



## **BUBT** **Mirpur, Dhaka**

### **Financial Entitlement of BUBT EMPLOYEES**

#### **Preface:**

Although there are some rules practiced in BUBT in the form of travelling, conveyance, food, overtime and holiday allowances, however, there are some important items that need to be covered and compiled for easy reference. In this section, some important items have been covered which need to be practiced through set rules and regulations.

#### **1. Short courses/workshops arranged by faculties:**

Faculty members who are planning to arrange a short course/workshop which are participated by professional people from different industries, educational institutions or government services can receive a fixed amount (to be decided by the resource person) depending on the nature and length of workshop/short course). The resource person from BUBT can include other external members as resource person/s. 10% of the total income of the workshop is to be deposited in BUBT fund. Another 5% of the total income will be earmarked for the respective department/center of the resource person offering the course. The rest amount will be disbursed among the resource persons and other stake holders of the program. All the expenses of the workshop have to be borne by the organizer/ resource persons.

#### **2. Conference attendance & submission of papers in journal:**

As BUBT aims to be a prominent research institute, it has to make necessary policies for extending the support relating to research activities including attending conferences, submitting conference and Journal papers in national/international conferences and reputed journals respectively. A fixed amount of Tk- 100,000/- per year may be allocated to each faculty member for attending an international conference. Amount exceeding Tk-100,000/- is to be borne by the respective officer/faculty member. For presenting papers in non-SE countries e.g. north America & Europe, a maximum amount of 35% of total registration fee and air fare in economy class in the cheapest available air lines not exceeding \$800, will be paid per year.

#### **3. Study tour with students:**

Students going for study tour within 100 km radius of Dhaka city will be given Tk. 200/- per head as food allowance. One faculty may be assigned for each of 30 students. If there are 40 students in a group, maximum two faculties will accompany the group. Faculties will also be paid Tk- 300 per head as food allowance. If students take 3-4 days of study tour program to remote industrial areas greater than 100 km radius from Dhaka city, each student will be paid Tk. 1000 (total) and each faculty will be paid Tk. 2500 (lump sum). One faculty member will be assigned per 40 students.

However, the maximum number of faculty members for any tour program shall not exceed four, irrespective of total number of students enrolled in the group.

#### **4. Research grant from Government and Private Agencies:**

If a faculty member receives research grant from government or private agencies, a guide line will be framed by BUBT Research and Innovation Center (BRIC) regarding remuneration & distribution of the principal researcher and other researchers involved in the project. 10% of the net earnings from the grant money to be submitted to BUBT fund. Another 5% will be deposited for the respective department. The rest amount will be utilized by the faculty receiving the fund following government rules. In case of grants involving faculties more than one department/s, 5% of the total earnings (to be deposited), shall be equally distributed to the concerned departments.

4.1 Car facilities will be provided by BUBT for the posts under category A (please refer to Annexure-G). Under special contractual clause, certain administrative personnel/faculties may be provided with a full-time car with driver. BUBT also sanctions money against fuels used for these cars. With a view to minimize the expenditure under this category, the following steps may be taken:

- I. If a car is purchased by BUBT, it should be a re-conditioned car from famous brands, e.g. Toyota. The model can be of maximum five years old from the date of purchase. Same conditions are applied for rented cars as well.
- II. Officers/faculties for such entitlements, may use fuel up to a limit of Tk. 20000 per month. Any extra amount above this, is to be borne by the respective officer/faculty using the car.

#### **5. Faculty Member & Staff Benefits:**

##### **5.1 Faculty Member & Staff Benefits**

5.1.1 BUBT is committed to maintain rational and equitable salaries and benefits that are fair to all faculty members & staff as well as competitive in the job market. The senior management of BUBT will monitor the changes in the country's economy and job market to ensure that the overall compensation package is attractive to recruit and retain high quality people within the financial capability of BUBT.

5.1.2 In order to establish and maintain a rational and equitable salary and benefit packages, BUBT board of trustees (BOT) shall review the faculty member/staff compensation package regularly, preferably in every five years. In case, there is an unusual inflation in the country that leads to abnormal high cost of living, the package will be adjusted by the BUBT management.

#### **6. Salary:**

6.1 Salary is termed as 'gross salary'. Other payable allowances are called benefits and will normally be paid along with the salary.

6.2 Every faculty member & staff, either regular or contractual, will be rewarded for their services rendered to BUBT according to the grade and position they occupy.

6.3 Remuneration for participation at events and functions outside official hours is not generally payable. This is a part of the duty of a faculty member or staff. Such activities are taken into account during revising salaries and pay scales of the individuals. However, if BUBT authority assigns any official/faculty members with an extra duty after office hour, he/she may be compensated with extra duty allowance as per BUBT rules.

