Kanojia- Festival Advance	20,000.00
M.R. Gaikwad- Festival Advance	20,000.00
Vikas Shrivastava- Festival Advance	20,000.00
Mannu Lal Verma- Festival Advance	20,000.00
Mohan Lal Sahu-Festival Advance	20,000.00
Lokesh Yadav- Festival Advance	20,000.00
Mukesh Yadav- Festival Advance	20,000.00
Pradeep Verma- Festival Advance	20,000.00
Sohan Lal Verma- Festival Advance	20,000.00
Hari Singh- Festival Advance	20,000.00
Tikam Chand Verma-Festival Advance	20,000.00
Joginder- Festival Advance	20,000.00
Ramprasad- Festival Advance	20,000.00
Savita Mangraj- Festival Advance	20,000.00
Satyawati Rajan- Festival Advance	20,000.00
Bmm Aided Courses	20,000.00
Through :	
SBI, OD A/c No.- 35007939023	
On Account of :	
Being online generated passkey of festival advance to non teaching staff for the month of November 2021	

continued ...

Prepared by

(Accountant)

Bhilai Mahila Mahavidyalaya

India

(Page 2)

Dated : 28-Oct-21

Indian Rupees Three Lakh Twenty Thousand
Only

Authorised Signatory

Accountant

 Bhilai Mahila Mahavidyalaya