



SINGHAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH/17199/93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

• Corporate Office •

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004 Tel. : (020) 2543 4562 Email : c.j.nawathe@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) / M.E., MBA
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A
DIRECTOR (FINANCE)

एराटोव्हा / अविर्पो / २०१७-१८/संचालक/ कायनाम्स / २३०

दिनांक : १२/०६/२०१७

परिपत्रक

वैयक्तिक अपघात विमा पॉलीसी - विमा रक्कम १ लाख रुपये

सिंहगड टेक्निकल एज्युकेशन सोसायटीमध्ये कार्यरत असलेल्या सर्व कर्मचा-यां करिता वैयक्तिक अपघात विमा पॉलीसी (अपघाता नंतरच्या हॉस्पिटल मधील उपचारांच्या खर्चासह) विमा रक्कम एक लाख रुपये इतकी दिनांक १ मे २००९ पासून लागू करण्यात आली आहे. सदर पॉलीसी सिंहगड टेक्निकल एज्युकेशन सोसायटीचे नावाने असून पॉलीसी अंतर्गत मिळणारा एक लाख रुपये कवरेज फायदा एस.टी.इ.एस. चे संस्थांमधील कर्मचा-याला, भारतात वैद्यकी, कोठेही दुर्दैवाने अपघात झाल्यास मिळणार आहे. पॉलीसीचे दिनांक १०/०५/२०१७ पासून दिनांक ०९/०५/२०१८ पर्यंत पुढील एक वर्षाचे कालावधी करिता नूतनीकरण करण्यात आले आहे.

सदर वैयक्तिक अपघात विमा पॉलीसीची (१ लाख रुपये विमा रक्कम) ठळक वैशिष्ट्ये खालील प्रमाणे आहेत.

१. पॉलीसी मध्ये एस.टी.इ.एस. चे सर्व संस्थांमधील सर्व कर्मचा-यांचा समावेश आहे.
स्वतः कर्मचा-या व्यतिरिक्त कुटुंबातील इतर कोणाचाही पॉलीसी मध्ये समावेश नाही.
२. जवळ अपघात झाल्या नंतरच हॉस्पिटल मध्ये उपचारा दरम्यान झालेला खर्च पॉलीसी अंतर्गत अनुज्ञेय आहे. इतर कोणत्याही आजारा संबंधी हॉस्पिटल मध्ये झालेला कोणताही खर्च अनुज्ञेय नाही.
३. जर नमूद केलेल्या उपचारावर हॉस्पिटलमध्ये खर्च केलेल्या रकमे व्यतिरिक्त, जर दुर्दैवाने उपचारा दरम्यान कर्मचा-याचा मृत्यु झाल्यास, कर्मचा-याचा कायदेशीर वारस, विम्याची १ लाख रुपये इतकी रक्कम मिळण्यास पात्र असेल.
४. अपघातामुळे दोन्ही डोळ्यांची पूर्ण दृष्टी गेल्यास अथवा दोन्ही हात किंवा दोन्ही पायांना पूर्ण अपंगत्व आल्यास किंवा एका डोळ्याची पूर्ण दृष्टी गेल्यास आणि एक हात किंवा एक पाय पूर्ण

कृ.मा.प....२

SIBACA, LONAVALA

Inward No.: 8458

Date:- 22/6/17

Regd. Off. : S. No. 34/1 Madgaon (Bk) Off Sinhgad Road, Pune 411 041 Tel. : (020) 2435 4721 Email : sles@sinhgad.edu

अपंग झाल्यास, १००% विम्याची रक्कम रु. १ लाख मिळण्यास संबंधीत कर्मचारी पात्र असेल.

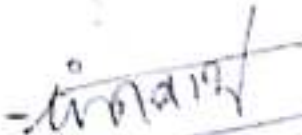
५. अपघातामुळे एका डोक्याची दृष्टी गेल्यास किंवा एक हात किंवा पाच अपंग झाल्यास ५०% विम्याची रक्कम (रु. ५०,०००/-) मिळण्यास संबंधीत कर्मचारी पात्र असेल.

६. अपघातामुळे कायमचे अपंगत्व आल्यास १००% विम्याची रक्कम (रु. १ लाख) मिळण्यास संबंधीत कर्मचारी पात्र असेल.