6.4 Salary and other benefits shall be paid as per the salary scale approved by BOT.

**6.5 Payment of Salary**

Salary payments shall be made no later than the 3rd day of each month and sent to the assigned bank accounts of individual faculty member and staff. It shall be paid in local currency, i.e. Bangladeshi Taka. Staff at a level lower than the administrative position may be paid in cash (if required) from the account's office.

**6.6 Allowance**

A faculty member or staff is entitled to receive house rent allowance, conveyance allowance, medical allowance, mobile telephone allowance (only on post basis), education grant for research and any other financial benefits as determined by the BOT from time to time. The up-to-date salary/allowance information is available in the office of director finance.

**7. General Guidelines for Faculty Members & Administrative Staff:**

7.1 Regular/full time faculty members or staff are not allowed to accept a paid/unpaid appointment or undertake professional work or part-time job in other institution(s) or organization(s) without prior permission of VC which is to be processed through registrar's office.

7.2 However, the board of trustees/syndicate may grant contractual service of a faculty/an administrative staff based on consolidated salary, in suitable cases for the greater interest of the University on a year-to-year basis after his/her retirement from BUBT service. However, no retirement benefit will be granted to such contractual employees. A position of emeritus professorship may be established by the board of trustees/syndicate.

**8. Traveling, Conveyance, Food, Overtime and Holiday Allowances:**

8.1 Faculty member or staff who are required to work beyond office hours is not entitled to overtime payment. Only staff below the position of administrative officer is entitled to 'overtime allowance' for the amount as prescribed in section 13 of BUBT service rules.

## **9. Advances/Salary Advance:**

- 9.1 Faculty member & staff are encouraged to plan their own financial requirements, to the extent possible, so that the need for loans and salary advances may be avoided. However, salary advance may be granted (in extreme compassionate situation) to a full-time (non—contractual) faculty & staff under the following circumstances:
  - 9.1.1 A confirmed faculty member or staff is entitled to apply for advance against salary.
  - 9.1.2 An amount equitable to three month's gross salary can be granted as advance.
  - 9.1.3 No interest will be charged on salary advance.
  - 9.1.4 Full advance amount is to be adjusted within maximum 9 (nine) months after disbursement in equal installments.
  - 9.1.5 Reason for advance has to be verified through higher authority and HR officer in Registrar's office. All relevant documents are to be submitted along with the application.
  - 9.1.6 A faculty or staff can apply for salary advance only once in three years.
  - 9.1.7 After getting recommendation of treasurer and VC, BOT chairman will authorize salary advances on a case to case basis. All requests must be submitted to registrar's office.
  - 9.1.8 Approval of advance will depend on the availability of funds.

## **10. Annual Festival Bonuses:**

A faculty member and staff will be given bonus as festival allowance twice in a year i.e. for Eid-ul-Fitr and Eid-ul-Azha/puza.

## **11. Provident Fund**

### **Contributory Provident Fund as per Article 26 of BUBT Service Rules:**

- 11.1 A regular faculty/officer or any other employee of the university, employed with pay scale shall get the benefit of contributory provident fund.
- 11.2 Every regular faculty/officer or employee shall be eligible to open a provident fund account after probation period/two years.
- 11.3 Every regular faculty/officer or employee shall contribute 10% of his/her basic pay every month after two years from the date of joining towards provident fund. However, the university authority will start contributing the same amount for that fund after completion of the incumbent's two years continuous service.

- 11.4 A separate rule for controlling the provisions of provident fund shall be prepared by the university. The withdrawal and investment, of the provident fund shall be conducted and controlled on the basis of provident fund rules determined by the syndicate and trustee board.

## **12. Gratuity as per Section H of BUBT service Rules:**

### **12.1 Eligibility**

- (a) Gratuity shall be granted to the employees at the time of his/her retirement or to his/her family in the event of death while in service.
- (b) Every regular employee who has rendered minimum of 7 (Seven) years of continuous satisfactory services in the BUBT may be entitled to this retirement benefit called Gratuity.
- (c) In case of discharged or removed from services due to abolition of the post or for reduction of the number of post or for being fully or partially disabled or premature death, gratuity will be payable even if the continuous service is less than 7 (seven) years.
- (d) Gratuity shall not be granted to an employee who is dismissed, terminated or removed from the service of BUBT as a measure of punishment for misconduct/misappropriation/immoral activities.
- (e) Gratuity shall not be entitled to any employee who leaves, resigns or discontinues the service with BUBT at his/her own interest, unless his service tenure is over 7 years.
- (f) For computing gratuity of an employee, basic pay means the last basic pay drawn by him/her.

### **12.2 Rate of Gratuity**

Gratuity shall be paid to BUBT employees as retirement benefit at a rate of one-month basic salary for each completed year or fraction thereof.

