

EXTRACT OF POLICY DOCUMENTS


I] ZERO PERCENT LOAN POLICY

1. Personal loan is given only once in three years.
2. Staff who have completed one year of service in MET is eligible to avail the loan.
3. Maximum loan amount is Rs. 20,000/- per staff.
4. Loan is given only for education and medical expenses and marriage in family.
5. Authentic document/ proof are mandatory.
6. The loan is recovered from the employee in twelve EMIs.
7. The total deduction amount should not exceed 75 % of the gross salary.

II] POLICY FOR TEA COUPONS

1. Every month, each faculty member is provided 50 coupons, Rs. 6/- each, that can be utilized against tea, coffee or for other food items in canteen present in campus.
2. Along with this, each institute HOI is provided with 16 coupons of Rs. 25/- each that can be utilized against tea, coffee or for other food items in canteen present in campus for the guest.
3. The canteen person submits the collected coupons to respective account sections and receives the cash against the same.




PRINCIPAL
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