




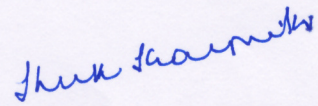
K.L.N.COLLEGE OF ENGINEERING, POTTAPALAYAM - 630612
(An Autonomous Institution, Affiliated to Anna University, Chennai)

STAFF POLICIES

STAFF SALARY POLICY:

1. Staff report to the Department / Sections / Office on working Days and enter his/ her attendance through Biometric System. Staff produces their Saving Bank account number of State Bank of India after joining duty in the college.
2. Salary will be transferred after deducting the Provident Fund (PF) and other dues to the individual Bank Account of SBI on the 5th working day of the every calendar month. If the 5th day of the month is Holiday, the salary will be credited in the Individual SB account on the previous Working Day of the current month. In case of any default of attending duty without any prior intimation, or exceeding the available leave as per norms, those days will be considered as Leave on Loss of Pay (LLP).
3. On request salary certificate will be provided for their personal purposes.
4. Provident Fund contribution:
Staff are covered under Employee Provident Fund Scheme at 12% of the salary limited to Rs.1,800/- is deducted from the salary of the staff every month towards Provident Fund and its equal Provident Fund contribution of employer, every month are credited in the respective Staff PF account.
 - i. Under Employee Provident Fund Scheme, the Management PF contribution of 3.67% and 8.33% are allotted in EPF a/c and Family Pension Scheme respectively for the concerned Staff.
 - ii. The details of EPF a/c status of the Individual Staff can be viewed in our College website by login through their individual Universal Account Number (UAN).
 - iii. This Provident Fund Scheme is not applicable to the Staff whose age is equal and more than 58 years.


PRINCIPAL


PRESIDENT