

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No.8605-F

Kolkata, the 3<sup>rd</sup> September, 2009.

**MEMORANDUM**

**SUB. :** Grant of Ad-hoc bonus to the State Government Employees and some other categories of Employees for the year 2008-2009.

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 Schemes, and whose revised emoluments did not exceed Rs.16,000/- per month as on 31<sup>st</sup> March, 2009 will be entitled to ad-hoc bonus for the accounting year 2008-2009 at the rate of Rs.1,000/- per head. The upper eligibility ceiling of Rs.16,000/- p.m. as on 31<sup>st</sup> March, 2009 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 31.03.2009. 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 grade pay in the revised pay structure and includes the non-practicing allowance, if any, Dearness Allowance, but will not include any other pay and allowances such as house rent allowance, medical allowance, compensatory allowances, etc.

For those who are drawing pay and allowances in the unrevised 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 and interim relief, if any, 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.

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(ii) The employees whose emoluments on 31.03.2009 exceeded Rs.16,000/- p.m. but during the year 2008-2009 their emoluments at least for six months were less than Rs.16,000/- p.m. i.e. the said emoluments exceed the eligibility ceiling of Rs.16,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs.16,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs.1,000/- per head under this order.

(iii) The employees who were in services in service on 31.03.2009 and rendered at least 6 months continuous service during the year 2008-2009 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.

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

$$\begin{array}{r} \text{Emoluments as on} \\ 31^{\text{st}} \text{ March, 2009} \end{array} \quad \mathbf{X} \quad \begin{array}{c} \text{Eligibility period} \\ \text{in number of months} \\ \hline 12 \end{array}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 1,000/- only.

(v) The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2008-2009 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\begin{array}{c} \text{Total amount of Salary/Wages earned during the year 2008-2009} \\ \hline 12 \end{array}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 1,000/- only.

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

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3. The disbursement of Ad-hoc bonus sanctioned hereinabove should be completed by 17<sup>th</sup> September, 2009.

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 debitible 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 head in the budget grant available for 2009-2010.

5. The Governor 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.6061-F, dated 29.08.2008 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 Rs.1,000/- 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- 'P'.

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/- S.K.Chattopadhyay

Special Secretary to the  
Government of West Bengal  
Finance Department

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Copy forwarded for information and necessary action to :-

1. The Pr. Accountant General (A&E), West Bengal,  
Treasury Buildings, Kolkata – 700 001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,  
81/2/2, Phears Lane, Kolkata – 700 012.
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,  
P-1, Hyde Lane, Kolkata – 700 073.
4. The Accounts Officer, West Bengal Secretariat.  
Writers' Buildings, Kolkata – 700 001.
5. The Sub-Divisional Officer, .....
6. The District Magistrate/Judge, .....
7. The Treasury Officer, .....
8. The ..... Department/Directorate
9. The Commissioner, .....
10. The Superintendent of Police, .....
11. The Principal, Industrial Training Institute, .....
12. The Superintendent Engineer/ Ex-Engineer,.....

It is requested that this Memo may be circulated to all offices under their control.

**Sd/- B. Lahiri**  
O.S.D. & Ex-Officio Deputy Secretary  
to the Government of West Bengal  
Finance Department