

**Government of West Bengal**  
**Department of Urban Development & Municipal Affairs**  
**(Municipal Affairs Branch)**  
**"Nagarayan", Salt Lake, Sector - I**  
**Block – DF-8, Kolkata –700 064.**

No. 70/MA/O/C-9/2L-1/2016

Date 27.06.2018

**O R D E R**

**Subject : Grant of Ad-hoc Bonus to the *Municipal Corporation*  
*/Municipalities /NAA/Industrial Township Employees*  
of the State of West Bengal for the year-2017-2018.**

In terms of para 5 of the Finance Department Memo No. 3425-F(P2)/FA/O/2M/493/12, dated 30<sup>th</sup> May, 2018, the Governor is pleased to decide that the Municipal Corporation, Municipalities, Notified Ares Authorities, Industrial Township of the State of West Bengal may grant their employees, who are not covered by any of the productivity linked Bonus Scheme, Ad-hoc Bonus for the accounting year 2017-2018.

2. The Ad-hoc Bonus for the accounting year 2017-2018 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs.28,000/- per month as on 31<sup>st</sup> March, 2018 at the rate of **Rs.3,800/-** only per head. The Upper eligibility ceiling of **Rs.28,000/-** per month on **31<sup>st</sup> March, 2018** 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 this order will be worked out on the basis of emoluments as admissible on 31.03.2018. 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 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 'emolument' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, Steno Allowance but will be 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 31.03.2018 exceeded Rs.28,000/- p.m. but during the year 2017-2018 their emoluments at least for six months were less than Rs.28,000/- p.m. i.e. , the said emoluments exceeded the eligibility ceiling of Rs.28,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs.28,000/- p.m. for at least six months, will be entitled to ad-hoc bonbus of Rs.3,800/- per head under this order.
- iii) The employees who were in service on 31.03.2018 and rendered at least six months continuous service during the year 2017-2018 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) hereinbefore above will have to be calculated according to the following formula:-  
Emoluments as on 31<sup>ST</sup> March, 2018 X  $\frac{\text{Eligibility period in number of months}}{12}$   
= The amount of ad-hoc bonus, subject to maximum amount of Rs.3,800/- only.
- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2017-2018 will also be entitled to ad-hoc bonus under this order according to the following formula :-  
 $\frac{\text{Total amount of salary/wages earned during the year 2017-2018}}{12}$   
= The amount of ad-hoc bonus, subject to maximum amount of Rs.3,800/- only.  
The salary/wages in these cases should have the same meaning as 'revised emoluments' as defined in Para 2(i) hereinbefore.

4. **The disbursement of Ad-hoc Bonus sanctioned hereinbefore should be made in case of Muslim State Government employees by 8<sup>th</sup> June, 2018 and incase of other State Government employees (other than Muslim employees) such disbursement should be made from 26<sup>th</sup> September, 2018 to 5<sup>th</sup> October, 2018. In case of failure, the disbursement should be made as early as possible before the festival of Id-UI-Fitre/Durga Puja.**

5. Such Ad-hoc Bonus shall not be admissible to those employees of Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township 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.

6. The teachers of the Primary Schools may be paid such Ad-hoc Bonus subject to fulfillment of the above conditions and also subject to the following conditions :-

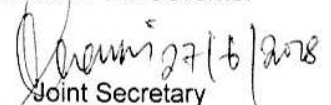
- (a) that the names of those teachers are included in the pay rolls of the Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township.
- (b) that they are not paid the benefits enjoyed by Government employees in the matter of festival advance and Ad-hoc Bonus.

7. The Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township shall meet the expenses on this account out of their own funds. The issue of payment of grant towards meeting up of a part of the expenses to be incurred by the Municipal Corporations, Municipalities, Notifies Area Authorities, Industrial Township on account of payment of Ad-hoc Bonus will be intimated separately in due course.

8. All payments of Ad-hoc Bonus will be rounded off to the nearest rupee ignoring fraction of amount.

9. 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

  
Joint Secretary

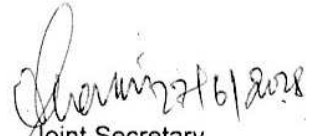
to the Govt. of West Bengal

No. 70/1(360)/MA/O/C-9/2L-1/2016

Date 27.06.2018

Copy for warded for information and necessary action to :-

1. Mayor/Chairperson/Administrator ..... Corporation/Municipality/N.A.A/  
Industrial Township/Board of Administrators, P.O.- ..... Dist.- .....
2. Municipal Commissioner/ Commissioner/Executive Officer.....  
Corporation/Municipality/N.A.A/ Industrial Township/Board of Administrators,  
P.O.- ..... Dist.- .....
3. District Magistrate....., P.O.- ..... Dist.- .....
4. Commissioner, .....Division.  
P.O.- ..... Dist.- .....
5. Principal Accountant General(A&E), West Bengal, Treasury Buildings, Kolkata -1
6. Finance (Audit) Department, Government of West Bengal.
7. Director of Local Bodies, W.B., Purta Bhavan, Bidhannagar,, Kolkata-91.
8. Examiner of Local Accounts, W.B., 4, Brabourne Road, Kolkata -700 001.
9. Treasury Officer, .....  
P.O. ...., Dist. ....
10. P.S. to Minister-in-Charge of this Department.
11. Budget & Planning Cell of this Department.
12. Guard File of LSG Wings of this Department.

  
Joint Secretary  
to the Govt. of West Bengal

No. 70 /2(5)/MA/O/C-9/2L-1/2016

Date 27.06.2018

Copy forwarded for information and necessary action to the :-

1. General Secretary, All Bengal Municipal Workmen's Federation, 53, A.J.C. Bose Road,  
Kolkata - 700 106.
2. General Secretary, Paschimbanga Poura Karmachari Federation, 7, Manmohan Mukherjee Road,  
Bally, Howrah - 711 201.
3. General Secretary, West Bengal Municipal Association, C-55, College Market,  
Kolkata - 700 007.
4. General Secretary, West Bengal Municipal Workmen's Federation, 87/1, Neogipara Road,  
Kolkata - 700 036.
5. General Secretary, Indian National Municipal & L.B. Workers, Federation, INTUC,  
West Bengal, 1/1, Thakurdas Banerjee Road, Kolkata - 700 056.

  
Joint Secretary  
to the Govt. of West Bengal