

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

No.411/MA/O/C-9/2L-1/2008 Dated, Kolkata the 4th September, 2008.

O R D E R

With reference to Finance Department Memo.No.6060-F dated the 29th August, 2008, the Governor is pleased to decide that the Urban Local Bodies under the Municipal Affairs Department may grant their employees, who are not covered by the provision of the Bonus Act, ad-hoc bonus for the accounting year 2007-2008.

2. The Ad-hoc Bonus for the year 2007-2008 as mentioned above, will be admissible to those employees drawing actual emoluments not exceeding Rs.12,000/- per month as on 31st March, 2008 at the rate of Rs.1000/- only per head. The Upper eligibility ceiling of Rs.12,000/- per month on 31st March, 2008, 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, 2008. For the employees drawing pay and allowances in the revised scales of pay the term 'emoluments' of this order will mean and include basic pay, personal pay, special pay (additional remuneration), if any, dearness allowance, deputation (Duty) 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 pay and allowances in the unrevised scale, the term 'emoluments' in these orders will mean and include basic pay, special pay, fixed pay, dearness pay, if any, dearness allowance, additional 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 orders between 1995 and 1997 will be include in the term 'emoluments'. For those who are drawing remuneration on contract basis, the term 'emoluments' will mean the consolidated contract pay drawn by them.

(ii) The employees whose emoluments on 31st March, 2008 exceeded Rs.12,000/- per month but during the year 2007-08 their emoluments at least for six months were less than Rs.12,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs.12,000/- per month on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance, etc. after remaining less than Rs.12,000/- 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 service on 31st March, 2008 and rendered at least 6(six) months continuous service during the year 2007-2008 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.

(iv) The amount of ad-hoc bonus on pro-rata payment as admissible under para 3(iii) above will have to be calculated according to the following formula :-

Emoluments as on 31st March, 2008 (x) Eligibility period  
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 in number of months

12

= the amount of ad-hoc bonus, subject to maximum amount of Rs.1000/- only.

4. The casual workers who have put in work for at least 120 days and the employees on consolidated pay in the year 2007-2008 will also be entitled to ad-hoc bonus under this order according to the following formula :-

Total amount of Salary/Wages earned during the 2007-2008.  
 =====

12

= the amount of ad-hoc bonus, subject to maximum of Rs.1000/- only.

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

5. The disbursement of ad-hoc bonus sanctioned herein above should be completed by 1st October, 2008. In case of failure, the

disbursement should be made as early as possible before the festival of Durga Puja/Id-ul-Fitre.

6. Such ad-hoc bonus shall not be admissible to these employees of Urban Local Bodies 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 fulfilment 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 urban Local Body.
- (b) that they are not paid the benefits enjoyed by Government employees in the matter of festival advance and ad-hoc bonus.

8. The Urban Local Bodies shall meet the expenses on this account out of their own funds. The question as to whether the Government will pay any grant towards meeting a part of the expenses to be incurred on account of payment of ad-hoc bonus as in the last year will be considered separately and the decision of the Government will be communicated 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,

Sd/- K. C. Mondal,

Jt. Secy. to the Govt. of West Bengal,

No.411/1(12)/MA/O/C-9/2L-1/2008 Dated,Kolkata the 4th Sept.,2008.

Copy forwarded for information and necessary action to the :-

- 1) Chairman/Administrator/Municipal Commissioner/Commissioner/C.E.O.  
----- Corporation/Municipality/Notified  
Area Authority, P.O. ----- Dist. -----
- 2) District Magistrate, -----  
P.O. ----- Dist. -----
- 3) Commissioner, ----- Division,  
P.O. ----- Dist. -----
- 4) Director of Local Bodies, West Bengal, Purta Bhavan, Salt Lake,  
Kolkata-700 091.
- 5) Finance Department, Govt. of West Bengal,
- 6) Accountant General, WestBengal, Treasury Buildings, Kolkata-1.
- 7) Examiner of Local Accounts, W.B. Treasury Buildings, Kolkata-1.
- 8) Cell-2/Cell-5 of this Department.
- 9) Treasury Officer,,  
-----  
P.O. ----- Dist. -----
- 10) P.S. to Minister-in-Charge, Municipal Affairs Department,
- 11) P.A. to Secretary of this Department,
- 12) Guard File of Cell-9 of this Department.

*Sanjay 04/9/08*  
Jt. Secy. to the Govt. of West Bengal,

No.411/2(5)/MA/O/C-9/2L-1/2008 Dated,Kolkata the 4th Sept.,2008.

Copy forwarded for information to :-

- 1) The General Secretary, West Bengal Municipal Association,  
C-55, College Street, Kolkata,
- 2) The General Secretary, West Bengal Municipal Workmen's Federation,  
87/1, Neogipara Road, Kolkata-700 036.
- 3) The General Secretary, Paschim Banga Paura Karmachari Federation,  
7, Monmohan Mukherjee Road, Bally, Howrah.
- 4) The General Secretary, All Bengal Municipal Worker's Federation,  
53, A.J.C. Bose Road, Kolkata-700 016.
- 5) General Secretary, Indian National Municipal & Local Bodies,  
Worker's Federation, INTUC, West Bengal, 1/1, Thakur Das Banerjee  
Road, Kolkata-700 056.

*Sanjay 4/9/08*  
Jt. Secy. to the Govt. of West Bengal.