

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

No. 394-UDMA-11014(99)/8/2022-ESTT-MA SEC-Dept. of UDMA

Date :27.04.2022

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-2022.

In terms of para 5 of the Finance Department Memo No. 1570-F(P2) , dated 18.04.2022, 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 2021-2022.

2. The Ad-hoc Bonus for the accounting year 2021-2022 as mentioned above, will be admissible to those employees drawing revised emoluments not exceeding Rs.37,000 /- per month as on 31st March, 2022 at the rate of **Rs.4,800/-** only per head. The upper eligibility ceiling of Rs. 37,000/- p.m. as on 31st March, 2022 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 31.03.2022. 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 31.03.2022 exceeded Rs.37,000/- p.m. but during the year 2021-2022 their emoluments at least for six months were less than Rs.37,000/- p.m. i.e. , the said emoluments exceeded the eligibility ceiling of Rs.37,000/- 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.37,000/- p.m. for at least six months**, will be entitled to **ad-hoc bonus** of Rs.4,800/- per head under this order.
- iii) The employees who rendered at least six months continuous service during the year 2021-2022 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 31ST March, 2022 X $\frac{\text{Eligibility period in number of months}}{12}$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.4,800/- only.

v. The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2021-2022 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$\frac{\text{Total amount of salary/wages earned during the year 2021-2022}}{12}$

= The amount of ad-hoc bonus, subject to maximum amount of Rs.4,800/- 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 herein above 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 19.09.2022 to 23.09.2022.**

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 debitable 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 2022-2023.

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and draw of Ad-hoc Bonus would continue to apply.

By Order of the Governor

Sd/-
Special Secretary
to the Govt. of West Bengal

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., P.P. Bhavan, Bidhannagar,, Kolkata-64.
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. IT Cell of this deptt.- with request to upload the order in the Departmental Website.
13. Guard File of Estt. Wings of this Department.

SDP 27/4/22
Special Secretary
to the Govt. of West Bengal

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.

Special Secretary
to the Govt. of West Bengal