

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

No. 272/MA/O/C-9/2L- 11/2014

Dated, Kolkata the 25th July, 2014

ORDER

In terms of para 5 of the Finance Department Memo No. 3712-F(P), dated 16th July, 2014, 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 2013-2014.

2. The Ad-hoc Bonus for the accounting year 2013-2014 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs.22,000/- per month as on 31st March, 2014 at the rate of Rs.3,000/- only per head. The Upper eligibility ceiling of Rs.22,000/- per month on 31st March, 2014 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, 2014 for the employees drawing pay and allowances in the revised scales of pay under this Deptt.'s Resulation No.79/MA/O/C-9/2P-5/2009, dated 27.02.2009, 135/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 136/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, 137/MA/O/C-5/CC/1R-1/2009 dated 27.02.2009, the term 'revised emoluments' of this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and include dearness allowance but will not include any other pay and other allowances such as House Rent Allowance, Medical Allowance, Compensatory allowance, winter allowance etc.

For those who are drawing pay and allowances in the unrevised scale, the term 'emoluments' will mean and include basic pay, special pay (additional remuneration), dearness pay, 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 order between 1995 and 1997 will be include in the term 'emoluments'. 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 31st March, 2014 exceeded Rs.22,000/- per month but during the year 2013-2014 their emoluments at least for six months were less than Rs.22,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 22,000/- per month on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance, etc. after remaining less than Rs.22,000/- p.m. for at least six months will be entitled to Ad-hoc Bonus of Rs.3,000/- per head under this order.

(iii) The employees who were in service on 31st March, 2014 and rendered at least 6(six) months continuous service during the year 2013-14 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.

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3. (iv) The amount of Ad-hoc Bonus on Pro-rata payment as admissible as Para-3(iii) above will have to be calculated according to the following formula :-

$$\text{Emoluments as on 31st March, 2014} \times \frac{\text{Eligibility period in number of Months}}{12}$$

= The amount of Ad-hoc Bonus, subject to maximum amount of Rs.3,000/- only.

4. The casual workers who have put in work for at least 120 days and the employees on consolidated pay on the year 2013-2014 will also be entitled to Ad-hoc Bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the 2013-2014}}{12}$$

= The amount of Ad-hoc Bonus, subject to maximum amount of Rs.3,000/- only.

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

5. The disbursement of Ad-hoc Bonus sanctioned herein above should be made in case of Muslim Municipal employees by 23rd July, 2014 and in case of other Municipal employees (other than Muslim Municipal employees) such disbursement should be made in between 15th September, 2014 to 22nd September, 2014.

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

6. 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.

7. 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.

8. 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.

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


Joint Secretary to the Govt. of West Bengal

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No. 272 /1(400)/MA/O/C-9/2L- 11 /2014

Dated, Kolkata the 25th July, 2014

Copy forwarded for information and necessary action to the :-

1. Mayor/Chairperson/AdministratorCorporation/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. Cell-2/Cell-5 of this Department.
12. Guard File of Cell-9 of this Department.


 Joint Secretary to the Govt. of West Bengal

No. 272 /2(5)/MA/O/C-9/2L- 11/2014

Dated, Kolkata the 25th July, 2014

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