

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhawan, 11A, Mirza Galib St.
Kolkata- 700 087

No.1755(5) -E/PW/O/E-IV/14M-16/2015

Date: 03.06.2019

- To: 1. The Chief Engineer, P.W. Dte., North Zone/ South Zone/Planning/Head Quarter/West Zone/
National Highway/Roads/Buildings & Research Institute/ Social Sector.
2. The Chief Engineer, P.W (Roads)/West Zone/South Zone/Planning/North Zone/Head Quarters.
3. The Chief Engineer,(Electrical) - I&II, P.W Dte.
4. The Chief Engineer, Housing Dte.
5. The Chief Government Architect & Ex-Officio Chief Engineer, P.W Dte.

Sub: Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2018-2019, Payment of Bonus/Ex-gratia grant to the Employees of Public Undertakings for the year 2018-2019, Grant of interest free Festival Advance to State Government Employees for the year 2019.

The undersigned is directed to send herewith a copy of letter No.2999-F(P₂) dated 28.05.2019, No.3000-F(P₂) dated 28.05.2019 and No.3001(65)-F(P₂) dated 28.05.2019, of Finance Department, Audit Branch, West Bengal, on the subject cited above for his kind information and taking necessary action to circulate the same to all the concerned officers under his control

Encl: As above.


Deputy Secretary
to the Government of W. B.

No.1755(5) /1(10)-E

Date: 03.06.2019

Copy of letter No. 2999-F(P₂) dated 28.05.2019, No.3000-F(P₂) dated 28.05.2019 and No.3001(65)-F(P₂) dated 28.05.2019, of Finance Department, Audit Branch, West Bengal forwarded for information and necessary action to the:

1. Engineer-In-Chief & Ex-Officio Secretary, P.W Deptt.
2. Joint Secretary (P), P.W Deptt.
3. Joint Secretary (A), P.W. Deptt., Khadyabhaban.
4. Dy. Secretary (A), P.W Deptt.
5. Joint Secretary (W), P.W Deptt., Nabanna.
6. Assistant Chief Engineer (Electrical) H.Q & Planning, P.W Dte.
7. Assistant Chief Engineer, Cadre Management, P.W Dte.
8. Superintending Engineer, Division, P.W Dte.
9. Executive Engineer,Division, P.W Dte.
10. Guard file


Deputy Secretary
to the Government of W. B.

Government of West Bengal
Finance Department
Audit Branch

No. 2999 - F(P₂)

Dated, the 28th May, 2019

MEMORANDUM

Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2018-2019.

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.30,000/- per month as on 31st March, 2019 will be entitled to ad-hoc bonus for the accounting year 2018-2019 at the rate of Rs.4,000/- per head. The upper eligibility ceiling of Rs.30,000/- p.m. as on 31st March, 2019 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 31.03.2019. 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.

The employees whose revised emoluments on 31.03.2019 exceeded Rs.30,000/- p.m. but during the year 2018-2019 their emoluments at least for six months were less than Rs.30,000/- p.m. i.e., the said emoluments exceeded the eligibility ceiling of Rs.30,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs.30,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs.4,000/- per head under this order.

- iii. The employees who were in service on 31.03.2019 and rendered at least six months continuous service during the year 2018-2019 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.

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- 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 :-

$$\text{Emoluments as on 31st March, 2019.} \quad X \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.4,000/- only.

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2018-2019 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2018-2019}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.4,000/- 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 before the Festival of Id-Ul-Fitre and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made between 23rd September, 2019 and 1st October, 2019.**

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

4. The charge in respect of payment of ad-hoc bonus under this order will be debitable 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 2019-2020.

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. 3425-F(P2) dated 30.05.2018 by issue of Government Orders by various Departments in this connection. As done 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 the rate 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/- D. K. Mahapatra

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

No. : 2999/1(400)/F(P₂)

Dated, the 28th May, 2019

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001.
02. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata - 700 001.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Markat, Sector - III, Salt Lake, Kolkata - 700 091.
06. The Deputy Secretary & D.D.O., Finance Department, Nabanna, Howrah.
07. The District Magistrate/Judge,
08. The Sub-Divisional Officer,
09. The Treasury Officer,
10. The , Department/Directorate.
11. The Commissioner,
12. The Principal, Industrial Training Institute,
13. The Superintendent of Police,
14. The Superintending Engineer/Ex. Engineer,
15. Sri Sumit Mitra, network Administrator, Finance Department, for uploading this in the Finance Department website.


