## PROCEDURE FOR PAYMENT OF GRATUITY

01	•Request from the eligible employee
02	•Request will be forwarded to the Non Academic Establishments Division of the University
03	•Instructions to pay gratuity will be received from the Non Academic Establishments Division
04	•A file will be opened at the CDCE
05	Preparing Gratuity payment form
06	Gratuity payments details will be checked by the checking officer/CDCE
07	•SAB/CDCE will recommend the payment and send to the Bursar for his recommendation.
08	•The bursar will send the document to the Internal Audit branch with his recommendation.
09	•With the Internal Auditors recommendation, documents will be forwarded to the Vice Chancellor.
10	•Getting the approval of the Vice Chancellor.
11	•Preparing Payment vouchers by CDCE
12	•Getting recommendation, approval from AR and SAR of CDCE
13	•SAB will certify the payment.
14	•Employee will be paid the gratuity by a cheque.