

# **BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)**

## **CONTRIBUTORY PROVIDENT FUND RULES**

(Approved in 24<sup>th</sup> meeting of BUBT Trust held on December 21, 2011)

### **Part-1**

1. There shall be a Contributory Provident Fund for the regular faculty members and employees of BUBT.
2. There shall be a BUBT Contributory Provident Fund Trustees consisting of the following 05 (five) members to administer the activities of the Fund:

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
3. A regular faculty member and an employee who will complete the probationary period of 02 (two) years successfully and having been confirmed in his/her post at the University shall be eligible for Contributory Provident Fund from the date of his/her confirmation/regularization.
4. 10% (ten) percent of the basic salary of the faculty member and employee concerned shall be deducted from the salary each month except when he/she is on leave without pay. The same amount of money will be contributed by the University to the Provident Fund each month.
5. Basic Salary means "Only the basic pay of the faculty member/employee excepting all perquisites".
6. A Bank Account in the name of BUBT Contributory Provident Fund Account shall be opened in a recognized bank selected by the Committee and approved by the Syndicate and both the Employer's & faculty/Employee's contribution shall be deposited into the Account each month. The Contributory Provident Fund Accounts shall be managed by the Contributory Provident Fund Management Committee and operated jointly by the Vice Chancellor/Pro-Vice Chancellor and the Treasurer.
- 6.1 A separate Bank Account for contributory Provident Fund in the name of each individual (Teachers, Officers and other Employees) shall be opened immediately. These accounts

should be jointly operated by the individuals concerned and BUBT authority (Vice-Chancellor / Pro-VC and Treasurer).

7. The cash balance in the contributory Provident Fund over 25% may be invested in a suitable project/scheme with the approval of the authority (Convenor of the Contributory Fund Management Committee).
- 7.1 Investment, if any, shall be in the joint names of the incumbent concerned and the Treasurer of BUBT.
8. The profit earned from such an investment shall be credited to the BUBT Contributory Provident Fund Account and transferred to the individual Subscriber's Account.
9. The profit / interest earned on the accumulated balance of the Contributory Provident Fund accounts, if any, shall be credited to individual accounts of the subscriber proportionately.
10. (a) Statement of accounts shall be made available to each subscriber by the Accounts Office in the month of July each year.  
(b) Errors/discrepancies if any found are to be brought to the notice of the Accounts Office for correction within 15 days of the receipt of the statement of Accounts.
11. In case of removal of service due to resignation or termination etc. within 07 (seven) years of active service, the subscriber shall be entitled to his contribution only, with proportionate profit/interest thereon.  
If any Faculty/Officer/Employee leaves the office for good/for long/for an indefinite period without the permission of the University Authority he/she will not be entitled to his/her contribution as well as the contribution of the University along with profit/interest thereon.  
In case of dismissal of service of a faculty or an officer or an employee due to punishment at any time he/she shall be entitled to his/her contribution and proportionate profit only.
12. The subscriber shall be paid in full the accumulated balance of his/her Contributory Provident Fund:  
(a) when he/she retires from his/her job, Or (b) on his/her death.  
In both the cases payment shall be settled by the BUBT Syndicate and Trust.

13. The subscriber shall furnish a declaration Form as to how the amount of Accumulated Fund is to be disposed of on his/her death. This Declaration Form may be revoked at any time. In such a case a fresh declaration will be necessary. The subscriber having a family as defined in paragraph 14 (fourteen), is not permitted to nominate any one outside his/her family in his/her Declaration Form.
14. Family of the subscriber means:
- a. Widow/widows/widower
  - b. Children and
  - c. Widow or widows and children of a deceased son/daughter
15. In case of a subscriber's death before retirement, the accumulated fund can be disposed of as per the instruction in the Form of Declaration.

## **Part-2**

### **Withdrawal and advance**

1. No final withdrawal from the fund will be allowed until a subscriber quits the service or retires or dies.
2. Temporary advances not exceeding 80% (eighty percent) of the amount subscribed by him/her may be allowed. No advance will be given before the completion of 2 years' contribution to the fund.
3. The Loan or Advance may be sanctioned by the Vice-Chancellor/Pro Vice Chancellor and the Treasurer instantly and it should be reported to the BUBT Contributory Provident Fund Trustees and the BUBT Trust.
4. The Loan or Advance will be recovered in not more than 60 (sixty) equal monthly installments.
5. Simple profit/interest of 1% (one percent) above the bank profit/interest shall be applicable to such Loan or Advance.
6. No second Advance/Loan shall be given before the full adjustment of the Loan/Advance taken earlier.
7. Any dispute/disputes not covered by the Contributory Provident Fund Rules shall be settled by the BUBT Syndicate and Trust