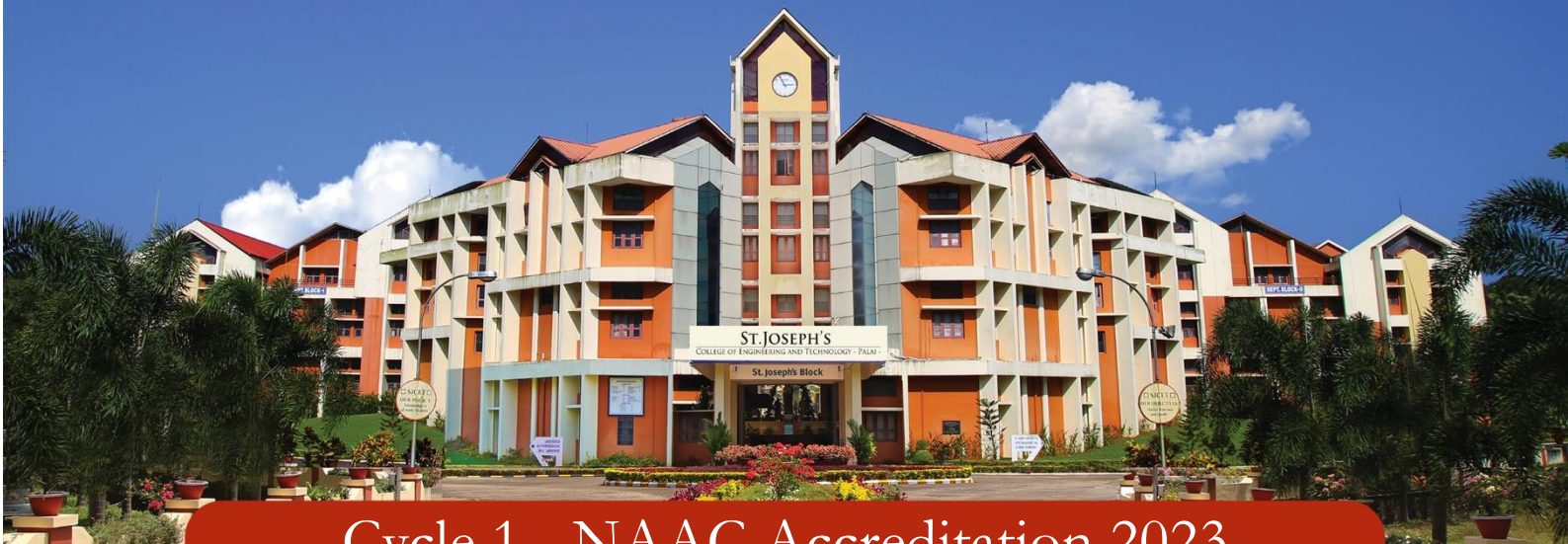




ST. JOSEPH'S

COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India
Phone: +91 4822-239700, 239301, 239302
Email: info@sjcetpalai.ac.in • Website: www.sjcetpalai.ac.in



Cycle 1 - NAAC Accreditation 2023

Criterion – 6.3

Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Submitted to:



