



**Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 625 -Edn(U)/HED-12016(21)/6/2018-UNV

Date: 04.06.2019.

MEMORANDUM

Sub: Grant of Ad-hoc Bonus for the year 2018-19 to the employees of the State- Aided Universities under the administrative control of this Department and West Bengal State Council of Higher Education.

The undersigned is directed by the order of the Governor to say that the Governor is pleased to decide that the employees of all the State-aided Universities under the administrative control of this Department including the University BT & Evening College, Cooch Behar and employees of the West Bengal State Council of Higher Education who are not covered by any of the Productivity Linked Bonus Schemes and whose actual emoluments did not exceed Rs. 30,000/- per month as on 31st March, 2019 will be entitled to Ad-hoc Bonus for the accounting year of 2018-19 at the rate of Rs. 4,000/- per head.

The upper eligibility ceiling of Rs. 30,000/- per month as on 31st March, 2019 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) Only those employees who were in service on 31.03.2019 and have rendered at least six month's continuous service during 2018-19 will be eligible for payment of Ad-hoc Bonus under this order.
- ii) Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2019. For the employees drawing pay & allowances in the revised scale, 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 Dearness Allowance but not include any other pay and other allowances, viz. HRA, Medical Allowance, Compensatory Allowance etc.

For those who are drawing pay & 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 allowances like HRA, 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.

- iii) The employees whose emoluments on 31.03.2019 exceeded Rs. 30,000/- per month, but during the year 2018-19 their emoluments at least for 6(six) months were less than

Rs. 30,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 30,000/- p.m. on account of promotion, drawal of increment, implementation of Career Advancement Scheme, enhancement of Dearness Allowance, Special Pay, etc. after remaining less than Rs. 30,000/- p.m. for at least six months, will be entitled to Ad-hoc Bonus of the maximum amount of Rs. 4,000/- per head under this order.

- iv) Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year 2018-19 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.
- v) The amount of Ad-hoc Bonus on pro-rata payment as admissible under 2(iv) above will have to be calculated according to the following formula:-

$$\begin{array}{r} \text{Emoluments as on} \\ 31^{\text{st}} \text{ March, 2019} \end{array} \quad \times \quad \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of Ad-hoc Bonus subject to maximum of Rs. 4,000/- only.

3. The Casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2018-19 will also be entitled to Ad-hoc Bonus under this order according to the following formula:-

$$\frac{\text{Total amount of salary/wages earned during the year 2018-19}}{12}$$

= The amount of Ad-hoc Bonus subject to maximum of Rs. 4,000/- only.

The salary/wages in these cases should have the same meaning as 'revised emoluments' as defined in Para 2(ii) above.

4. The charges in respect of payment of the said ad-hoc Bonus will be debitable to the respective Heads of Accounts for 'Administrative Expenditures (erstwhile Salary Grants)' of the concerned Universities, i.e. under "2202-03-102-001 to 007, 009 and 013 to 024-V-36-00" for the State aided Universities, except for Moulana Abul Kalam Azad University of Technology (erstwhile West Bengal University of Technology) for which applicable Head of Account is "2203-00-102-002-V-36-00" and "2202-03-102-009-36-00" for the employees of the West Bengal State Council of Higher Education respectively in the current year's (2019-20) State Budget..

6. The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim employees before the Festival of Id-UI-Fitre and in case of other employees such disbursement should be made between 23rd September, 2019 and 1st October, 2019.

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

7. This Order issues in exercise of powers delegated under Finance Department's Memo No. 2999-F(P₂) dated 28.05.2019.

Sd/-
**Deputy Secretary to the
Government of West Bengal**

No. 625/1(100)/Edn(U)/HED-12016(21)/6/2018-UNV

Date: 04.06.2019.

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001;
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001;
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata- 700 091;
- 4) Finance Department, (Group-P) of this Government;
- 5) The Financial Advisor, Education, Bikash Bhavan, 8th Floor, Salt Lake, Kolkata – 700 091;
- 6) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012;
- 7) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata- 700 012;
- 8) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna. SGO Complex, 5th and 6th Floor, Plot no. 9, DF Block, Sector 1, Bidhannagar, 700064;
- 9) Director of Treasuries & Accounts, New India Assurance Buildings, 4, Lyons Range, Kolkata-700 001;
- 10) The Treasury Officer,..... District;
- 11) The Vice-Chancellor,..... University;
- 12) The Joint Secretary, West Bengal State Council of Higher Education;
- 13) The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700 073;
- 14) Animal Resources Development Department of this Government;
- 15) Agriculture Department of this Government;
- 16) The Special Secretary, Technical Branch of this Department;
- 17) The Special Secretary, Appointment Branch of this Department;
- 18) Budget Branch of this Department;
- 19) Sr. Personal Secretary to the Additional Chief Secretary of this Department
- 20) IT Cell (for uploading the Order in the Department Website Portal)

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