**Deputy Secretary to the
Government of West Bengal,
Finance Department.**

Government of West Bengal
Finance Department
Audit Branch

No. 3000 - F(P₂)

Dated, the 28th May, 2019

Sub : GRANT OF INTEREST FREE FESTIVAL ADVANCE TO STATE
GOVERNMENT EMPLOYEES FOR THE YEAR, 2019.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to accord sanction of interest-free festival advance upto a maximum of Rs.8,000/- (Eight thousand) only to state Government employees whose revised emoluments on 31st march,2019 exceeded Rs.30,000/- per month but did not exceed Rs. 36,000/- per month, if applied for the same.

The authorities competent to sanction the interest-free festival advance are those mentioned in rule 320 of the West Bengal Financial Rules, Volume-I.

2. The undersigned is further directed to say that the benefit of interest-free festival advance may also be allowed to (a) the whole time piece-rate workers, either permanent or temporary and (b) the employees belonging to work charged/contingent establishments. Such employees drawing revised emoluments exceeding Rs.30,000/- per month but not exceeding Rs.36,000/- per month on 31st March, 2019 may be allowed to draw the interest-free festival advance Rs.8,000/- only, if they apply for the same.

3. In case of the employees falling under Para 2 above, the authority sanctioning the advance shall certify after being satisfied that the employee is likely to continue in service until the recovery in this respect is completed.

4. The advance will be recovered from the salary of the Government employee concerned in not more than 10 monthly instalments. If the amount of advance is exactly divisible by the number of instalments opted for the recovery, then it will be recovered in equal monthly instalments for that number of instalment months. If not, the figure obtained by so dividing should be rounded off to the nearest rupee which will be the recoverable amount for each of the monthly instalments excluding the last instalment and the balance amount will be recovered in the last monthly instalment. The recovery of the advance sanctioned under this order will begin either from the salary for the month of November, 2019 at the latest or from the salary for the month following the month in which the advance is drawn, as the case may be. However, recovery in all cases should be completed by 31st August, 2020 at the latest.

5. The State Government employees who will retire / part with the Government service on a date after the issue of this order but before 1st November, 2019 will not be allowed any festival advance. However, an employee who will retire after 1st November, 2019 will be eligible for interest-free festival advance sanctioned in this order subject to the condition that the recovery should be completed on or before the month of his superannuation.

6. (a) Persons who will enter into State Government Service for the first time after 31st March, 2019 but before 1st October,2019 will be entitled to the benefit of interest free festival advance as sanctioned in this order subject to fulfilment of the terms and conditions laid down and their emoluments for the purpose of payment of advance will be determined on the basis of their emoluments at the time of entry into Government service.

(b) The benefit of interest-free festival advance sanctioned above will also be admissible to the State Government employees who have been appointed on regular or contract basis provided they are not eligible to draw ad-hoc bonus on pro-rata basis sanctioned for accounting year 2018-2019 and provided their regular or contract emoluments did not exceed Rs.36,000/- per month.

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7. The benefit of interest-free festival advance sanctioned hereinbefore will also be admissible to the personal staff of Chief Minister, Ministers and Minister of State as well as to the Personal staff attached to the Chief Government Whip, Speaker and Deputy Speaker of the West Bengal Legislative Assembly on the same terms and conditions as laid down hereinbefore above provided they are not eligible to draw ad-hoc bonus for the accounting year 2018-2019.

8. The benefit of interest-free festival advance will also be admissible to the personal staff of the Leader of the Opposition of the West Bengal Legislative Assembly provided they are not sanctioned ad-hoc bonus for the accounting year 2018-2019.

9. The benefit of interest-free festival advance will also be admissible to the regular teaching and non-teaching staff of the educational institutions and regular employees of Panchayat & Local bodies.

