

F.14(10)E.(Coord.)/88
Government of India
Ministry of Finance
Department of Expenditure

Immediate

New Delhi, the 4th October, 1988.

OFFICE MEMORANDUM

Subject:- Payment of ad hoc bonus to Central Government Employees
- Revised clarification regarding.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No.F.14(8)-E(Coord.)/83 dated 8.3.1984, circulating a set of clarifications regarding payment of ad hoc bonus for the accounting year 1982-83 in accordance with the orders issued vide this Ministry's OM No.14(5)-E.Coord/83; dated 10.11.1983.

2. Ad hoc bonus payments have also been made in the succeeding years. Moreover, clarifications have been communicated to various Ministries etc. on individual references received on certain issues not covered by the aforementioned orders dated 8.3.1984.

3. Having regard to this position, the earlier clarifications have been reviewed and updated. A revised set of clarifications is being forwarded herewith for information and necessary action. These clarifications come into immediate effect.

4. Ministry of Home Affairs, etc., are requested to bring to the notice of the Attached, Subordinate Offices, Autonomous Organisations, Union Territories etc. under them to the employees of which ad hoc bonus orders are applicable.

5. In so far as the employees serving in the Indian Audit and Accounts Department are concerned this issue after consultation with the Comptroller & Auditor General of India.

(ANJALI DEVASHER)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Departments of the Govt. of India.

* Financial Advisers

Copy forwarded to:-

1. C&AG of India, New Delhi with reference to their U.O. No. 945-Audit-I/68-88, dated 29.9.88.
2. U.P.S.C. New Delhi.
3. Election Commission, New Delhi.
4. Lok Sabha Secretariat and Rajya Sabha Secretariat.
5. Supreme Court of India, New Delhi.
6. All State Governments and Union Territory Administrations.
7. Central Vigilance Commission, New Delhi.
8. Commission for Scheduled Castes and Scheduled Tribes.

7. Railway Board, New Delhi.
10. President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Cabinet Secretariat.
11. Office of the Military Secretary to the President.
12. Planning Commission, New Delhi.
13. Secretary, Staff Side, National Council, 13-C, Farozshah Road, New Delhi.
14. All Members of the Staff Side of the National Council of J.C.M.
15. All Indi. Service Division, Department of Personnel and Administrative Reform.
16. All Integrated Financial Officers of Administrative Ministries.
17. Controller of Accounts/Pay and Accounts Officers of all Ministries/Departments.
18. Controller General of Accounts, Ministry of Finance.
19. All Officers/Branches in the Department of Expenditure.
20. Pay and Accounts Officers, Lok Sabha/Rajya Sabha Sectt.
21. Department of Personnel and A.R. (J.C.M.)

Devasher

(MUNALI DEVASHER)
DEPUTY SECRETARY TO THE GOVT. OF INDIA

REVISED CLARIFICATIONS RELATING TO AD HOC BONUS ORDERS

ANNEXURE OF MINISTRY OF FINANCE
OM No. 14 (10) E (CORR.) / 89
DATED 10-10-88

QUERY

Whether the employees in the following categories are eligible for the benefit of ad hoc bonus for an accounting year:

- (a) Employees appointed on purely temporary ad hoc basis.
- (b) Employees who resigned, retired from service or expired before 31st March of the relevant year.
- (c) Employees on deputation/foreign service terms to State Governments, U.T. Govts., Public Sector Undertakings/etc. on 31st March.
- (d) Employees who reverted during accounting year from deputation on foreign service with the organisations indicated in (c) above.
- (e) Employees from State Govt./UP Govt./Public Sector Undertakings/Autonomous Organisation on reverse deputation with the Central Government.

CLARIFICATION

Subject to completion of minimum six months continuous service and being in service as on 31st March of the accounting year.