**Note: An employee may have more than 25 years of effective service in his credit but gratuity shall be calculated on the basis of maximum 25 years of effective service.**

### **12.3 Gratuity Payment**

As per the retirement rules of BUBT, employee shall be entitled to receive gratuity under rule 5. All benefits are payable in Taka in Bangladesh.

## 12.4 Gratuity Accounts

The BUBT shall open a gratuity account/s with any scheduled bank in Bangladesh and credit the gratuity amount from time to time in the same account.

. Authority shall wholly invest money to any profitable manner either in the form of fixed/term deposit to any scheduled bank or in any government securities.

## 12.5 Gratuity Fund Management

There shall be a BUBT gratuity fund committee consisting of the following 05 (five) members:

- |   |                   |
|---|-------------------|
| a) Vice Chancellor/Pro-Vice Chancellor          | -Chairman         |
| b) Treasurer                                    | -Member           |
| c) Chairman, Department of Accounting/Finance   | -Member           |
| d) Director (Finance)/Joint Director (Accounts) | -Member           |
| e) Registrar                                    | -Member Secretary |

This gratuity fund account shall be operated jointly by VC, treasurer and registrar.

## 12.6 Nomination for Gratuity

- a) An employee after being confirmed in BUBT service may nominate one or more members of his/her family on prescribed form and the nominee(s) is/are duly bound to distribute the amount among the heirs. The nomination is revocable/changeable, otherwise the amount due will be payable to heir/heirs as per Islamic law of inheritance/relevant law of other employees. It may be mentioned that this nomination will be effective only in the event of death of the employee.
- b) If an employee nominates more than one person, he/she shall specify in the nomination the share or gratuity to be paid to each of the nominees.
- c) Nomination form to be duly filled in triplicate should be submitted to the registrar's office of BUBT. After receiving of the same, one copy should be kept in the respective personal file, duplicate copy should be kept with the account section and triplicate copy should be given to the respective employee.
- d) The nomination form should be secured in the registrar's office.

**\*\*\*If there is any disagreement in the gratuity rules, the matter shall be settled by mutual arbitration or in the light of law of the land.**

## 13. Provision for traveling, Conveyance, Food, Overtime and Holiday allowances.

### ***Traveling and conveyance allowance within the country.***

Traveling and conveyance allowance will include for:

1. Transportation fare
2. Food allowance
3. Hotel accommodation, and
4. Others

Category of faculty and administrative personnel for traveling and conveyance (please refer to Section-B of BUBT Service Rules)

Here Dy. & Asst. indicate for all department having same designation

**Category wise Mode of Traveling allowance inside and outside Dhaka city**

Category	Air	Road	Railway	Water way	Inside Dhaka
Officer, Grade-1	Economy class	A.C Bus/Taxicab /Private Car	First Class-A.C	First Class Cabin	AC Car (e.g. Uber/Pathao)
Officer Grade 2	-----	A.C Bus/Taxicab/ Private Car	First Class-A.C	First Class Cabin	Non AC car/ CNG
Service Employees Grade 1 & 2	-----	Non A.C Bus	First Class	First Class Cabin	CNG/Bus
Service Employee Grade 3	-----	Non A.C Bus	Second Class	2nd Class Cabin	Bus

All the officers/staff are entitled for hotel accommodation to be fixed by the Registrar's office.

**NB:** Any faculty or officials of any designation requiring emergency traveling within the country by air must be authorized by the competent management.

**Food Allowance:**

Food Allowance will be entitled only for the faculty or officials who will stay outside from the work station (Dhaka city) for any assignment with prior approval of the management.

**Category wise mode of traveling or conveyance allowance/ways within Dhaka city**

Category	Break Fast	Lunch	Dinner
Officer, Grade-1	Actual	Actual	Actual
Officer Grade 2	Tk-100	Tk-250	Tk-250
Service Employee Gr. 1 & 2	Tk-60	Tk-150	Tk-150
Service Employee Gr. 3	Tk-50	Tk-150	Tk-150

**Daily or Holiday Allowance:**

Daily or holiday allowance will be entitled only for the following categories of employee who will work in holiday for any emergency by the prior approval of the Registrar.

Category	Allowances
Service Employee Grade 3	Per day on the basis of gross salary

NB: If any person worked in holiday on emergency basis s/he will be entitled to enjoy this holiday at any other working day within the year or S/he can accumulate it with his earn leave.

**Over Time allowance:**

Over time allowance will be entitled only for the service employee of grade-3 who are engaged in office after his normal working hour. Normal daily working hour is 8 hours. Over time hour should be confirmed with the finger printing sheet and should be authorized by respective head of department. Rate of overtime per hour will be 50% of his daily gross salary.

**General Provision:**

- a. If any journey is made by using university transport, no traveling allowance will be given.
- b. If any accommodation, transportation, local conveyance and food are provided by the university, no T. A/D. A shall be admissible.
- c. BUBT management holds the authority to change or discard anything of above provisions.