७. पॅलीसीचा वार्षिक प्रिमियम इ.एम.बी.एफ. चे वार्षी मधूनच भरण्यात येतो. कर्मचा-यांच्या पगारातून वेगळी अतिरिक्त कपात पॅलीसीचे प्रिमियम कमीता करण्यात येत नाही.

एस.टी.इ.एस. च्या सर्व संस्था प्रमुखांनी या योजनेला पुन्हा योग्य प्रसिध्दी द्यावी. कर्मचा-यांना अपघात घडल्यास ताबडतोब संचालक (फायनान्स) कार्यालयास अवगत करावे. त्यानंतर आवश्यक ती माहिती शब्द तितक्या लवकर सोबत जोडलेल्या विहीत प्रपत्रात भरून, संचालक (फायनान्स) कार्यालयाकडे सादर करावी. सोबत अपघात नंतर हॉस्पिटल मधील औषधोपचारा दरम्यान झालेल्या खर्चाची सर्व देखके दाखल्यासह पाठवावीत जेणे करून संबंधीत विमा कंपनी (युनायटेड इंडिया इन्शुरन्स कंपनी ली) वडून त्या रकमेची प्रतिपूर्ती करता येईल.

परिपत्रकाची प्रत सर्व संस्था प्रमुखांनी त्यांचे कार्यालयीन सूचना फलकावर लावून सर्व कर्मचा-यांना योजने बाबत माहिती द्यावी. अपघात प्रसंगी योजने अंतर्गत उपलब्ध आर्थिक सहाय्या बाबत कर्मचा-यांना धैर्यवतीत रित्या अवगत करावे.


संचालक (फायनान्स)

प्रत : सर्व संबंधीतांना

SINHGAD TECHNICAL EDUCATION SOCIETY
KUSGAON (BK), LONAVALA.

STES/LON OFF/09-10/ 2585

Date:- 23/09/2019.

CIRCULAR

The following faculty members are requested to act as bus Incharge / Asst. Incharge.

- | | |
|-----------------------------|--|
| 1) Bus No. 01 (SIT) | Mr. M. M. Kulkarni
Mr. S. G. Phule |
| 2) Bus No. 02 (Aundh Route) | Mr. B. P. More - SNTD (B.Ed.)
Mr. H. M. Raut - SIT |
| 3) Bus No. 03 (Sarasbaug) | Mr. Manoj Meghrajani - SIBACA
Mr. S. D. Borate - SIBACA |
| 4) Bus No. 04 | Mr. D. K. Singh - SIT
Mr. R. G. Ratnawat - SIBACA |

Bus No. 01 and 03 will start from Sarasbaug and on return journey will go via Sarasbaug as discussed with respective bus Incharge.

The busses shall move on the instructions of respective bus Incharge / Asst. Incharge.

There were complaints that certain faculty members come late or perpetually late. The bus incharge shall ensure that such members must be cautioned. Their names can be intimated for further action by respective Principals if required.

The bus incharge is authorised to leave the unauthorised passengers unless permitted by the CEO Office / Estate Office.

CC: 1) CEO

2) All Institutes

3) All Faculty Buses.

*Dilip
Pl give copy
to concern faculty
members*

24/9/19

4804 Aug
Lt. Col. A. Thukral
ESTATE MANAGER
Copies given thru Galkari

SIBACA, LONAVALA
Inward No.: 4804
Date:- 24/09/19



Sinhgad Technical Education Society's
Kusgaon (Bk), Lonavala

Sr.No	Security Post
1	M/G / Pharmacy / Society office
2	Admission Hall
3	Vishalgad/Prathpgad/Torngad/Rajgad
4	Panhalgad / Police Post / RHTC / STES Canteen
5	Kaveri / Godavari / 1 Old BHK staff qtr
6	Lohgad hostel , Indrayani /Kamala Mess
7	Purandargad / Ratangad / Visapurgad/Vijaygad old 2 BHK / 1 BHK
8	Sports Complex / 1 RK/BHK / 2New BHK
9	SKNSIT / Cricket ground
10	Commers / SIBACA/ Raigad
11	Devigiri hostel/Sindhurag hostel /Brahmagiri hostel
12	Sahyadri hostel /Shivneri hostel
13	SIT College , Engg Parking
14	School /D/M 3-4
15	D/M 1,2 New SIT
16	SIHMCT, CTC Kapoor ,3 BHK, Vai 1-2
17	Golf Ground

