

BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)

EMPLOYEES' GRATUITY FUND RULES

1. NAME OF THE FUND

The name of the Fund shall be “*Bangladesh University of Business and Technology (BUBT) Employees’ Gratuities Fund*” or such other name as may, from time to time, be determined by the BUBT Trust.

2. DATE OF COMMENCEMENT

The Rules shall come into force from first day of July of two thousand seventeen, but benefit will be calculated from the date of joining of the employees.

3. APPLICATION

These Rules shall apply to the employees of Bangladesh University of Business & technology (BUBT) who are employed in Bangladesh and it shall continue to be the fund to which these presents shall relate.

4. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:

- a. **‘Organization’** shall mean Bangladesh University of Business & technology (BUBT) having its place of business at Plot #77-78, Rupnagar, Mirpur-2, Dhaka-1216, Bangladesh.
- b. **‘Fund’** shall mean “Bangladesh University of Business & Technology (BUBT) Employees’ Gratuities Fund”.
- c. **‘Rules’** shall mean these Rules or other Rules, for the time being, in force with respect to the Fund.
- d. **“Employee”** means regular employee under the service rules of BUBT.
- e. **“Pay”** means the basic pay or the pay on the scale or fixed rate of pay which has been sanctioned for a post held by an employee. But it does not include any allowance.
- f. **“Family”** means the wife or wives or husband, children, step children and parents residing with and wholly dependent upon an employee.
- g. **“Service”** includes the period during which an employee is on duty or on leave duly authorized by the competent authority but does not include leave without pay or any period which an employee is absent from duties without permission or overstay his/her leave unless such period of absence or overstay is regularized by an order in writing by the competent authority. It will also include probation period, periods spent on authorized duty, courses of instruction or training in and outside with the permission of competent authority.
- h. **“Completed year”** means 12 months continuous service in BUBT from the date of joining of the employee concerned.

- i. **“Retirement”** means retirement from service of BUBT due to expiry of service period determined by the Service Rules of BUBT or self retirement at expiry of 25 years of service at BUBT.
- j. **“Effective Service Period”** means total service period minus extra-ordinary leave and study leave (without pay), suspension period not considered as duty period and unauthorized absence.

5. 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 employee who has rendered minimum of 10 (Ten) years continuous satisfactory services in the BUBT may be entitled to this retirement benefit called Gratuity according to the rate of Gratuity.
- c) In case of discharged or removed from service due to abolition of the post or for reduction of the number of post or for being fully or partially disable or death, Gratuity will be payable even if the continuous service is less than 10 (Ten) years, but not in probation period of course.
- d) Gratuity shall not be granted to an employee who is dismissed, terminated or removed from the service of BUBT as 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.
- f) For computing Gratuity of an employee, basic pay means the last basic pay drawn by him/her.

6. Rate of Gratuity

Gratuity shall be paid to BUBT employees as retirement benefit @ 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.

7. GRATUITY PAYMENT

As per the retirement rules of the organization, employee shall be entitled to the grant of gratuity under rule 5 hereof. All benefits payable out of the Fund shall be payable in Bangladesh.

8. ACCOUNTS

The BUBT shall open an account or accounts with any scheduled Bank in Bangladesh and place to the credit of such account or accounts all money from time to time received from the Organization.

Initially Tk. 1000/- (one thousand) only shall be transferred to Gratuity Fund from tuition fees per student per semester. Authority shall wholly invest money to any profitable manner either fixed deposit to any scheduled bank or in any government securities.

9. GRATUITY FUND MANAGEMENT

There shall be a BUBT Gratuity Fund Trustees consisting of the following 05 (five) members to administer the activities of the Fund:

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| 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 Vice-Chancellor, Treasurer and Chairman of BUBT Finance Committee.

10. NOMINATION

- a) An employee on becoming confirmed in the 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 take effect only in the event of death of the employee.
- b) If an employee nominates more than one person he/she shall specify in nomination the share or Gratuity to be paid to each of the nominees.
- c) Nomination form duly filled in triplicate should be submitted to the Registrar Office of the BUBT for acceptance. After acceptance of the same, one copy should be filed in the respective personal file, duplicate copy should be kept with Account Branch and triplicate copy should be given to the employee concerned.
- d) The nomination form should be kept in the guard file and under lock and key.

11. **If anything is missing in this Gratuity Rules or in case of any disagreement the matter shall be settled by mutual arbitration or in the light of law of the land.**