



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

New Delhi - 110062

F.No. JH/RO/00/2024/21

3<sup>rd</sup> May, 2024

## OFFICE ORDER

**Sub : Withholding of 10% Gratuity Payment in the case of outstanding estate dues and/or overpayment etc. to the JH employees - Reg.**


The Jamia Hamdard has notified the adoption of Payment of Gratuity Act, 1972 for its employees vide Notification No. JH/Gratuity/RO/2024/ICOR/05 dated 17.1.2024.

2. As per the existing practice, 10% of gratuity payment is withheld in respect of those employees who were allotted with university accommodation broadly relying upon the the prevailing Govt. of India instructions issued by the Department of Pension and Pensioner Welfare on the subject. The Govt. of India instructions provides recovery of dues from the gratuity payment of an employees is permissible on retirement/cessation of service due to resignation or demise etc.

3. The Competent Authority has decided that henceforth full gratuity amount payable upon superannuation/resignation/death etc. of the employees will be invariably retained by the Jamia Hamdard until the employee/teacher concerned vacates and handover peaceful possession of the University accommodation allotted to him.

4. Matter will be reported to the Executive Council.

Authority: Approval of the Vice-Chancellor dated 30.04.2024.

  
(Dr. M. A. Sikandar)  
Registrar

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1. Finance Officer
2. All Deans/HoDs/Directors/Incharge of Section/Departments/Offices
3. Chief Proctor & In-charge Security
4. OSD (Estate & Security)
5. Office of the VC/Registrar/FO/CoE
6. Incharge, HAH-CIT (to upload on the University website)
7. Concerned file