

o/e

Government of West Bengal
Department of Urban Development and Municipal Affairs
"NAGARAYAN",
DF-8, Sector-I, Salt Lake,
Kolkata-700 064.

Dated: 22nd May, 2020

No. 1836 -UD/O/M/SB/A-5/95

From : The Deputy Secretary to the
Government of West Bengal.

- To : 1) The Chief Executive Officer, Kolkata Metropolitan Development Authority,
Unnayan Bhavan, Salt Lake City, Kolkata - 700 091.
- 2) The Superintendent,
Kolkata Improvement Tribunal,
P-16, India Exchange Place Extension, Kolkata-700 073.

Subject :- Grant of Ad-hoc Bonus to the employees of Kolkata Metropolitan Development Authority and Kolkata Improvement Tribunal for the year 2019-2020.

Sir,

With reference to Finance Department's Memo. No. 1722-F(P₂), dated 13.05.2020 (copy enclosed) on the subject noted above, I am directed by order of the Governor to say that the employees of Kolkata Metropolitan Development Authority and Kolkata Improvement Tribunal who are not covered by any of the Productivity Linked Bonus Scheme and whose revised emoluments did not exceed Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month as on 31st March, 2020 will be entitled to ad-hoc bonus for the accounting year 2019-2020 at the rate of Rs. 4,200/- (Rupees four thousand and two hundred) only per head. The upper eligibility ceiling of Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month as on 31st March, 2020 will be applicable irrespective of whether the emoluments are drawn in the pre-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 31.03.2020. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 2019 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 Allowance, but will not include any other pay and other allowances 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), Fixed Pay, if any, Dearness Allowance, Additional Dearness Allowance, Deputation (Duty) Allowance, Steno Allowance but will not include Special Pay and Other Allowances such as House Rent Allowances, Medical Allowances, Compensatory Allowances 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 31.03.2020 exceeded Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month but during the year 2019-2020 their emoluments at least for six months were less than Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month i.e., the said emoluments exceeded the eligibility ceiling of Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of Dearness Allowance etc. after remaining less than Rs. 34,250/- (Rupees thirty four thousand two hundred and fifty) only per month for at least six months will be entitled to ad-hoc bonus of Rs. 4,200/- (Rupees four thousand and two hundred) only per head under this order.

iii) The employees who were in service on 31.03.2020 and rendered at least six months continuous service during the year 2019-2020 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 (fifteen) days or more should be counted as one month.

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

$$\begin{aligned} & \text{Emoluments as on 31}^{\text{st}} \text{ March, 2020} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12} \\ = & \quad \text{The amount of ad-hoc bonus, subject to maximum amount of} \\ & \quad \text{Rs. 4,200/- (Rupees four thousand and two hundred) only.} \end{aligned}$$

v) The casual workers who have put in work at least for 120 (one hundred twenty) days and the employees on consolidated pay in the year 2019-2020 will also be entitled to ad-hoc bonus under this order according to the following formula: -

$$\begin{aligned} & \frac{\text{Total amount of salary/wages earned during the year 2019-2020}}{12} \\ = & \quad \text{The amount of ad-hoc bonus, subject to maximum amount of} \\ & \quad \text{Rs. 4,200/- (Rupees four thousand and two hundred) only.} \end{aligned}$$

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 hereinbefore should be made in case of Muslim State Government employees before the festival of Id-UI-Fitre and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made between 9th October, 2020 and 16th October, 2020.**

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

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4. The charge in respect of payment of the Ad-hoc Bonus to the respective employees of Kolkata Metropolitan Development Authority and Kolkata Improvement Tribunal will be borne by their own resources and no additional financial assistance will be given to them on account of such payments.

Encl: As stated above.

Yours faithfully,

M. Sinha 22/05/2020

Deputy Secretary to the
Government of West Bengal.

Dated: 22nd May, 2020.

No. 1836 /1(2)-UD/O/M/SB/A-5/95

Copy forwarded for information to:-

1. The Officer-on-Special Duty to Minister-in-Charge, Urban Development and Municipal Affairs Department, Government of West Bengal, Writers' Buildings, Kolkata – 700 001.
2. P.S. to the Principal Secretary, Urban Development and Municipal Affairs Department, Government of West Bengal, 'Nagarayan', DF-8, Sector-I, Salt Lake, Kolkata – 700 064.

M. Sinha 22/05/2020

Deputy Secretary to the
Government of West Bengal.

No. 1722-F(P2)

Dated, the 13th May, 2020

MEMORANDUM

Subject: Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2019-2020.

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.34250/- per month as on 31st March, 2020 will be entitled to ad-hoc bonus for the accounting year 2019-2020 at the rate of Rs. 4,200/- per head. The upper eligibility ceiling of Rs. 34250/- p.m. as on 31st March, 2020 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised structure 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 31.03.2020. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowance) Rules, 2019 the terms 'revised emoluments' in this order will mean the pay drawn in the applicable Level in the Pay Matrix in the revised pay structure and includes the non-practising allowance, if any, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowance, etc.

For those who are drawing pay and allowances in the un-revised pay structure under WBS (ROPA) Rules, 2009 the term 'emoluments' will mean and include basic pay (pay in the Pay Band plus Grade Pay), personal pay, special pay (additional remuneration), 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.

li) The employees whose revised emoluments on 31.03.2020 exceeded Rs. 34250/- p.m. but during the year 2019-2020 their emoluments at least for six months were less than Rs. 34250/- p.m. i.e., the said emoluments exceeded the eligibility ceiling of Rs.34250/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance and revision of pay etc. after remaining less than Rs.34250/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs. 4,200/- per head under this order.

iii) The employees who were in service on 31.03.2020 and rendered at least six months continuous service during the year 2019-2020 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:-

Emoluments as on 31st March, 2020 X $\frac{\text{Eligibility period in number of months}}{12}$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 4,200/- only.

v) The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2019-2020 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$\frac{\text{Total amount of salary/wages earned during the year 2019-2020}}{12}$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 4,200/- 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-UI-fitre and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made between 9th October, 2020 to 16th October, 2020.

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

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 dt. 22.04.1988 and necessary fund for this purpose have been provided under the above detailed heads in the budget grant available for 2020-2021.

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-2999-F(P2) dt. 28.05.2019 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/-
Additional Chief Secretary to the
Government of West Bengal.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, Kolkata-700 001.
- 2) The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings,
4, Lyons Range, Kolkata - 700 001.
- 3) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012.
- 4) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,
P-1, Hyde Lane, Jawahar Buildings, Kolkata-700 073.
- 5) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, Subhanna, SGO Complex,
Sector -1, Bidhan Nagar, , Salt Lake, Kolkata-700 064.
- 6) The Assistant Secretary & D.D.O., Finance Department, Accounts Branch, Nabanna, Howrah.
- 7) The District Magistrate / Judge,
- 8) The Sub-Divisional Officer,,
- 9) The Treasury Officer,
- 10) TheDepartment/Directorate.
- 11) The Commissioner,,
- 12) The Principal Industrial Training Institute,.....
- 13) The Superintendent of police,
- 14) The Superintending Engineer/Ex. Engineer,
- 15) Shri Sumit Mitra, Network Administrator, Finance Department.
— for uploading in the Finance Department's Website.

**Deputy Secretary to the
Government of West Bengal.**