

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং.....SUDA-53/2013/1619

তারিখ.....24.09.2013.....

From: Director, SUDA

To : Mayor / Chairperson

.....Municipal Corporation / Municipality / Notified Area

Sub: Payment of Ad-Hoc Bonus for the year 2012-13

Sir/Madam,

You are requested to kindly refer to the order No : 308/MA/O/C-9/2L-2/2013 dt.12/08/2013 of Department of Municipal Affairs, Government of West Bengal, read with Finance Department Order No: 6066-F(P) dated 30/07/2013 regarding grant of Ad-Hoc bonus for the accounting year 2012-13 to the municipal employees. The order covers both the regular employees as well as the personnel drawing remuneration on contract basis.

Accordingly in terms of the said order you are requested to take necessary action regarding payment of Ad-Hoc Bonus to the eligible TPO & COs engaged on contractual basis and getting their regular remuneration from this office subject to fulfillment of criteria as laid down under the abovementioned G.O and may subsequently submit a claim to this office for reimbursement of the expenses incurred for the purpose.

Encl. As stated.

Yours faithfully


 Director, SUDA

SUDA-53/2013/

24.09.2013

Copy forwarded for information to:

1. Joint Secretary, Department of Municipal Affairs, Govt. of West Bengal,
2. Directorate of Local Bodies,
3. P.S. to MIC, MA & UD Department,
4. Pr. S to Secretary, Municipal Affairs Department.

Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-1.

No. 308/MA/O/C-9/2L-2/2013

Dated, Kolkata the 12th August, 2013

ORDER

In terms of para 5 of the Finance Department Memo No. 6066-F(P), dated 30th July, 2013, the Governor is pleased to decide that the Municipal Corporation, Municipalities, Notified Area Authorities, Industrial Township of the State of West Bengal may grant their employees, who are not covered by any of the productivity linked Bonus Scheme, Ad-hoc Bonus for the accounting year 2012-2013.

2: The Ad-hoc Bonus for the accounting year 2012-2013 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs.22,000/- per month as on 31st March, 2013 at the rate of Rs.2,600/- only per head. The Upper eligibility ceiling of Rs.22,000/- per month on 31st March, 2013 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed / consolidated contract pay.

3. The benefit will be admissible subject to the following terms and conditions :-

(i) Ad-hoc Bonus Admissible under these orders will be worked out on the basis of emoluments as admissible on 31st March, 2013 for the employees drawing pay and allowances in the revised scales of pay under this Deptt.'s Resulation No.79/MA/O/C-9/2P-5/2009, dated 27.02.2009, 135/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 136/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 137/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, the term 'revised emoluments' of this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and include dearness allowance but will not include any other pay and other allowances such as House Rent Allowance, Medical Allowance, Compensatory allowance, winter allowance etc.

For those who are drawing pay and allowances in the unrevised scale, the term 'emoluments' will mean and include basic pay, special pay (additional remuneration), dearness pay, dearness allowance, interim relief, if any and deputation (duty) allowance, but will not include specialist pay and other allowances such as House Rent Allowance, Medical Allowance, Compensatory allowance etc. In no case the 'interim relief' sanctioned under this Department order between 1995 and 1997 will be include in the term 'emoluments'. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

(ii) The employees whose revised emoluments on 31st March, 2013 exceeded Rs.22,000/- per month but during the year 2012-2013 their emoluments at least for six months were less than Rs.22,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 22,000/- per month on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance, etc. after remaining less than Rs.22,000/- p.m. for at least six months will be entitled to Ad-hoc Bonus of Rs.2,600/- per head under this order.

(iii) The employees who were in service on 31st March, 2013 and rendered at least 6(six) months continuous service during the year 2012-2013 will be eligible for payment of Ad-hoc Bonus under this Order. Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from 6(six) months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

Contd.....P/2

3. (iv) The amount of Ad-hoc Bonus on Pro-rata payment as admissible as para 3(iii) above will have to be calculated according to the following formula :-

$$\text{Emoluments as on 31st March, 2013} \times \frac{\text{Eligibility period in number of Months}}{12}$$

= The amount of Ad-hoc Bonus, subject to maximum amount of Rs.2,600/- only.

4. The casual workers who have put in work for at least 120 days and the employees on consolidated pay on the year 2012-2013 will also be entitled to Ad-hoc Bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the 2012-2013}}{12}$$

= The amount of Ad-hoc Bonus, subject to maximum amount of Rs.2,600/- only.