01 Security Inspector
05 Security Supervisor
04 Gunman (03 gunman is Contract base)
58 Security Guard
Total Security - 68

N.S.Vasekar
Security Inspector



SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

No. STES/Personnel/2012-13/5902

Date: 15-05-2013

CIRCULAR

Subject: - Payment of Gratuity to the employees on cessation of service

"The Payment of Gratuity Act, 1972" and Rules framed under "The Payment of Gratuity (Maharashtra) Rules, 1972" have been made applicable to all regularly appointed Teaching and Non-Teaching Employees of STES. Appropriate amount of Gratuity is payable to the employees fulfilling terms and conditions prescribed under the Act & Rules, on cessation of their service.

So as to facilitate speedy disposal of the gratuity claims of the employees and to have uniform procedure, main features of the Scheme: exhaustive instructions and the prohibitory conditions laid down under the Act & Rules are summarized herewith for information of the Dean, Directors; Principals of all Institutions and Other Officers of STES as under;

Main features:

Employees completing not less than five years of regular; continuous service are eligible for payment of gratuity (section 4 (1)). However, the condition of completion of continuous service of five years shall not apply in case where the termination of employment is due to death or disablement.

For calculation of qualifying completed years of service (for computation of gratuity amount), service rendered for more than 6 months shall be counted as one completed year and service less than 6 months shall be ignored (section 4 (ii))

An employee who is qualified for payment of gratuity has to submit his / her application for gratuity in writing in the format prescribed as per Annexure 'A' in duplicate to the concerned Head of Institution/Office within a period of 30 days from leaving service.



In case of death of the employee while in service or after cessation of service, gratuity application in duplicate (Annexure 'A') shall be submitted by the Legal Heir / nominee along with original death certificate of the employee.

Exhaustive instructions for processing claims :-

On receipt of the application from the employee (Annexure 'A'), Head of Institution/Office shall take note of the same in inward register with date.

Particulars about qualifying service; pay, period of LWP submitted by the employee shall be scrutinized properly with reference to entries in his/ her service-book; salary sheet & personal records.

While processing the claims of the employees, Head of the Institution/Office shall consider following provisions in the Act and Rules.

- (a) Rate of Gratuity is fixed at 15 days wages for one completed year of service (section 4 (2))
- (b) Wages for the purpose of calculating gratuity comprises of Pay in Pay Band + AGP/GP + DA last drawn by the employee (section 4 (2))
- (c) In case employee is working on consolidated salary/without allowances, wages without DA shall be taken into consideration for calculating amount of gratuity.
- (d) Formula for working out amount of gratuity is as follows:

$$(\text{No. of completed years of service} \times 15 \div 26) \times \text{Wages last drawn} = \text{Amount of Gratuity payable.}$$
- (e) It should be ensured that dues of all kind have been paid by the employee.
- (f) Recovery, if any, on account of notice pay; rent and service charges towards staff quarter; recovery due to LWP, Library, Laboratory etc. have been effected from the employee. If any of such recovery is outstanding against the employee the same shall invariably be mentioned while forwarding claim (as per Annexure 'B') to Central Office.



Prohibitory conditions:

Following provisions in the Act shall also be considered while forwarding claims of the employees to the Central Office.

- 1) In respect of employees whose services are terminated for any act, willful omission or negligence causing any damage or loss to or destruction of property belonging to the employer, the amount of gratuity shall be forfeited to the extent of the damages or loss so caused. (section 4 (6) (a)).
- 2) Gratuity payable to the employee can be forfeited in case of termination of service for:
 - (i) Riotous or disorderly conduct or any other act of violence on his part

Or

- (ii) For any act which constitutes an offence involving moral turpitude provided such offence is committed during the course of his employment (section 4 (6) (b))

All Heads of Institutes/Offices are hereby instructed to follow above provisions scrupulously while forwarding claims of the employees for gratuity to the Central Office. They are also advised to refer provisions in Gratuity Act & Rules for more details and for ready reference, please refer to FAQs and their answers thereunder.

