

# BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53, University Road, Lucknow – 226 007

No. BSIP/Registrar/2017/L-38

May 02, 2017


## OFFICE MEMORANDUM

To regularize and systemize the farewell expenditure and activities of Staff Welfare Committee (SWC), the Competent Authority has been pleased to approve the monthly subscription for Staff Welfare Committee from staff member of the Institute. The monthly subscription from every staff member will be deducted from his/her salary and remitted to Staff Welfare Committee. Initially, the rates of subscription are as follows:

- |    |   |   |                    |
|----|---|---|--------------------|
| 1. | Employee with Grade Pay upto 2800/-           | - | Rs. 30/- per month |
| 2. | Employee with Grade Pay upto 4800/-           | - | Rs. 40/- per month |
| 3. | Employee with Grade Pay upto 7600/-           | - | Rs. 50/- per month |
| 4. | Employee with Grade Pay upto 8700/- and above | - | Rs. 60/- per month |

The deducted amount of monthly subscription will be remitted to SWC Bank A/c and operated through Convener, Staff Welfare Committee. The function and expenditure of Staff Welfare Committee including farewell of staff will be managed by the SWC independently.

This issues with the approval of the Competent Authority.

  
(Sanjay Kumar)  
6/5/2017  
Registrar

Copy to:

1. Director's Office
2. Registrar's Office
3. Accounts Officer, BSIP
4. Shri N U Kannan – to start the deduction of monthly subscription as mentioned above from the salary of May 2017
5. Convener, Staff Welfare Committee – Dr. K. J. Singh, Scientist 'F', BSIP
6. Convener, Website Committee-With a request to email on everyone@bsip.res.in
7. All Notice Boards