

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. 11/MA/O/C-9/2L-1/2016

Date : 12.05.2021

O R D E R

Sub: Grant of interest free festival advance to the **Municipal Corporations/Municipalities/NAA/Industrial Township Employees** of the State of West Bengal for the year-2021

With reference to Finance Department Memorandum No. 1492-F(P2), dated 6th May, 2021 the Governor is pleased to accord sanction of interest-free festival advance upto a maximum of Rs.12,000/- (Rupees Twelve Thousand) only to **Municipal Corporations/Municipalities/NAA/Industrial Township** of the State of West Bengal employees whose revised emoluments on 31st March, 2021 exceeded Rs. 36,000/- per month but did not exceed Rs. 45,000/- per month, if applied for the same.

The authorities competent to sanction the interest-free festival advance are those mentioned in Rule 320 of the West Bengal Financial Rules, Volume-I.

02. The undersigned is further directed to say that the benefit of interest-free festival advance may also be allowed to (a) the whole time piece-rated workers, either permanent or temporary and (b) the employees belonging to work-charges/contingent establishments. Such employees drawing revised emolument exceeding Rs. 36,000/- per month but not exceeding Rs. 45,000/- per month on 31st March, 2021 may be allowed to draw the interest-free festival advance of Rs. 12,000/- only, if they apply for the same.

03. In case of the employees falling under Para 2 above, the authority sanctioning the advance shall certify after being satisfied that the employee is likely to continue in service until the recovery in this respect is completed.

04. The advance will be recovered from the salary of the **Municipal Corporation/Municipalities/NAA/Industrial Township** employee of the State of West Bengal concerned is not more than **10 monthly installments**. If the amount of advance is exactly divisible by the number of installments opted for the recovery, then it will be recovered in equal monthly installments for that number of installment months. If not, the figure obtained by so dividing should be rounded off to the nearest rupee which will be the recoverable amount for each of the monthly installments excluding the last installment and the balance amount will be recovered in the last monthly installment. The recovery of the advance sanctioned under this order will begin either from the salary for the month of November, 2021 at the latest or from the salary for the month following the month in which the advance is drawn, as the case may be.. However, recovery in all cases should be completed by 31st August, 2022 at the latest.

05. The **Municipal Corporations/Municipalities/NAA/Industrial Township** employee of the State of West Bengal who will retire from / part with the Government service on a date after the issue of this order but before 1st November, 2021 will not to be allowed any festival advance. However, an employee who will retire after 1st November, 2021 will be eligible for interest-free festival advance sanctioned in this order subject to the condition that the recovery should be completed on or before the month of his/her superannuation.

06. (a) Persons who will enter into ***Municipal Corporations/Municipalities/NAA/Industrial Township*** of the State of West Bengal Service for the first time after 31st March, 2021 but before 1st October, 2021 will be entitled to the benefit of interest-free advance as sanctioned in this order subject to fulfillment of the terms and conditions laid down hereinabove and their emoluments for the purpose of payment of advance will be determined on the basis of their emoluments at the time of entry into ***Municipal Corporation/Municipalities/NAA/Industrial Township*** of the State of West Bengal service.

(b) The benefit of interest-free festival advance sanctioned above will also be admissible to the ***Municipal Corporation/Municipalities/NAA/Industrial Township*** of the State of West Bengal employees who have been appointed on regular or contract basis provided they are not eligible to draw ad-hoc bonus on pro-rata basis sanctioned for the accounting year 2020-2021 and provided their regular or contract emoluments did not exceeded Rs. 45,000/- per month.

07. The benefit of interest free festival advance will also be admissible to the regular teaching and non-teaching staff of the Government sponsored Educational Institutions and regular employees of Local Bodies.

08. For the employees drawing pay in the revised pay structure, the term 'emoluments' will mean basic pay drawn in the applicable Level of Pay Matrix, dearness allowance and non-practicing allowance, if any.

09. The term 'emoluments' in the case of employees drawing pay and allowances in the unrevised pay structure, will include basic pay (pay in Pay Band plus Grade Pay), dearness allowance, deputation (duty) allowance and special allowance (Additional remuneration).

In case of retired ***Municipal Corporations/Municipalities/NAA/Industrial Township*** of the State of West Bengal employees on re-employment, the term 'emoluments' will mean remuneration drawn by them in terms of Finance Department Memo No. 6472—F(P2) dt. 02.12.2019 plus basic pension.

10. Application for interest-free festival advance on the strength of this order by all employees shall be made as early as possible.

DISBURSEMENT OF INTEREST-FREE FESTIVAL ADVANCE (WHEREVER APPLIED FOR) ON THE STRENGTH OF THIS ORDER SHOULD BE MADE IN CASE OF MUSLIM *Municipal Corporation/Municipalities/NAA/Industrial Township* of the State of West Bengal EMPLOYEES before the festival of Id-UI-Fitre AND IN CASE OF PAYMENT TO OTHER STATE GOVERNMENT EMPLOYEES (OTHER THAN MUSLIM EMPLOYEES) should be made between 27th September, 2021 and 5th October, 2021.

In case of failure such disbursement should be completed before 1st December, 2021 in case of all employees at the latest. The Drawing and Disbursing Officers in order to minimize the number of bills should, as far as possible, prepare one bill for advance in such cases in respect of the establishment/office for which they act as Drawing and Disbursing Officers.

11. The advance excluding the advance to the employees borne on work-charged establishments will be debited to the standard detailed head 'Salaries Pay' under all major, minor and sub-heads in the budget grant available for the financial year 2021-2022, the recoveries thereof being automatically adjusted by monthly deduction of installments of advance paid to an employee from his pay. No new detailed head is required to be opened for this purpose as per new classification in accounts. The advance to persons borne on work-charged establishments will be debited to the same head from which their wages are met.

By order of the Governor,


Joint Secretary to the Govt. of West Bengal

No. 11/1(360)/MA/O/C-9/2L-1/2016

Date : 12.05.2021

Copy forwarded for information and necessary action to the :-

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 Wing of this Department.


Joint Secretary to the Govt. of West Bengal

No. 12(5)/MA/O/C-9/2L-1/2016

Date : 12.5.2021

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