These instructions / guidelines shall also be applicable to all Institutions / Offices run by the Savitribai Phule Shikshan Prasarak Mandal, Kamapur, Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

(Prof. M. N. Navale)
President

Encl: Annexure 'A'
Annexure 'B'

To,

- 1) Directors/Principals of all Institutes/Colleges/Schools of STES, SPSPM, SSPM & SYCSPM
- 2) Dean, SKNMC&GH, Narhe, Pune



3) Campus Directors of all Campuses of STES, SPSPM: SSPM & SYCSPM

Copy forwarded for information to:-

- i) Founder Secretary, STES
- ii) Vice – President (HR), STES
- iii) Vice – President (Admin), STES
- iv) Secretary, SPSPM, Kamlapur
- v) Director (Finance), STES
- vi) Director (Engineering) , STES
- vii) Director (Academics) , STES
- viii) Director (Placement) , STES
- ix) Director (Education) , STES
- x) Project Manager, STES
- xi) Resident Officer, SSPM, Kondhapuri
- xii) Select file



Annexure 'A'
Application for Gratuity by an Employee

To,

Sir / Madam,

I hereby apply for the payment of Gratuity to which I am entitled under sub-section (1) of the section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation / retirement / resignation after completion of not less than five years continuous service. Necessary particulars relating my appointment in the establishment are given below:-

1	Name in full	
2	Address	
3	Tel. / Mobile No.	
4	Institution's Name where last employed	
5	Post held	
6	Date of appointment	
7	Date and cause of leaving of service	
8	Total period of service qualifying for Gratuity	____ years ____ months ____ days

I also give my consent to recover any dues payable to the Institution by me from the amount of Gratuity payable to me.

Place :

Date :

Yours faithfully

(_____)



Annexure 'B'
(Forwarding letter to the Central Office)

Date : _____

To,
 The President,
 Sinhgad Technical Education Society,
 Erandwane, Pune 411 004

Subject : Application for payment of Gratuity to Mr. / Mrs. _____.

Sir,

Kindly see the enclosed application dated _____ received from Mr. / Mrs. / Ms. _____ for the payment of Gratuity. His / her application has been duly scrutinized with reference to his / her personal file, service book and salary sheet. Service details of the applicant are as follows:-

1	Name in full	
2	Designation	
3	Employee Code No.	
4	Date of Birth	
5	Date of joining service in STES	
6	Date and cause of cessation of service	
7	Total length of continuous service	_____ years _____ months _____ days
8	Period spent on study leave /lien /LWP except on medial ground	_____ years _____ months _____ days
9	Total qualifying service for purpose of calculation of Gratuity (Sr. No. 7 minus Sr. No. 8)	_____ years _____ months _____ days Rounded to _____ years
10	Last basic pay+ Dearness allowance actually drawn as on _____	A) Pay in pay band _____ B) AGP/Grade Pay _____ C) Dearness Allowance _____ Total ' _____



11	Amount of Gratuity payable	(No. of years in qualifying service x 15 + 26) x Basic Pay + Dearness Allowance = ' _____/-								
12	Recovery, if any, to be effected from Gratuity as dues payable to the Institution by the applicant	<table><tr><th>Particulars</th><th>Amt (')</th></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	Particulars	Amt (')						
Particulars	Amt (')									
13	Net amount of gratuity payable to applicant	' _____/-								

I hereby certify that, all the dues payable by the employee to the Institution have been paid and no recovery is pending. No dues certificate in respect of the applicant has been obtained and preserved in his personal file.

Date:

Signature of the Head of the Institution
with stamp

Encl: Application form of the applicant
(Annexure 'A')



SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

• Corporate Office •

10/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004. Tel. (020) 2543 4582 Email : cnawathe@sinhgad.edu

PROF. M. N. NAVALE
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B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

URGENT

STES/Director (Finance)/PAP-2017-18/22.1

Date : 25.04.2017

To,
All
Director / Principal
STES Institutes.

Subject: Information of employees-contributing towards EMBF.

Reference: Personal Accident Policy with Hospitalization expenses cover - Insured amount Rs.1, 00,000/- (Rs.One Lakh)

The proposal to renew the above mentioned policy under reference for a further period of one year w.e.f. 10.05.2017 to 09.05.2018 is under active process. The annual premium against the policy shall be paid from EMBF account. To complete the renewal formalities an upto date list of employees to be covered under the policy, is to be prepared

URGENTLY.

