



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

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No. Estt./OO/2011/IITK/1077

Date : November 28, 2011

OFFICE ORDER

Subject: Admissibility of Service Gratuity, Retirement Gratuity and Death Gratuity

The eligibility and rules in respect of Service Gratuity and/or Retirement Gratuity are detailed hereunder for implementation with immediate effect:-

- (i) **Service Gratuity:** No pension is admissible to a permanent employee who retires before completion of 10 years' qualifying service. Instead, a lumpsum payment known as Service Gratuity at the rate of half-month's emoluments for every completed six-monthly period of qualifying service is admitted.
- (ii) **Retirement Gratuity** is admissible to all employees who retire after completion of 5 years of qualifying service, at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of 16½ times 'the emoluments' or ₹.10 lakhs (from 01.01.2006).

For quick reference, the rules for Service Gratuity and /or Retirement Gratuity are tabled as under:-

	Length of service	Gratuity Admissible
(i)	Less than five year	No Gratuity
(ii)	Five years or more, but less than 10 years	Service Gratuity and Retirement Gratuity
(iii)	10 years of more	Retirement Gratuity only

Employees who had superannuated or technically resigned to join another organization under Central/State/Autonomous Bodies are eligible for the above gratuity as per their qualifying service.

- (iii) **Death Gratuity** is admissible in the case of death in service of an employee at the following rates:-

	Length of service	Death Gratuity payable to family
(i)	Less than one year	02 times of 'emoluments'
(ii)	One year or more, but less than 05 years	06 times of 'emoluments'
(iii)	05 years of more, but less than 20 years	12 times of 'emoluments'
(iv)	20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' or ₹. 10 lakhs

'Emoluments' means pay in the Pay Band plus Grade Pay, Non-Practicing Allowance, if any, and includes Dearness Allowance admissible on the date of retirement/ technical resignation, as above.

S.S. Kashalkar
Sanjeev S Kashalkar
Registrar

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