National Assessment and Accreditation Council

Criterion – 6.3.1

2. Gratuity

CONTENTS

- Account Statement
- Sample Application Form

St. Joseph's College of Engg.&Tech. Palai -

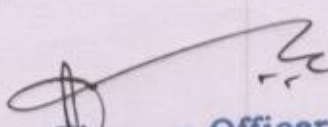
Gratuity Paid
Ledger Account

1-Apr-2018 to 31-Mar-2023

Page 1


Date	Particulars	Vch Type	Vch No./Excise Inv.No.	Debit	Credit
26-4-2018	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 963221 Being Gratuity paid to Abi P Mathew (Hod In Charge AE&I Dept) Date of joining 07-06-2004 date of releaving 21-07-2017. Rs.53,357*11*15/26=3,38,612/-	Bank Payment	BP/71	3,38,612.00	
9-6-2018	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 075948 Being Gratuity paid to Bissy Babu(Asst.Prof. EEE Dept) Date of joining 12-07-2012 date of releaving 04-08-2017. Rs.36,767*5*15/26=1,06,059/-	Bank Payment	BP/253	1,06,059.00	
9-8-2018	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 635238 Gratuity paid to Subja P Kumaran (Instuctor ECE Dept) .Dato of joining 4-10-2007 dt of releaving 17-01-2018. (22820*10*15/26=1,31,654/-	Bank Payment	BP/537	1,31,654.00	
12-9-2018	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 215365 Gratuity paid to Sailesh Balakrishanan (Instuctor ECE Dept) .Dato of joining 29-09-2009 dt of releaving 20-02-2018. (21720*8*15/26=1,00,246/-)	Bank Payment	BP/888	1,00,246.00	
				6,76,571.00	
Dr	Closing Balance				6,76,571.00
				6,76,571.00	6,76,571.00
1-7-2019	Cr Opening Balance			6,76,571.00	
25-7-2019	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1001079 Being Gratuity paid to Chinu mathew(Ast.prof AE&I dept) Date of joining 16-4-2007 date of releaving 15-02-2017. Rs. 44,098*9*15/26=2,28,970/-	Bank Payment	BP/625	2,28,970.00	
4-9-2019	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1001502 Being Gratuity paid to Abraham Thomas(Ast.prof ECE dept) Date of joining 6-8-2012 date of releaving 5-8-2019. Rs.38157*7*15/26=154096/-	Bank Payment	BP/864	1,54,096.00	
7-11-2019	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1001996 Being Gratuity paid Merina Aruja (Asst.Prof. S&H dept) Date of joining 1-6-2012 date of releaving 31-5-2018. Rs. 25946*6*15/26=89,813/-	Bank Payment	BP/1177	89,813.00	
	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1001997 Being Gratuity paid to Jacob Zacharia (Ast.prof MCA dept) Date of joining 1-6-2010 date of releaving 20-7-2018. Rs. 39327*8*15/26=1,81,509/-	Bank Payment	BP/1178	1,81,509.00	
9-12-2019	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1002073 Being Gratuity paid Maria Mathew (Asst.Prof. S&H dept) Date of joining 1-6-2012 date of releaving 31-5-2018. Rs. 25946*6*15/26=89,813/-	Bank Payment	BP/1295	89,813.00	




Finance Officer
St. Joseph's College of Engineering -
Palai

14,20,772.00

Date	Particulars	Vch Type	Vch No./Excise Inv.No.	Debit	Credit
	Brought Forward			14,20,772.00	
				14,20,772.00	
Dr	Closing Balance				14,20,772.00
				14,20,772.00	14,20,772.00
1-10-2021	Cr Opening Balance			14,20,772.00	
30-10-2021	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1005390 Being Gratuity paid to Mr. Satheeshkumar K.C (Gardner SJ CET) Date of joining 1-7-2011 date of releaving 04-10-2021. Rs.13518*10*15/26 =77,988/-		BP/705	65,615.00	
3-12-2021	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1005519 Being Gratuity paid to Martina Edward(Ast.prof CE dept) Date of joining 21-06-2013 date of releaving 20-12-2018. Rs.37,304*6*15/26=1,29,129/-		BP/913	1,29,129.00	
				16,15,516.00	
Dr	Closing Balance				16,15,516.00
				16,15,516.00	16,15,516.00
1-5-2022	Cr Opening Balance			16,15,516.00	
9-5-2022	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1006197 Being Gratuity paid to Benkim B.A(Ast.prof ME dept) Date of joining 04-06-2012 date of releaving 02-07-2018. Rs.38,676*6*15/26=1,33,013/-		BP/159	1,33,013.00	
	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1006198 Being Gratuity paid to Anup Kumar(Ast.prof ME dept) Date of joining 01-06-2012 date of releaving 12-08-2021. Rs. 38,426*9*15/26=1,99,520/-		BP/160	1,99,520.00	
	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1006199 Being Gratuity paid to Deepu Varghese Korah (Instructor EEE dept) Date of joining 6-8-2007 date of releaving 19-9-2017. Rs.22,820*10*15/26=1,31,645		BP/161	1,31,654.00	
12-7-2022	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1007181 Being Gratuity paid to Cherry A Menaparamban (Asst.Prof. ME dept) Date of joining 25-7-2006 date of releaving 30-7-2019. Rs.46,010*13*15/26=3,45,075/-		BP/486	3,45,075.00	
17-8-2022	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1007315 Being Gratuity paid to Justin Joseph (Asst.Prof. AE&I dept) Date of joining 01-08-2007 date of releaving 07-9-2018. Rs.41,254*11*15/26=2,61,804/-		BP/678	2,61,804.00	
22-9-2022	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1007458 Being Gratuity paid to Mr. Peter Jose (Asst.Prof. ME dept) Date of joining 01-06-2012 date of releaving 31-8-2019. Rs.38,426*7*15/26=1,55,182/-		BP/848	1,55,182.00	
27-1-2023	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1008690 Being Gratuity paid to Mrs. Ann Michael (Asst.Prof. S&H dept) Date of joining 14-6-2010 date of releaving 22-5-2019. Rs.27648*15/26=1,43,557/-		BP/1562	1,43,557.00	
	Carried Over				29,85,321.00