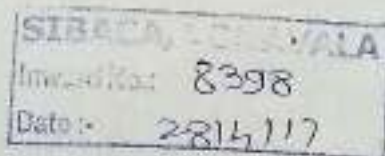
Kindly, therefore submit a list of all employees working in your institute and contributing towards EMBF each month in the following format on pndt_anita@sinhgad.edu. The employees who are on payroll as on 30.04.2017 and contributing towards EMBF should be covered. Also submit two hard copies of the list to Mrs. Anita Pandit.

Name of the Institute:-

Sr.No.	Name of the Employee	Employee code No.	Age		Remarks
			Years	Months	
1	2	3	4		5

Treat this as **MOST URGENT.**

Director (Finance)





SINHGAD TECHNICAL EDUCATION SOCIETY

Regd. No. STES/11/2005-06 (P) on dt. 6/7/02 & 8282 (Phone) dt. 12/8/93)

STES, P. N. Navale, Sinhgad, Pune - 411 004.

Telefax : 020-25444008 Email : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT. ENG.), MBA
FOUNDER-CHIEF-MENTOR

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER-SECRETARY

STE-S/GSLI-635353/Renewal/2017-18/2768

Date: 13/11/2017

To

All Directors / Principals
STES Institutes / Colleges.

**Subject : LIC - Group Insurance Scheme-Master Policy No. GSLI - 635353,
Annual Renewal as on 01.12.2017.**

L.I.C. Group Insurance Master Policy No. GSLI-635353 is renewed every year on 1st December, for which details of the employees subscribing to scheme as on 30th November every year is required to be submitted to the LIC by 10th December.

In view of the instructions received from LIC you are informed to submit required information of the employees (in prescribed format) in two separate parts as follows :


List No. 1:- Employees working in regular scale i.e. Pay Band + Grade Pay and drawing salary accordingly for the month of November 2017.

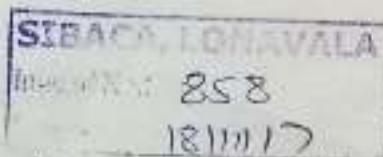
List No. 2:- Employees resigned / left / expired during the period from 01/12/2016 to 30/11/2017.

Soft copy of above information may be sent on email pndt_anita@sinhgad.edu positively by 10/12/2017 followed by Hard Copy duly authenticated by Head of the Institute / College / School.

Accuracy should be maintained while submitting the information. No change in the information once submitted will be allowed later on. Please note that in case of discrepancy Head of the Institute will be held responsible.

Encl.: Proforma.


(M. N. Navale)
PRESIDENT
M. N.



P.T.O.

Prakash Patil
93
18/11/17

Group Insurance Scheme
Master Policy No. GSLI - 635353
Renewal as on 01/12/2017

Name of the Institute :

List No. 1 - Employees working on Pay in Pay Band / Scales in the Month of Nov.2017.

List No. 2 - Employees resigned / left / expired etc during 01/ 12 / 2016 to 30/ 11 / 2017.

S.No.	Employee Code No.	Name of Employee (Surname first)	Category and amount at the time Joining	Change in Category and amount	Date of Category changed	Amt. of Contribution	Date of Birth	Date of first Apptt. (from Service Book)
1	2	3	4	5	6	7	8	9

Category: **

Pay in Pay Band / Scale

Category

Rate of Contribution

PB-2 Rs. 9300 - 34800
PB-3 Rs.15800 - 39100
PB-4 Rs.37400 - 67000

A

Rs.150/-

PB-1 Rs.5200 - 20200

B

Rs.100/-

-1S Rs. 4400-7440

C

Rs. 75/-



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (with ECR)
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN: 3151709025682

Establishment Code & Name : PUPUN0031676000 SINHAGAD TECHNICAL EDUCATION
Address : 19/15 ERANDVANE KHILARI MARG, OFF KARVE ROAD, PUNE, PUNE, MAHARASHTRA

Dues for the wage month of: October 2016

Total Subscribers :
Total Wages :

