

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

No. 10/MA/O/C-9/2L-1/2016

Date : 12.05.2021

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-2020-2021.**

In terms of para 5 of the Finance Department Memo No. 1491-F(P2) , dated 6th May, 2021, the Governor is pleased to decide that the Municipal Corporations, Municipalities, Notified Area 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 2020-2021.

2. The Ad-hoc Bonus for the accounting year 2020-2021 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs.36,000 /- per month as on 31<sup>st</sup> March, 2021 at the rate of **Rs.4,500/-** only per head. The Upper eligibility ceiling of **Rs.36,000 /-**per month on **31<sup>st</sup> March, 2021** will be entitled to Ad hoc Bonus for the accounting year 2020-2021 at the rate of **Rs. 4,500/- per head**. The upper eligibility ceiling of Rs. 36,000/- p.m. as on 31<sup>st</sup> March, 2021 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised structure 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 31.03.2021.. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances )Rules, 2019 in term 'revised emoluments' in this order will mean the pay drawn in the applicable Level in the Pay Matrix in the revised pay structure, Dearness Allowance and includes the non-practicing allowance, if any, but will not include any other pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, etc.

For those who are drawing pay and allowances in the un-revised pay structure under W. B. (ROPA) Rules, 2009, the term 'emolument' will mean and include basic pay( pay in Pay Band plus Grade 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 31.03.2021 exceeded Rs 36,000/- p.m. but during the year 2020-2021 their emoluments at least for six months were less than Rs.36,000/- p.m. i.e. , the said emoluments exceeded the eligibility ceiling of Rs.36,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance and revision of pay etc. after remaining less than **Rs.36,000/- p.m. for at least six months**, will be entitled to **ad-hoc bonus** of Rs 4,500/- per head under this order.

iii) The employees who were in service on 31.03.2021 and rendered at least six months continuous service during the year 2020-2021 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) above will have to be calculated according to the following formula:-

Emoluments as on 31<sup>st</sup> March, 2021 X  $\frac{\text{Eligibility period in number of months}}{12}$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.4,500/- only.

- v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2020-2021 will also be entitled to ad-hoc bonus under this order according to the following formula :-

Total amount of salary/wages earned during the year 2020-2021

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= The amount of ad-hoc bonus, subject to maximum amount of Rs 4,500/- only.

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

4. The disbursement of Ad-hoc Bonus sanctioned hereinabove should be made in case of Muslim State Government employees before the festival of Id-UI-Fitre and in case of other State Government Employees (other than Muslim State Government employees) such disbursement should be made between 27<sup>th</sup> September, 2021 to 5th October, 2021.

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

5. The Charge in respect of Ad hoc Bonus under this order will be debitible to the detailed head viz. "Adhoc Bonus" the opening of which was sanctioned under the 'Salary' head sub-ordinate to all Major, Minor and Sub-Heads in the Revenue Expenditure Section of the State Budget in terms of para 9 of this Department order no. 4611-F dt. 22.4.1988 and necessary fund of this purpose have been provided under the above detailed heads in the Budget grant available for 2021-2022.

6. The Governor is further pleased to direct that the benefit of Adhoc 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. 1722-F(P2) dt. 13.5.2020 by issue of Government Orders by various Departments in this connection. As done in the last year, orders of grant of Adhoc 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 Adhoc Bonus/Ex-Gratia at par with the State Government Employees or at the rate not more than the rate as approved by the Government in the last year, should be issued by the Department concerned without referring the file to Finance Department, Group-P2.

7. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawl 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.10 /1(360)/MA/O/C-9/2L-1/2016

Date : 12.05.2021

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.

*Swami* 12/5/2021

Joint Secretary  
to the Govt. of West Bengal

No. 03/2(5)/MA/O/C-9/2L-1/2016

Date : 19.05.2020

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.

*Swami* 12/5/2021

Joint Secretary  
to the Govt. of West Bengal