Finance Officer
 St. Joseph's College of Engineering-
 and Technology, Palai,
 Kottayam, PIN:686579

St. Joseph's College of Engg.&Tech. Palai -

Gratuity Paid Ledger Account : 1-Apr-2018 to 31-Mar-2023

Date	Particulars	Vch Type	Vch No./Excise Inv.No.	Debit	Credit
	Brought Forward			29,85,321.00	
10-3-2023	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1008843 Being Gratuity paid to Mr. sarath Chandran C (Asst.Prof. ECE dept) Date of joining 08-02-2012 date of releaving 21-8-2019 Rs.39579* 8*15/26=1,82,672/-		BP/1800	1,82,672.00	
30-3-2023	Cr South Indian Bank OD A/C No.0708081000000001 Bank Payment Ch.No 1008904 Being Gratuity paid to Mr. Baiju Jacob (Asst.Dir. Physical education) Date of joining 11-10-2004 date of releaving 30-11-2022 Rs.41601*18*15/26=4,32,010/-		BP/1897	4,32,010.00	
				36,00,003.00	
Dr	Closing Balance				36,00,003.00
				36,00,003.00	36,00,003.00



Finance Officer
St. Joseph's College of Engineering-
and Technology, Palai,
Kottayam, PIN:686 579



PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI

Bank Payment Voucher

No. : BP/1762/22-23

Dated : 30-Mar-2023

Particulars	Amount
Account :	
Gratuity Paid	4,32,010.00
On Account	4,32,010.00 Dr
Through :	
South Indian Bank OD A/C No.0708081000000001	
On Account of :	
Ch.No 1008904 Being Gratuity paid to Mr.Baiju Jacob (Asst.Dir. Physical education) Date of joining 11-10-2004 date of releasing 30-11-2022 Rs.41601*18*15/26=4,32,010/-	
Amount (in words) :	
Indian Rupees Four Lakh Thirty Two Thousand Ten Only	
	₹ 4,32,010.00

Receiver's Signature:

Authorised Signatory

Checked by:

Verified by



ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Establishment – Sanctioning of Gratuity to Mr. Baiju Jacob, former Asst. Director, Physical Education – Approved – Orders issued.

ADMINISTRATION A1 SECTION

No. Ad. A1/731/GTY/1/2023

29/03/2023

Read: (1). Relieving order No. Ad A1/708/RO/12/2022 dated 30/11/2022
(2). Application for Gratuity submitted by Mr. Baiju Jacob.
(3). Orders of the Chairman dated 29/03/2023

ORDER

Mr. Baiju Jacob, former Asst. Director, Physical Education was relieved from the service of SJ CET w.e.f 30/11/2022, vide paper 1 read above.

He has applied for Gratuity, vide paper 2 read above.

On verification of the service records of the incumbent, it has been found that he is eligible for Gratuity as per the rules in this regard. His service details are as shown below.

