

# Gifts on Special Occasions

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W.e.f. July 1, 2011

*Corporate HR*

## Revision History

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## Policy Details

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### Objective

The Shiv Nadar University (SNU) aims to create a community of like-minded individuals tied together by the same passion for education. The SNU would like to be part of the happy occasions and milestones of our employee members' lives. Thus, this policy defines and outlines the gifting process we have put in place to celebrate wedding and childbirth in the family of our employees.

### Applicability and Scope

This scheme is applicable to all employees on the permanent rolls of the SNU.

### Process and Policy Details

The SNU provides a token of congratulations and best wishes as a gesture to employees on occasions such as weddings and the birth of a child / children.

### Wedding Gift

On the occasion of an employee member's wedding, an amount of INR 3,000 will be presented as a gift to him/her.

### New Born Baby gift

For the occasion of the birth of a new born baby, the employee will be presented with an amount of INR 1,000 as a gift from the SNU.

### Please Note

- The wedding gift is a one-time disbursement. To be eligible for it, the employees will be required to produce a copy of the marriage certificate within six months of the marriage date.

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- The disbursement of the new born baby gift will be for a maximum of two (2) children. In case of twins, faculty members can claim for two children (i.e., INR 1,000\*2= INR 2,000). To be eligible for this gift, the employee is required to produce a copy of the child / children's birth certificate.

This policy will be applicable from the respective Date of Joining of the employee.

On producing the necessary certificate(s) to your HR representative the gift amount will be processed in the subsequent month's payroll and will be taxed as per the guidelines of the Central Board of Direct Taxes (CBDT).

## **Coverage of Policy**

This policy is applicable to all schools / institutions of the Shiv Nadar University (SNU) unless specified otherwise.

The SNU Management reserves the right to alter, append or withdraw this policy either in part or in full based on management's discretion.

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## History of Changes in Policy

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S. No.	Changes	Change Date	Effective Date