EPF 4999
7,00,62,070
EPS 0
6,95,79,105
EDLI 4999
7,00,51,600

SL	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	0	0	0	0	0
2	Employer's Share Of Contribution	0	0	0	0	0	0
3	Employee's Share Of Contribution	84,13,466	0	0	0	0	84,13,466
Grand Total : Eighty-Four Lakh Thirteen Thousand Four Hundred Sixty-Six Rupees Only							84,13,466

FOR BANKS USE ONLY

Amount Received Rs. _____

Date of presentation of Cheque/DD _____

Date of Realisation of Cheque/DD _____

SBI Branch Name _____

SBI Branch Code _____

(Only for offline payment in case permitted by EPFO)

FOR ESTABLISHMENT USE ONLY (To be manually filled by Employer)

Cheque/DD No. _____ Date: _____

Cheque/DD drawn bank &

Name of the Depositor: _____

Date of Deposit: _____

Signature of the _____ Mobile No. _____

(This is a system generated challan on 30-AUG-2017 19:51, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMRPY.

A) A/C no 1 (Employer share) (Rs.) -

B) A/C no 10 (Pension fund) (Rs.) -

C) Total (A + B) (Rs.) -

D) Total remittance by Employer (Rs.) -

E) Total amount of uploaded ECR (C + D) (Rs.) -

0
0
0
84,13,466
84,13,466











SINHGAD TECHNICAL EDUCATION SOCIETY
KUSGAON (BK), LONAVALA.

STES/OFF/LON/QTR/04-05/147.

Date: 10/6/ 2005

To,
Mrs Reena Nath
SIBACA
STES, Lonavala.

Sub: Allotment of Staff Quarters in STES Campus Lonavala.

1. We are pleased to inform that you are allotted the following accommodation in the campus.

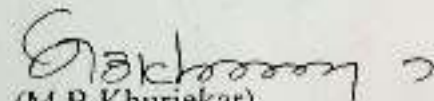
LOCATION (BLOCK)

TYPE OF QUATERS

Building No. : Vaishnavi
Flat No : 10

1 BHK

2. The quarter must be occupied within 7 days of the date of allotment, failing which the allotment will be cancelled.
3. The License fee/ Electricity and service charges will be deducted as per circular dated - 15-01-05, no. STES/DIR (ADMIN)/2004-05/404.
4. I wish you a comfortable and happy stay, in the allotted accommodation.


(M B Khurjekar)
Chief Executive Officer

CC:

SPS: You are instructed to deduct license fee and service charges from the salary of the individual as above on monthly basis. Electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office Lonavala.

SINHGAD TECHNICAL EDUCATION SOCIETY
KUSGAON (BK), LONAVALA.

STES/LON/OFF/QTR/2013-14/461.

Date: - 25/03/2014

To,
Mr Irfan S Inamdar
Asst Professor,
SIBACA, STES,
Lonavala.

Sub: - Transfer of Staff Quarter in STES Campus, Lonavala.

1. Refer to your letter dated 31/08/2013.
2. We are pleased to inform you that you are allotted the following family accommodation in the Campus :-

LOCATION (BLOCK)

TYPE OF QUARTERS

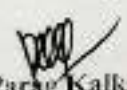
Building : - New 2 BHK - A

2 BHK (With Gallery)

Flat No. : - 10

Your old family accommodation of 1 BHK - III Flat No. 11 is cancelled w.e.f. 31/03/2014.

3. The license fee / Electricity and service charges will be deducted as per STES Society's rules and regulations.
4. The Sinhgad Technical Education Society is always very keen in providing better living conditions for its staff in the campus. At the same time the society also expects that the members of the society share certain responsibilities such as:-
a) Responding positively whenever the heads of the institutes require their presence in the interest of the Society.
b) Ensuring that the certain norms of discipline of the Campus are being followed by the students, staff, family members & visitors.
c) Please note that only the parents or dependant members of the family can stay with you in the quarters.
5. If the quarter is to be kept vacant at any stage for more than fifteen days, prior permission shall be taken from the Principal / Head of the Institute with intimation to Estate Office.
6. We wish you a comfortable and happy stay.


Dr. Parag Kalkar
Campus Director

Copy to:-

1. Director, SIBACA.
2. Institute's Accounts Department: - You are advised to deduct license fee and service charges from the salary of the employee as mentioned above on monthly basis. You are also advised to deduct the electricity charges at your end as and when details of charges for consumption of electricity are received from Estate Office, Lonavala Campus.
3. Electrical Department.
4. Select File.