1. Date of joining in the service of SJ CET – 11/10/2004
2. Date of relieving from the service of SJ CET – 30/11/2022
3. Number of years of qualifying service – 18 years
4. Last salary drawn
 - o Basic Pay – Rs. 20330
 - o AGP – Rs. 6000
 - o DA – Rs. 15271
 - o Total – Rs. 41601
5. Gratuity admissible – $\frac{41601 \times 15 \times 18}{26} = \text{Rs. } 432010$

26

After considering the matter in detail, sanction has been accorded by the Chairman, SJ CET to Mr. Baiju Jacob, former Asst. Director, Physical Education, being granted Rs. 432010/- (Four Lakhs Thirty-Two Thousand and Ten Rupees Only) as Gratuity for the service rendered by him at SJ CET, as per the provisions laid down in the Gratuity Act-1972.

Orders are issued accordingly



PRINCIPAL

Copy to

1. Mr. Baiju Jacob
2. Manager
3. Vice-Principal
4. FO (Along with the application for Gratuity) ✓
5. AO
6. CA to Principal
7. Stock file/File copy

FORM - T

[See Sub-rule (1) of Rule 7]

APPLICATION FOR GRATUITY

To

The Chairman

St. Joseph's College of Engineering & Technology, Palai

//Through Proper Channel//

Respected Father,

I may be permitted to apply for payment of gratuity to which I am entitled under subsection(1) of Section 4 of Payment of Gratuity Act, 1972 on account of my ~~superannuation/ retirement/ resignation after completion of not less than five years of continuous service/total disablement due to accident / total disablement due to disease with effect fromN.A.....~~ Necessary particulars relating to my appointment in the establishment are given in the statement below:

STATEMENT

- I
- | | |
|--|--|
| 1. Name in full | : BAIJU JACOB |
| 2. Address in full | : VAYALIKUNNEL (H),
ELACKAD P. O.,
ELACKAD, PIN-686587 |
| 3. Post held | : ASSISTANT DIRECTOR |
| 4. Department/Branch/Section where last employed | : PHYSICAL EDUCATION |
| 5. Date of Joining | : 11/10/2004 |
| 6. Date and reason for termination of service | : 30/11/2022-Voluntary exit due to personal reasons |
| 7. Total period of service | : 18 years |
| 8. Amount of last pay drawn | : Rs. 41851/- |
| 9. Amount of gratuity claimed | : Rs. |

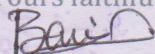
II. I was rendered totally disabled as a result of.....The evidences / witnesses in support of my total disablement are as follows:

Details to be given: **Not applicable in my case.**

III. Payment may please be made in cash/open or crossed bank cheque.

IV. As the amount of gratuity payable is less than Rupees one thousand. I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom: **Not applicable in my case.**

Yours faithfully,


Signature / Thumb impression of the
applicant employee.

Encl:- Termination of service orders.

For Office use only

1. Last drawn salary (ie BP+ AGP + DA) : Rs. ~~41,851/-~~ ⁴¹⁶⁰¹ (Rs. 20330 + 6000 + 15271)
2. Completed years of service : 18 years. ✓
(More than six month will be counted as full year of service)

Gratuity = (Last drawn salary / 26) x 15 x Number of years of service completed

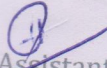
Gratuity Admissible Rs. 432010/- (Rs Four Lakhs Thirty Two thousand and Ten only)


Indemnity for breach of agreement :

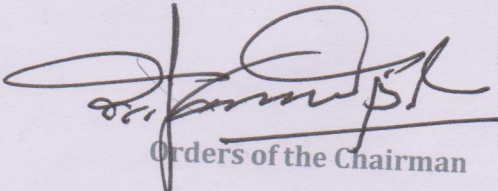
Balance amount :

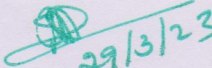
Rs. 432010/-
(Rs Four Lakhs Thirty Two thousand and Ten only)

VI. Certified that above particulars have been verified and found correct.


Assistant


AO 29/3/23


Orders of the Chairman


29/3/23
Principal

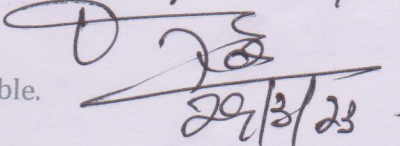
Place: Choondacherry

Date: 29/3/23

Note:-

1. Strike out the words not applicable.
2. Strike out paragraph or paragraphs not applicable.

We may pay Rs. 432010/- by Baiju Jacob and obtain discharge on Gratuity Register


29/3/23