



Government Dental College and Hospital Ahmedabad

No.DCH/ 01/2015

Office of Dean

Govt. Dental College & Hospital,
Ahmedabad

Date: 16-01-2015

CIRCULAR

Attached herewith is the welfare policy document for teaching and non teaching staff of Government Dental college and Hospital, Ahmedabad, as formulated and approved by the college council, in accordance with the regulations of Health and Family welfare Department, Government Gujarat, for the same.

All are requested to make note of the same.

Dean

Govt. Dental College & Hospital,
Ahmedabad

Copy to:

All Departments



**GOVERNMENT DENTAL COLLEGE AND
HOSPITAL, AHMEDABAD.**

**POLICY DOCUMENT ON WELFARE MEASURES FOR TEACHING AND NON
TEACHING STAFF**

All employees of Government Dental college and Hospital, Ahmedabad shall benefit from the below mentioned welfare measures as per Regulations from the Government of Gujarat.

1. RESIDENTIAL ACCOMMODATION

Staff quarters within and nearby the campus are to provide accommodation for teaching as well as non teaching staff.

House rent allowance is provided monthly to all employees not availing this accommodation facility.

2. TRANSPORT FACILITIES

All employees are to get transport allowance from the Government of Gujarat as part of their salary.

3. LEAVES

Casual Leave

A member of the staff on casual leave is not to be treated as absent from duty and his pay is not to be interrupted. The maximum numbers of casual leaves in a calendar year are to be 12 along with 2 RH (Regional holiday) for teaching and non teaching staff.

Earned Leaves/ Privileged Leaves

Teaching staff are to get 12 earned leaves per year and non teaching staff are to get 30 earned leaves per year. These are the leaves which are earned in the previous year and enjoyed in the preceding years. Also known as privilege leave, this can be carried forward.

The earned leaves can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HoD. The earned leaves get collected and on superannuation, they can be monetized to the maximum 300 days. An employee can accumulate a maximum of 300 earned leaves, exceeding which the additional leaves will be lapsed.



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Study Leave

The teaching staff of College may be granted leave for advancement of their education in under specified terms and conditions by applying to the Government of Gujarat through Government Dental College and Hospital, Ahmedabad.

Medical Leave

Up to 20 days (half pay) or 10 days (full pay) medical leave per year for teaching/ non-teaching staff can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee. Proper documentary evidence is required to avail this leave. These leaves are to be carried forward to the next year if not utilized.

Special Leave

Teaching faculty can avail up to 15 days per year. It is a full pay leave availed when one is not regarded as being on duty but it is under special circumstances such as being summoned to court to give evidence as a witness, invited for conducting DCI inspection, allowed to attend conferences, workshops, faculty development programmes, invited as an examiner or expert in a selection committee, allowed to be absent for sponsored research and other instances as per Gujarat Government policy for this type of leave.

Maternity Leave/ Paternity Leave

Women employees of college except those on contractual basis may be granted paid maternity leave for a period of 6 months for the first two children. Male employees are also entitled to 15 days paternity leave.

Summer Vacation

A month long (34 days) summer vacation shall be given to the entire teaching staff on rotation basis.

Diwali Vacation

17 days Diwali vacation shall be given to the entire teaching staff on rotation basis.

4. HEALTH CARE FACILITIES

All Government employees of Government Dental College and Hospital, Ahmedabad shall get a monthly **medical allowance**.

Employees and their immediate family members shall be also entitled to complete

CIVIL HOSPITAL CAMPUS, ASARWA, AHMEDABAD, GUJARAT, INDIA-380016

gdchahmd@gmail.com

Phone No: 07922682070, 07922682060



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reimbursement of any surgical procedure, provided it is carried out in a Government hospital and the employee does not avail any medical allowance with his salary. The same shall be applicable to complete reimbursement of **expenditure on medicines**, provided it is prescribed by a Government employed doctor and the employee does not avail any medical allowance with his salary. -

A **health check up camp** is to be held annually for all staff members according to NABH protocol.

Government Dental College and Hospital, Ahmedabad shall ensure, and make provision for **vaccinations** for all staff (Hepatitis B vaccine, Covid vaccine).

Being a part of Civil Hospital, Ahmedabad, Medical facilities like **Emergency and trauma care, Kidney institute, heart institute, and cancer institute** shall be available in the campus itself.

The facility for **Basic blood investigations** (Pathology Dept) and **Basic Medical Examination** (General Medicine Dept) shall be available Government Dental College and Hospital, Ahmedabad itself.

As a part of NABH emergency services, all teaching faculty are to be **trained to offer Basic Life support**.

5. FINANCIAL SUPPORT

Salary is to be paid to all employees based on pay scale of Gujarat Government.

Provident Fund

Two schemes will be prevalent in this category as applicable:

1. *General Provident Fund* for the employees who joined service up to 31/03/2005
2. *New Pension scheme* for the employees who joined service w.e.f 01/04.2005

Annual Increments and Dearness Allowance are to be given as per Government policy.

Transport Allowance, Medical Allowance for meeting sundry routine medical expenses, and a fixed of the employee's pay as ***House Rent Allowance*** for meeting the dwelling requirements are some of the other financial benefits that employees will avail on a monthly basis.

Retirement Benefits

Pension, Gratuity and Leave encashment are some of the financial benefits to be availed after retirement. At the time of retirement, if an employee opts for **commutation of pension**, a lump sum amount is to be paid to the pensioner (not exceeding 40% of pension), while on the balance, the pension begins. In simple terms, commutation of pension is a lump sum payment instead of periodic payments of pension.

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Group Insurance Scheme (GIS) to support the employee's unforeseen circumstances.

All employees are to be entitled to get *LTC (Leave Travel Concession)* once in four years for meeting their excursion expenses to various parts of the country, within 3000 km one way.

Employees with their home town at a considerable distance from their place of work will also be entitled to *Home Travel Concession*. In the four-year block, each visit will be eligible once in two calendar years such as once in 2020-2021, or 2022-2023 and so on. Thus, in the four-year block an employee can avail only one LTC and one Home Travel Concession.

6. RECREATION FACILITIES

Gymkhana in campus

There is a food court in campus.

There is a Cafeteria in the institute premises.

Sports facilities such as Badminton, Table tennis, Carrom etc are also available to the students and faculty.

7. RESEARCH AND TRAINING OPPORTUNITIES

A central **Library** will be accessible to all faculties. There is a computer laboratory with 15 computers. The Central library will have subscriptions and access to e-journals

Each department will be **annually funded with Rs. 50,000 to conduct CDE programs** for upgradation of knowledge and skills of faculty.

The college administration will ensure the professional development of the staff by keeping liaison with the training institutes, by holding training workshops, seminars, and by encouraging them to attend orientation programmes, refresher courses, faculty development programmes.

All regular appointment employees will be given **leave and reimbursement for training in CCC+ at SPIPA (Sardar Patel Institute of Public Administration).**

8. MISCELLANEOUS SUPPORT FACILITIES

There will be a pharmacy within the campus. All emergency medicines will be available around the clock for the employees of Government Dental College and Hospital, Ahmedabad in the Oral Surgery ward.

Parking facility is to be provided for all staff in the premises of Government Dental

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College and Hospital, Ahmedabad.

Banking facilities with the bank holding the employees' salary accounts and with ATM facility will be available in the campus itself.

Class IV employees are to be given two uniforms every year, housing accommodation and facility for availing loans (loan availed from karmachaari bank, the installment amount for which is to be deducted very month from their salary).


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