The Salary/wages in these cases should have the meaning as 'revised emoluments' as defined in para 3(i) above.

5. The disbursement of Ad-hoc Bonus sanctioned herein above should be made in case of Muslim Municipal employees by 6th August, 2013 and in case of other Municipal employees (other than Muslim Municipal employees) such disbursement should be made in between 23rd September, 2013 to 30th September, 2013. In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja / Id-UI Fitre.

6. Such Ad-hoc Bonus shall not be admissible to those employees of Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township who may be entitled to Ad-hoc Bonus or ex-gratia payment in lieu thereof being on deputation in any Government Service, Public Undertaking, Statutory Body etc.

7. The teachers of the Primary Schools may be paid such Ad-hoc Bonus subject to fulfillment of the above conditions and also subject to the following conditions :-

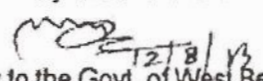
- (a) that the names of those teachers are included in the pay rolls of the Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township.
- (b) that they are not paid the benefits enjoyed by Government employees in the matter of festival advance and Ad-hoc Bonus.

8. The Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township, shall meet the expenses on this account out of their own funds. The issue of payment of grant towards meeting up of a part of the expenses to be incurred by the Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township on account of payment of Ad-hoc Bonus will be intimated separately in due course.

9. All payments of Ad-hoc Bonus will be rounded off to the nearest rupee ignoring fraction of amount upto 49 paise and treating fractions amounting to 50 paise or more as one rupee.

10. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of Ad-hoc Bonus would continue to apply.

By Order of the Governor


Joint Secretary to the Govt. of West Bengal

Contd.....P/3

Ufa
Ce 2013
1.8-13

No. : 6066 -F(P)

Kolkata, the 30th July, 2013

MEMORANDUM

Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2012-2013.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the productivity linked Bonus Scheme and whose revised emoluments did not exceed Rs.22,000/- per month as on 31st March, 2013 will be entitled to ad-hoc bonus for the accounting year 2012-2013 at the rate of Rs. 2,600/- per head. The upper eligibility ceiling of Rs.22,000/- p.m. as on 31st March, 2013 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:-

i. Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2013. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 the term 'revised emoluments' in this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes the non-practicing allowance, if any, Dearness Allowances, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances, etc.

For those who are drawing pay and allowances in the un-revised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, Steno Allowance but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, etc. For those who are drawing remuneration on contract basis, the term 'revised emoluments' will mean the consolidated contract pay drawn by them.

ii. The employees whose revised emoluments on 31.03.2013 exceeded Rs.22,000/- p.m. but during the year 2012-2013 their emoluments at least for six months were less than Rs.22,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs.22,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs. 22,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs 2,600/- per head under this order.

iii. The employees who were in service on 31.03.2013 and rendered at least six months continuous service during the year 2012-2013 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

Contd...P/2.

- iv. The amount of ad-hoc bonus on pro-rata payment as admissible under 2(iii) above will have to be calculated according to the following formula :-

$$\frac{\text{Emoluments as on 31st March, 2013.} \times \text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.2,600/- only.

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2012-2013 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2012-2013}}{12}$$

12

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 2,600/- only.

The salary/wages in these cases should have the same meaning as 'revised emoluments' as defined in Para 2(i) above.

3. **The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim State Government employees by 5th August, 2013 and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made in between 23rd September, 2013 to 30th September, 2013.**

In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-UI-Fitre.

4. The charge in respect of payment of ad-hoc bonus under this order will be debit to the detailed head viz., "Ad-hoc Bonus" the opening of which was sanctioned under the 'Salary' head sub-ordinate to all Major, Minor and sub-heads in the Revenue Expenditure section of the State Budget in terms of Para 9 of this Department's Order No. 4611-F, dated 22.04.1988 and necessary fund for this purpose have been provided under the above detailed heads in the budget grant available for 2013-2014.

5. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo No. 6732-F(P) dated 03.08.2012 by issue of Government Orders by various Departments in this connection. As in the last year orders for grant of ad-hoc bonus in respect of the employees of Statutory Bodies/Local Bodies/State aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia at par with the State Government employees or at the rate not more than 2,600/- per head as approved by the Government in the last year, should be issued by the Departments concerned without referring the file to Finance Department, Group 'P2'.

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

Sd/- A. K. Das

**C.S.D. & E.O. Joint Secretary to the
Government of West Bengal
Finance Department**