10. The Central Government Employees on deputation to the State Government may be granted festival advance as may be sanctioned by the Government of India for Central Government Employees subject to the terms and conditions as may be laid down by the Government of India in this regard.

11. For the purpose of this order, member of All India Services serving in connection with the affairs of the State will be regarded as State Government employees.

12. For the employees drawing pay in the revised scale, the terms 'emoluments' will, mean basic pay (i.e pay in the pay band plus grade pay), dearness allowance and non-practicing allowance, if any,

13. The terms 'emoluments' in the case of employees drawing pay and allowances in the un-revised scale, will include basic pay, personal pay, special pay, specialist pay, dearness pay, dearness allowance, deputation (duty) allowance and special allowance (Additional remuneration).

In case of retired Government employees on re-employment, the term 'emoluments' will mean remuneration drawn by them in terms of Finance Department Memo. No. 3951-F dated 27-05-2009 plus basic pension.

14. Application for interest-free festival advance on the strength of this order by all employees shall be made as early as possible.

DISBURSEMENT OF INTEREST-FREE FESTIVAL ADVANCE (WHEREVER APPLIED FOR) ON THE STRENGTH OF THIS ORDER SHOULD BE MADE IN CASE OF MUSLIM EMPLOYEES BEFORE THE FESTIVAL OF ID-UL-FITRE AND IN CASE OF PAYMENT TO OTHER EMPLOYEES (OTHER THAN MUSLIM EMPLOYEES) SHOULD BE MADE BETWEEN 23rd September, 2019 and 1st October, 2019.

In case of failure, such disbursement should be completed before 1st December, 2019 in case of all employees at the latest. The Drawing and Disbursing Officers in order to minimize the number of bills should, as far as possible, prepare one bill for advance in such cases in respect of the establishment/office for which they act as Drawing and Disbursing Officers.

15. The advance excluding the advance to the employees borne on work-charged establishment will be debited to the standard detailed head 'Salaries-Pay' under all major, minor and sub-heads in the budget grant available for the financial year 2019-2020 the recoveries thereof being automatically adjusted by monthly deduction of instalments of advance paid to an employee from his pay. No new detailed head is required to be opened for this purpose as per new classification in accounts. The advance to persons borne on work-charged establishments will be debited to the same head from which their wage is met.

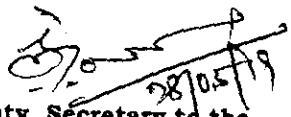
Sd/- D.K. Mahapatra
**O.S.D. & E.O. Special Secretary to
the Government of West Bengal**

No. 3000 / 1(400) - F(P₂)

Dated, the 28th May, 2019

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04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
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06. The Deputy Secretary & D.D.O, Finance Department, Nabanna. Howrah.
07. The District Magistrate/Judge,
08. The Sub-Divisional Officer,
09. The Treasury Officer,
10. The P.W.D. , Department/Directorate.
11. The Commissioner,
12. The Principal, Industrial Training Institute,
13. The Superintendent of Police,
14. The Superintending Engineer/Ex. Engineer,
15. Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this in the Finance Department website.


Deputy Secretary to the
Government of West Bengal,
Finance Department.

Government of West Bengal
Finance Department
Audit Branch

No. 3001(65) - F(P₂)

Dated, the 28th May, 2019

From : Shri D. K. Mahapatra,
OSD & ex-officio Special Secretary to the
Government of West Bengal

To : The Addl. Chief Secretary/Principal Secretary/Secretary,
..... P. W. Deptt.
.....

**Sub : Payment of Bonus/Ex-gratia grant to the Employees of Public
Undertakings for the year 2018-19.**

Sir,

You are aware that payment of Bonus/Ex-gratia/recoverable festival advance is made every year to the employees of different Public Undertakings and that such payment are generally made before the autumnal festivals.

