

GOVERNMENT OF WEST BENGAL  
URBAN DEVELOPMENT & MUNICIPAL AFFAIRS DEPTT.  
(MUNICIPAL AFFAIRS BRANCH)  
POURA PRASHASAN BHAWAN  
DD-I, SECTOR-I, SALT LAKE,  
KOLKATA-700 064

No. 300(5)/MA/0/C-9/2L-1/2016.

Dated, Kolkata, the 16<sup>th</sup> June, 2017.


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

- To :**
1. Municipal Commissioner, Kolkata Municipal Corporation,  
5, S.N. Banerjee Road, Kolkata-700 013.
  2. Commissioner, Howrah/Asansol/Durgapur/Siliguri/  
Chandernagore/ Bidhannagar Municipal Corporation.
  3. Chairman, \_\_\_\_\_ Municipality/NAA  
P.O. \_\_\_\_\_, Dist \_\_\_\_\_.
  4. Executive Officer, \_\_\_\_\_  
Nabadiganta Industrial Township Authority.
  5. Executive Officer/Finance Officer,  
\_\_\_\_\_ Municipality/NAA  
P.O. \_\_\_\_\_, Dist \_\_\_\_\_.

**Sub:** Grant of Ad-hoc Bonus/Interest Free Festival Advance to the employees  
of the Urban Local Bodies in West Bengal for the year 2016-17.

The undersigned is directed to enclose herewith copy of Memorandum No. 3707-F(P2) and No. 3708-F(P2) both dated 13.06.2016 of the Finance (Audit) Department of this Government on the subject noted above for favour of information and necessary action at this end.

Encl: As stated above.

  
Deputy Secretary to the Government of West Bengal.

No. 300(5)/1(7)-MA/0/C-9/2L-1/2016.

Dated, Kolkata, the 16<sup>th</sup> June, 2017.

Copy forwarded for information to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol-1
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol-1
3. The Principal Accountant General (RW & LBA), West Bengal, CGO Complex, Salt Lake, Kolkata-91.
4. District Magistrate: \_\_\_\_\_ District  
P.O. \_\_\_\_\_, Dist \_\_\_\_\_.
5. Directorate of Local Bodies, West Bengal, Purta Bhawan, Salt Lake, Kolkata-91.
6. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II/III,
7. Treasury Officer, \_\_\_\_\_ Treasury,  
P.O. \_\_\_\_\_, Dist \_\_\_\_\_.

  
Deputy Secretary to the Government of West Bengal.

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

No. 3707-F(P<sub>2</sub>)/FA/O/2M/493/12.

Howrah, the 13<sup>th</sup> June, 2017.

**MEMORANDUM**

**Subject : Grant of Ad-hoc Bonus to the State Government Employees and some other categories of Employees for the year 2016-2017.**

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.26,000/- per month as on 31<sup>st</sup> March, 2017 will be entitled to ad-hoc bonus for the accounting year 2016-2017 at the rate of Rs. 3,600/- per head. The upper eligibility ceiling of Rs.26,000/- p.m. as on 31<sup>st</sup> March, 2017 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 31.03.2017. 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 31.03.2017 exceeded Rs.26,000/- p.m. but during the year 2016-2017 their emoluments for at least for six months were less than Rs.26,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs.26,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs. 26,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs 3,600/- per head under this order.
- iii. The employees who were in service on 31.03.2017 and rendered at least six months continuous service during the year 2016-2017 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 Para 2(iii) above will have to be calculated according to the following formula :-

$$\text{Emoluments as on } 31^{\text{st}} \text{ March, 2017.} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.3,600/- only.

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2016-2017 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2016-2017}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 3,600/- 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 19<sup>th</sup> June, 2017 and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made in between 11<sup>th</sup> September, 2017 to 18<sup>th</sup> September, 2017.**

**In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-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 subordinate 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 2017-2018.

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.3141 -F(P<sub>2</sub>) Dated- 13-06-2016 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 a 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 'P<sub>2</sub>'.

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**

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

No. 3708-F(P<sub>2</sub>)/FA/O/2M/493/12.

Howrah, the 13<sup>th</sup> June, 2017.

**Sub: GRANT OF INTEREST FREE FESTIVAL ADVANCE TO STATE**  
**GOVERNMENT EMPLOYEES FOR THE YEAR 2017**

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that if a State Government employee whose revised emoluments on 31<sup>st</sup> March, 2017 exceeded Rs.26,000/- per month but did not exceed Rs. 36,000/- per month applies for Interest-free festival advance, he/she may be granted an advance up to a maximum of Rs.5000/- only.

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. 26,000/- per month but not exceeding Rs. 36,000/- per month on 31<sup>st</sup> March, 2017 may be allowed to draw the interest-free festival advance up to a maximum of Rs. 5,000/- 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 employees are likely to continue in service until the recovery is completed.

4. The advance will be recovered from the salary of the Government employees/ workers concerned as above in not more than 10 monthly instalments. If the amount of advance is exactly divisible by ten, it will be recovered in the equal monthly instalments. If not, the figure obtained by dividing the amount by ten should be rounded off to the nearest rupee which will be the amount of each of the first nine monthly instalments, and the balance will be recovered in the tenth monthly instalment. The same method of calculation will apply mutatis-mutandis where the advance will be repaid in less than ten instalments. The recovery of the advance sanctioned under this order will begin either from the salary for the month of November, 2017 or from the salary for the month following the month in which the advance is drawn, whichever is earlier. However, recovery in all cases should be completed by 31<sup>st</sup> August, 2018 at the latest.

5. The State Government employees who will retire/leave Government service on a date after the issue of this order but before 1<sup>st</sup> November,2017 will not be allowed any festival advance. However, an employee who will retire after 1<sup>st</sup> November,2017 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 have entered or will enter into State Government Service for the first time after 31<sup>st</sup> March,2017 but before 1<sup>st</sup> October,2017 will be entitled to the benefit of interest free festival advance as sanctioned in this order subject to fulfilment of the terms and conditions as 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 herein above will also be admissible to the State Government employees who have been appointed on regular or on contract basis provided they are not eligible to draw ad-hoc bonus on pro-rata basis sanctioned for accounting year 2016-2017 and further 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 herein above 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 Speaker and Deputy Speaker of the West Bengal Legislative Assembly on the same terms and conditions as laid down above provided they are not eligible to draw ad-hoc bonus for the accounting year 2016-2017.

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 2016-2017.

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. 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, members of All India Services serving in connection with the affairs of the State will be regarded as State Government employees.

12. For the employees who are drawing pay in the revised scale, the term '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 term 'emoluments' in the case of employees drawing pay and allowances in the un-revised scale, will include basic pay, personal pay, special 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 and dearness relief on 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 BY 19<sup>th</sup> JUNE, 2017 AND IN CASE OF PAYMENT TO OTHER EMPLOYEES (OTHER THAN MUSLIM EMPLOYEES) SHOULD BE MADE IN BETWEEN 11<sup>th</sup> SEPTEMBER, 2017 TO 18<sup>th</sup> SEPTEMBER, 2017.**

In case of failure, such disbursement should be completed before 1<sup>st</sup> December, 2017 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 2017-2018 the recoveries thereof being automatically adjusted by monthly deduction of instalments of advance paid to an employee from his/her 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  
Finance Department**