- (a) Yes, if there is no break in service.
- (b) As a special case only those persons who superannuated or retired on invalidation on medical grounds or died before 31st March but after completing at least six months regular service during the year will be eligible for the ad hoc bonus on pro rata basis in term of nearest number of months of service.
- (c) Such employees are not eligible for the ad hoc bonus to be paid by the lending departments. In such cases the liability to pay ad hoc bonus lies with the borrowing organisation depending upon the ad hoc bonus/PIB/ex gratia/incentive payment scheme, if any, in force in the borrowing organisation.
- (d) The total amount of bonus/ex gratia payable for the accounting year from foreign employer and the ad hoc bonus, if any, due from a Central Government office for the period after reversion will be restricted to the amount due under ad hoc bonus orders.
- (e) Yes, they are eligible for ad hoc bonus to be paid by the borrowing departments in terms of ad hoc orders provided no additional amount is paid as part of terms of deputation, other than Deputation Allowance, to pay and the lending...

QUERY

1. An employee who was re-employed.

with articles have no objection.

(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 period prior to suspension and that for re-employment period being restricted to the maximum admissible under ad hoc bonus orders.

2. Employees on half pay leave/E.O.D/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.D/leave will be excluded from eligibility, but will not count as break in service for the purpose of ad hoc bonus.

Period

3. Contract employees, like resident doctors, consolidated salary workers in Registrar General of India, Research Fellows etc.

(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 labour in terms of ad hoc bonus orders. Research Fellows not being in receipt of emoluments are not eligible for the benefit.

4. Employees under suspension at any time during the accounting year.

(i) Subsidance 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.

5. Employees transferred from one Min./Deptt./office covered by ad hoc bonus orders to another within the Government of India or a Union Territory Govt. or an autonomous body covered by ad hoc bonus orders, 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 for the benefit of emoluments for the period of service in the different organizations. Those who are transferred on the basis of a limited departmental or open competitive exam from one organization to a different organization are also eligible for the ad hoc bonus.

and

QUERY

CLARIFICATION

The payment will be made only by the organisation where he was employed as on 31st March 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 and/or at the time of payment.

(K) Employees who are transferred from a Govt. Deptt./Organisation covered by ad hoc bonus order to a Govt. Deptt./Organisation covered by Productivity-Linked Bonus scheme or vice versa.

(1) Part-time employees engaged on nominal (1) Not eligible.
fixed payment.

2. What are the emoluments to be taken into account for working out eligibility and quantum of bonus in the following types of cases:

(a) The month in the accounting year the emoluments for which is to be taken into account.

(b) Those who were on EOL/Half-pay Leave/ study leave during the month of March.

(c) Those promoted on ad hoc basis to higher posts but who have not completed six months period as in higher post.

(d) Those who are promoted, draw increment which entitle them to emoluments exceeding Rs.2500 per month.

(e) Types of allowances which will be treated as part of emoluments.

In terms of ad hoc bonus orders employees drawing emoluments upto and including Rs.2500 per month are eligible for benefit of ad hoc bonus. The points raised are clarified as under:

(a) Emoluments admissible as on 31st March or the emoluments last drawn by the employees who superannuated/expired during the year.

(b) Emoluments last drawn before proceeding on leave.

(c) The emoluments admissible as on 31st March.

(d) The emoluments admissible on 31st March along with taken into account for the purpose of determining eligibility and payment of bonus.

(e) Unless otherwise defined in the ad hoc bonus orders for the relevant year the term "emoluments" will be and include basic pay, personal pay, special pay and dearness allowance, Provident Fund (PF) allowance and will

also include additional business all women and interest relief in the case of employees who have not received the same over to revised scales of pay. It does not apply to certain other allowances such as house rent allowance, compensatory (city) allowance, special compensatory (remote locality) allowance, bed and meals allowance, children education allowance, etc.

(f)

(f) Emoluments in the case of pensioners (c) The emoluments which the pensioners are entitled to as on 31st March (including the portion of deductive on account of pension or P.E.S.).

(g) In case of employees of State Govt./ Union Govt./Public Works Undertakings, autonomous organisations or reverse deducted to Govt. of India.

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

(a) Those who have worked for 240 days or more during each of the three years ending with the said accounting year in specified number of different offices 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 or gratuity or incentive payment has not been earned and received.

(b) Casual labour who were not in work as laid down in relevant orders is applicable to regular Govt. employees and not to casual labour.

(c) Those who have been regularised in employment on 31st March and whose bonus has not been received.

QUERY

specified number of days of work in each of two years preceding the accounting year but are short of this limit due to regularisation in employment in the said accounting year.

GENERAL ENQUIRY

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