I agree with the contents of this letter.

SINHGAD TECHNICAL EDUCATION SOCIETY
KUSGAON (BK), LONAVALA.

STES LON/OFF/QTR/2014-15/ 974

Date: - 19/05/2014

To,
Mr. Prashant Kalaskar
Asst Professor,
SIBACA, STES,
Lonavala.

Sub: - Transfer of Staff Quarter in STES Campus, Lonavala.

1. Refer to your letter dated 17/05/2014.
2. We are pleased to inform you that you are allotted the following family accommodation in the Campus:-

LOCATION (BLOCK)

TYPE OF QUARTERS

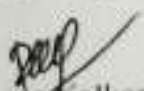
Building : - New 2 BHK - A

2 BHK (With Gallery)

Flat No. : - 15

Your old family accommodation of 1BHK -03 Flat No 07 is cancelled w.e.f. 19/05/2014.

3. The license fee / Electricity and service charges will be deducted as per STES Society's rules and regulations.
4. The Sinhgad Technical Education Society is always very keen in providing better living conditions for its staff in the campus. At the same time the society also expects that the members of the society share certain responsibilities such as:-
 - a) Responding positively whenever the heads of the institutes require their presence in the interest of the Society.
 - b) Ensuring that the certain norms of discipline of the Campus are being followed by the students, staff, family members & visitors.
 - c) Please note that only the parents or dependant members of the family can stay with you in the quarters.
- 6) If the quarter is to be kept vacant at any stage for more than fifteen days, prior permission shall be taken from the Principal / Head of the Institute with intimation to Estate Office.
- 7) We wish you a comfortable and happy stay.


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Campus Director

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3. Electrical Department.
4. Select File.

PROF. M. N. NAVALE
M.E. (ELECT.) MII, MBA
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/SSI/2017-18/227

Date: 11 6 MAY 2017

CIRCULAR

Subject : Students Safety Insurance Policy.
Ref : Circular No. STES/2015-16/96 dated 26.12.2015

Sinhgad Technical Education Society has renewed the Students Safety Insurance Policy for a further period of one year from 24.04.2017 to midnight of 23.04.2018.

Under this policy, 66580 students studying in various schools, colleges and Institutes of Sinhgad Technical Education Society are covered.

The scheme has been proved beneficial to the students. The benefits under the policy as enhanced with effect from 2012-13 are as under: -

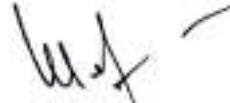
1. The sum insured per student has been increased from Rs.25, 000/- to Rs.1, 00,000/- in case of Death.
2. The medical expenses reimbursement cover has been increased from Rs.7, 000/- to Rs.20, 000/- per student per year against expenditure incurred for treatment in a hospital or nursing home as an indoor patient for any injury sustained in the accident.

Considering the amount of premium paid to the insurer and the cost of administration, it has already been decided to recover from each student Rs.25/- from Academic year 2016-17. It is to be ensured that the said recovery has been actually effected by all Schools, Colleges and Institutes.

All Heads of the Institutes/ Colleges / Schools are therefore instructed to take necessary action in accordance with the various provisions of this policy. In the event of any accident to the student, immediate notice should be given to the Administration Dept. at the Corporate Office, Karve Road, Pune about the accident followed by submission of required information about the claim for further transmission to the Insurance Company.

All Heads of Institutes / Colleges / Schools are hereby directed to recover the similar amount Rs. 25/- (Rs. Twenty Five only) from every student under them as annual insurance premium for Academic Year 2017-18. If any of the Colleges / Schools have not recovered students insurance fees of Rs.25/- for Academic Year 2016-17 as already directed vide circular No. STES / SSI / 2015-16/96 dated 26.12.2015; they should immediately take steps to recover the same.

The details of amounts recovered shall be submitted to the Administration Dept. at the Corporate Office. The benefits and other details of the policy should be brought to the notice of all the students and parents.


M. N. Navale
PRESIDENT

To,

1. Principals / Directors of all Schools / Colleges / Institutes under STES.
2. Dean, SKNMC&GH, Narhe.