



GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
SOCIAL EDUCATION BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091.

No.63 -HED-21014(11)/5/2020-SE SEC - Dept of HE

Dated: 09.10.2020

MEMORANDUM

Sub : Grant of Ad-hoc Bonus for the year 2019-20 to the Govt. approved employees of the State-aided Non-Govt. Educational Institutions under Social Education Branch of the Department of Higher Education, Government of West Bengal.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that in terms of **Para-5** of Finance (Audit) Department Memo. No. 1722-F(P2) Dated 13.05.2020, all the whole time approved employees of State-aided Non-Govt. Educational Institutions under Social Education Branch of the Department of Higher Education, Govt. of West Bengal drawing actual emoluments not exceeding Rs.34,250/- per month as on 31.03.2020 will be entitled to ad-hoc bonus for the year 2019-20. The amount of ad-hoc bonus will however be Rs.4,200/- (Rupees four thousand two hundred) only per head. The upper eligibility ceiling of Rs.34,250/- per month as on 31.03.2020 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

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

Only those employees who were in service on 31.03.2020 and rendered at least six months continuous service during the year 2019-2020 will be eligible for payment of ad-hoc bonus under this Order.

Pro-rata payment will be admissible in such case to the eligible employees for period of continuous service during the year ranging from six months to a full year, the eligible period being taken in terms of number of months of services (rounded to the nearest number of months). A fraction of fifteen days or more should be counted as one month.

3. Those employees whose emoluments on 31.03.2020 exceeded Rs.34,250/- per month during the year 2019-2020 and their emoluments at least for six months were less than Rs.34,250/- per month irrespective of whether the emoluments have exceeded Rs.34,250/- on account of revision of Pay & Allowances in terms of ROPA, 2019, promotion, drawal of increment, implementation of career advancement scheme, enhancement of dearness allowances etc. will be entitled to ad-hoc bonus of the maximum amount of Rs.4,200/- under this order.

4. Ad-hoc bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2020. The term 'emoluments' in this order will mean and include basic pay, personal pay, special pay (additional remuneration) u/r 5(33) of W.B.S.R.-I, Dearness Allowances, Deputation (Duty) allowances, steno allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowances etc.

5. For the employees who are drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowance) Rules, 2009 the term 'revised emoluments' in this order will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes the non-practicing allowance, if any, Dearness Allowances, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowance etc.

6. The amount of ad-hoc bonus on pro-rata basis as admissible under Para 2 of this Memorandum will be calculated according to the following formula :

$$\frac{\text{Emoluments as on 31.03.2020 X Eligibility period in number of months}}{12} = \text{The amount of ad-hoc Bonus, subject to maximum amount of Rs.4,200/- only.}$$

7. The employees employed on contract basis on consolidated pay in the year 2019-2020 will be allowed ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of Salary/Wages earned during the year 2019-2020}}{12} = \text{The amount of ad-hoc bonus, subject to maximum of Rs.4,200/- only.}$$

The Salary/Wages in these cases should have the same meaning as emoluments in para 4 of this Memorandum.

8. The charge involved will be debited to the head, "2202-General Education"/ "2205-Art and Culture" in the current year's Administrative Expenditure budget.

9. The Accountant General, West Bengal, the Pay &Accounts Officer, Kolkata Pay & Accounts Office III and all others concerned are being informed.

Sd/- P.Saha
Deputy Secretary to the Government of West Bengal

Copy forwarded for information and necessary action to the:-

1. Director, Jagadis Bose National Science Talent Search, 1300, Rajdanga Main Road, Kasba, Kolkata-700 107.
2. Director, Netaji Institute for Asian Studies, 1, Woodburn Park, Kolkata-700 020;
3. Director, Bankim Bhavan Gaveshana Kendra, Kanthal Para, Naihati - 743 165, North 24-Parganas, West Bengal.
4. Director, Institute of Historical Studies, Pooja Apartment, 1st floor, Flat No.1-C, 8/1, Loudon Street, Kolkata-700 017;
5. Director, Institute of Development Studies Kolkata, 27/D, D.D. Block, Sector-I, Salt Lake, Kolkata-700064;
6. Secretary, Ramakrishna Mission Ashrama, Narendrapur, Kolkata-700 103;
7. Secretary, Ramakrishna Mission Ashrama, Baranagar, Gopal Lal Thakur Road, Baranagar, Kolkata-700 036;
8. Secretary, Ramakrishna Mission Ashrama, Purulia

Sd/- P.Saha

Deputy Secretary to the Government of West Bengal

Copy forwarded for information to the:-

1. Director of Public Instructions , West Bengal , Bikash Bhavan, 8th floor, Salt Lake, Kol-700091.
2. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
3. Principal Accountant General (Audit), West Bengal, 2, Govt. Place, Treasury Buildings, Kolkata- 700001.
4. Accountant General (RW & LBA), West Bengal, C.G.O. Complex, 5th Floor, DF- Block, Sector-I, Salt Lake, Kolkata-700064.
5. Financial Advisor, Education, Bikash Bhavan, Salt Lake, Kolkata - 700 091.
6. Finance Department (Group-N) of this Government.
7. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III,
8. Joint Director of Public Instructions (NGC), West Bengal.
9. Budget Branch, Higher Education Department of this Government.
10. The IT Cell, Higher Education Department of this Government - With the request to upload this order in this Department's website.

P.Saha

Deputy Secretary to the Govt. of West Bengal