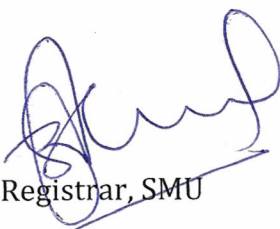


SMU/HR/GC/2016- 16

11 Jan 2016

POLICY ON LIEN

1. Please find enclosed herewith the policy on Lien wef 01 Jan 2016.
2. This has the approval of Vice Chancellor, SMU.



Registrar, SMU

Copy to :-

1. Vice Chancellor, SMU
2. Dean, SMIMS
3. Director, SMIT
4. Head HR, SMU
5. Sr Finance Officer, SMU
6. Head HR, SMIMS/CRH
7. Executive- CRH
8. Office Copy



SMU

Sikkim Manipal University

5th Mile, Tadong, Gangtok - 737102, Sikkim, India

Ph : +91-3592-232041, 231138, 270294 ♦ Fax : + 91-3592-231147 ♦ E-mail : info@smu.edu.in ♦ Web : http://smu.edu.in

Lien Policy	Approving authority	Version: 1.0
Prepared by: HR Department (Sonam Rinchen Bhutia)	Vice Chancellor, SMU	Effective Date: 01 Jan 2016

1.0 Objective:

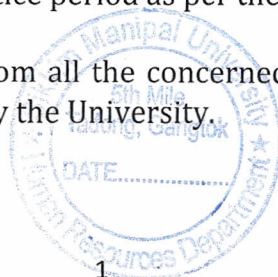
To grant guidelines to Faculty to proceed on lien.

2.0 Scope:

Specific faculty (medical and non-medical) members of SMU and its constituent units having minimum of 3 years of continuous service duly recommended by the Vice Chancellor, SMU shall only be covered under this policy.

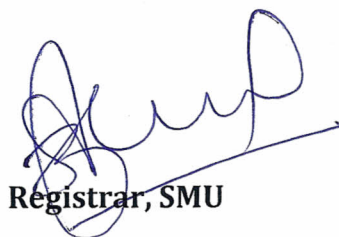
3.0 General Guidelines:

1. Lien will be granted only if it is in the organizational interest. However, this would be on case to case basis and at the sole discretion of the Vice Chancellor of the University.
2. Faculty desirous of availing lien to put up in writing to the concerned HOI of the unit. This application, duly recommended by the HOI of the concerned unit will be put up to the Vice Chancellor, SMU for approval.
3. Lien up to a minimum period of 6 months and maximum period of two years will be granted to a faculty member who would wish to move to another Government Organization / Public Sector Undertakings / Research Lab/ University or Institute of National/ International repute in the same position or in a higher position which is going to benefit the faculty and parent organization in the long run.
4. Lien will always be permissible without any pay and allowances.
5. Faculty before proceeding on lien is required to complete the following formalities;
 - a) Give three months' notice period as per the university policy.
 - b) No dues Certificate from all the concerned departments as laid down in the format provided by the University.



- c) Gratuity in case of the Faculty who have completed five years of service before going on lien will be paid on termination of the lien period after deducting the outstanding amount if any, against him/her.
 - d) EL encashment, if any will be done on completion of the lien period. There will be a break in continuity in the deduction of EPF subscription.
6. On completion of lien, the faculty will be permitted to rejoin, if vacancy exists. In case of re-joining, the period of lien will be counted towards services only for seniority and not for any terminal benefits.


Head HR, SMU


Registrar, SMU


Vice Chancellor, SMU

