OFFICE MEMORANDUM

Sub: Adhoc Bonus to IWAI Employees for the Accounting Year 2018-19 - reg.

Approval of the Competent Authority is hereby conveyed to the drawal of ad-hoc bonus for the accounting year 2018-19 in accordance with Office Memorandum No. 7/24/2007/E III (A), dated 04.10.2019 issued by Department of Expenditure, Ministry of Finance, Government of India. A copy is enclosed for ready reference.

Encl: As Above.

Copy to:

1. The Chief Engineer, IWAI, Patna
2. The Director, IWAI, Kolkata
3. The Director, IWAI, Kochi
4. The Director, IWAI, Guwahati
5. The OIC, IWAI, Varanasi
6. The OIC, IWAI, sahibganj
7. The OIC, IWAI, Allahabad
8. The OIC, IWAI, Bhubaneshwar
9. The OIC, IWAI, Vijaywada
10. The EDP Officer (IT), IWAI, Noida for uploading on website.
No.7/24/2007/E III (A)
Government of India
Ministry of Finance
Department of Expenditure
(E III-A Branch)

OFFICE MEMORANDUM

Sub: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2018-19.

The undersigned is directed to convey the sanction of the President to the grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) equivalent to 30 days emoluments for the accounting year 2018-19 to the Central Government employees in Group 'C' and all non-gazetted employees in Group 'B', who are not covered by any Productivity Linked Bonus Scheme. The calculation ceiling for payment of ad-hoc Bonus under these orders shall be monthly emoluments of Rs. 7000/-, as revised w.e.f 01/04/2014 vide OM No.7/4/2014-E.III(A), dated 29th August, 2016. The payment of ad-hoc Bonus under these orders will also be admissible to the eligible employees of Central Para Military Forces and Armed Forces. The orders will be deemed to be extended to the employees of Union Territory Administration which follow the Central Government pattern of emoluments and are not covered by any other bonus or ex-gratia scheme.

2. The benefit will be admissible subject to the following terms and conditions:-

(i) Only those employees who were in service as on 31.3.2019 and have rendered at least six months of continuous service during the year 2018-19 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for period of continuous service during the year from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months);

(ii) The quantum of Non-PLB (ad-hoc bonus) will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate Non-PLB (Ad-hoc bonus) for one day, the average emoluments in a month will be divided by 30.4 (average number of days in a month). This will, thereafter, be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of monthly emoluments of Rs. 7000 (where actual average emoluments exceed Rs. 7000), Non-PLB (Ad-hoc Bonus) for thirty days would work out to Rs. 7000x30/30.4=Rs.6907.89 (rounded off to Rs.6908/-).

(iii) The casual labour who have worked in offices following a 6 day week for at least 240 days for each year for 3 years or more (206 days in each year for 3 years or more in the case of offices observing 5 day week), will be eligible for this Non-PLB bonus.
(Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus) payable w. be (Rs 1200x30/30.4 i.e. Rs.1184.21 (rounded off to Rs 1184/-). In cases where the actual emoluments fall below Rs.1200/- p.m., the amount will be calculated on actual monthly emoluments.

(iv) All payments under these orders will be rounded off to the nearest rupee.

(v) Various points regarding regulation of Ad-hoc / Non- PLB Bonus are given in the Annexure.

3. The expenditure on this account will be debitable to the respective Heads to which the pay and allowances of these employees are debited.

4. The expenditure to be incurred on account of Non-PLB (Ad-hoc Bonus) is to be met from within the sanctioned budget provision of concerned Ministries/Departments for the current year.

5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India.

(B K Manthan)
Deputy Secretary.

To,

All Ministries/Departments of the Government of India as per standard list etc.

Copy (with usual no. of spare copies) forwarded to C&AG, UPSC etc. as per standard list.
(f) Superannuated employees who were re-employed.

(f) Re-employment being fresh employment, eligibility period is to be worked out separately for re-employment period; the total amount admissible, if any, for prior to superannuation and that for re-employment period being restricted to the maximum admissible under ad-hoc bonus under these orders.

(g) Employees on half-Pay leave/E.O.L./Leave not due/study leave at any time during the accounting year.

(g) Except in the case of leave without pay the period of leave of other kinds will be included for the purpose of working out eligibility period. The period of E.O.L./death will not be excluded from eligibility period but will not count as break in service for the purpose of ad-hoc bonus.

(h) Contract employees.

(h) Yes, if the employees are eligible for benefits like dearness allowance and interim relief. Categories not eligible for these benefits would be considered at par with casual labor in terms of ad-hoc bonus-orders.

(i) Employees under suspension at any time during the accounting year.

(i) Subsistence allowance given to an employee under suspension for a period in the accounting year cannot be treated as emoluments. Such an employee becomes eligible for the benefit of ad-hoc bonus if and when reinstated with benefit of emoluments for the period of suspension, and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.

(j) Employees transferred from one Ministry/Department/Office covered by ad-hoc bonus orders to another within the Government of India or a Union Territory Government covered by ad-hoc bonus orders and vice versa.

(j) Employees who are transferred from any of the Ministry/Department/Office covered by ad-hoc bonus orders to another such office without break in service will be eligible on the basis of combined period of service in the different organizations. Those who are nominated on the basis of a limited departmental or open competitive exam from one
(k) Employees who are transferred from a Government Department/Organization covered by ad-hoc bonus orders to a Government Department/Organization covered by productivity – Linked Bonus scheme or vice versa.

(l) Part-time employees engaged on nominal fixed payment

2. Whether ad-hoc bonus is payable to casual labour for an accounting year in the following cases:-

(a) Those who have put in specified number of days of work in different offices during each of the three years ending with the said accounting year.

(b) Casual labour who were not in work on 31st March, 2019.

(c) Those who have put in at least specified number of days of work in each of two years preceding the accounting year but are short of this limit due to regularization in employment in the said accounting year.

organization to a different organization will also be eligible for the ad-hoc bonus. The payment will be made only by the organization where he was employed as on 31st March, 2019 and no adjustments with the previous employer will be necessary.

(k) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered department for the entire year less the amount due as productivity-linked bonus. The amount so calculated may be paid by Department where he was working on 31st March, 2019 and/or at the time of payment.

(l) Not eligible.

a) The eligibility is to be worked out for three years from the said accounting year backwards. The period of 240 days of work in each of these years may be arrived at by combining the number of days worked in more than one offices of the government of India, for which bonus, ex-gratia or incentive payment has not been earned and received.

b) The condition of being in employment on 31st March, 2019 as laid down in these orders is applicable to regular Government Employees and not to casual labour.

c) If a casual labour, who has been regularized in the accounting year does not fulfill the minimum continuous service of six months as on 31st March, 2019 and therefore, cannot be granted benefit as a regular employee, he may be allowed the
benefit as for a casual labour provided the period of regular service in the said year if added to the period of work as casual labour works out to at least specified number of days in that accounting year.