



SPECTRUM COLLEGE OF EDUCATION

(Run by: Nalanda Education Society, Raipur C.G.)

Khasra No.: 1232, Village: Nardaha-493111, Dist.: Raipur (C.G.) Ph.: 0771-6501373, 6453486
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Spectrum College of Education

HR Policy

POLICY FOR SALARY DISBURSMENT

1. Monthly Salary will be directly credited into the salary accounts of the employees. In case if the employee does not hold a salary account, the salary will be paid through cheque.
2. Salary will be credited into the Bank account by 10th day of every month.
3. It is desirable that the employees must maintain the salary account with the bank where the account of the college is maintained.

POLICY FOR PAYMENT OF ADVANCE

1. Every employee will be entitled to get an advance against salary after confirmation of the concerned employee.
2. Minimum amount shall be of Rs 1,000/- (Rupees One Thousand only)
3. The maximum amount shall be Rs. 2,00,000/- (Rupees Two Lacs only)
4. Employees can take salary advance only Rs 20, 000/- (Rupees Twenty Thousand only) at a time.
5. The advance salary will be paid only when there is a minimum of 75% monthly attendance available for the employee.
6. The sanctioning authority will be the Principal of the college.
7. Accounts Department to enter the details of advance salary registers and recover from the salary of the employee.
8. Immediate Senior officer, and Accounts Department, is responsible for timely recovery of advance from the employee.

FULL & FINAL SETTLEMENT

1. On leaving the organization it is the responsibility of the employee to hand over the charge, assignments, college's assets to concerned In charge and get the clearance certificate from all the Manager and submit the same to HR / Accounts Department.
2. On receipt of clearance certificate the full and final dues will be settled within 30 days.

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3. PF forms should be duly filled in all respects and shall be forwarded to office for further processing as per PF Act the forms of the employee shall be processed on completion of two month's of leaving of the concern employee.
4. Gratuity shall be paid to the staff who has completed continuous five years service (if applicable) through the designated organization, the same will be given to the employee within one month of leaving of the concern employee. If there are dues on the same employee such amount will be deducted from the same.



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