2. I am directed by the order of the Governor to say that the Governor has been pleased to take the following decisions:-

(a) Where the payment of Bonus Act 1965 as amended up to date is applicable, bonus for the year 2018-2019 will be payable according to the statutory provisions of the said Act as amended up to date. The employees who drew salary or wages up to Rs.10,000/- per month will be entitled to the bonus in the current year, subject to the condition that the maximum amount payable to an employee in such case will be restricted to the amount admissible to those drawing emoluments upto Rs.3,500/- per month. Similarly, where ex-gratia is paid in lieu of bonus under the payment of Bonus Act, 1965 the same provisions will have to be followed for the purpose of payment of ex-gratia.

(b) (i) The employees of the Public Undertakings who are guided by the Payment of Bonus Act, 1965, as amended up-to-date, but are not eligible to get Bonus/ex-gratia in lieu of bonus under the said Act on account of their revised emoluments having been exceeded Rs.10,000/- per month as on 31st March, 2019 may be allowed to draw an ex-gratia grant of Rs.4,000/- per head provided their revised emoluments as on 31st March, 2019 did not exceed Rs.30,000/- per month.

(ii) In the Public Undertaking/Statutory Bodies where the payment of Bonus Act, 1965, as amended up-to-date is not applicable, but ex-gratia in lieu of bonus is sanctioned to the employees strictly following the provisions of the payment of Bonus Act, 1965, the employees of the said Undertakings/Statutory Bodies may also be granted an ex-gratia grant of Rs.4,000/- per head provided their revised emoluments as on 31st March, 2019 exceeded Rs.10,000/- per month but did not exceed revised emoluments of Rs.30,000/- per month.

Recoverable advance of maximum limit of Rs.8,000/- may be sanctioned to the employees of Public Undertakings/Statutory Bodies not coming under the purview of Bonus/Ex-gratia provided their revised emoluments exceeded Rs.30,000/- per month but did not exceed Rs.36,000/- per month as on 31.3.2019 and also provided that the advance paid last year has been recovered in full.

3. While sanctioning Bonus/Ex-gratia in lieu of Bonus, the following principles shall be observed:-

(i) Bonus at the statutory minimum rate will be paid to the employees of Public Undertakings/Statutory Bodies, who come under the purview of the payment of Bonus Act, 1965 as amended up to-date.

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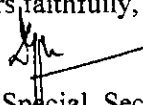
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- (ii) **No excess Bonus i.e. over and above the statutory minimum will be paid to the employees of Public Undertakings/Statutory Bodies under any circumstances, if the said Public Undertakings/Statutory Bodies are running under loss.**
 - (iii) For payment of statutory Bonus under the payment of Bonus Act, 1965, as amended upto-date and also for payment of ex-gratia payment in lieu of Bonus, final report of accounts of the previous year in respect of the concerned organization will have to be furnished to the Government.
 - (iv) For justification of the additional rate of Bonus the previous year's audited accounts should be furnished and quantum of Bonus should be computed according to the provision of the payment of Bonus Act.
 - (v) The rate of ex-gratia payment in lieu of Bonus shall be 8.33 per cent of the emoluments earned by the employees during the accounting year in question irrespective of allocable surplus (as defined in the payment of Bonus Act, 1965, as amended up to-date). If the proposal in any rate about the aforesaid limit, the proposal should be justified on the basis of "Allocable Surplus" (as defined in the Payment of Bonus Act, 1965 as amended up to-date) during the account year in question. Here also the calculation will have to be made according to the principles for calculation of Bonus as laid down in the Payment of Bonus Act.
 - (vi) For conversion of ex-gratia payment in lieu of Bonus so long paid into bonus under the payment of Bonus Act, specific views of the Labour Department may be obtained. Labour Department is requested to clearly give their views in such cases in consultation with Ld. L.R. as to whether the concerned organization would come under the purview of the payment of Bonus Act (Under Section 31 of the Said Act).
4. I am, therefore, to request you kindly to take necessary action accordingly and issue orders in respect of the concerned organizations under your administrative control at an early date so that the payment of Bonus/ex-gratia to the eligible employees is completed by the 1st October, 2019.
5. For payment of Bonus/ex-gratia under this order and ex-gratia @ Rs.4,000/- per head as per this order, no sanction of the Finance Department will be necessary, if there is no requirement of fund for release of the benefit.

Yours faithfully,


OSD & ex-officio Special Secretary to the
Government of West Bengal
Finance Department.