

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001
No. 5-1(70)/2009-PD



Date: 14.10.2013

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
National Labs./Instts. of CSIR

Sub: Grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) to Central Government Employees for the year 2012-13 - Extension of orders to Autonomous Bodies - reg.

Sir,

I am directed to forward herewith the Ministry of Finance, Department of Expenditure OM No. 7/22/2008-E-III(A) dated 3rd October, 2013 & MoF OM No. 7/24/2007/E III(A) dated 27th September, 2013 on the above subject for information, guidance and compliance.

Yours faithfully

P. Vijayalakshmi
(D. Vijayalakshmi)
Deputy Secretary

Encl: As above.

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy

F.No.7/22/2008 E-III(A)
Government of India
Ministry of Finance
Department of Expenditure
E III (A) Branch

New Delhi, the 3rd October, 2013.

OFFICE MEMORANDUM

Subject:- Grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) to Central Government Employees for the year 2012-13 – Extension of orders to Autonomous Bodies.

Orders have been issued vide this Ministry's Office Memorandum No. 7/24/2007 E-III (A) dated 27th September, 2013 authorizing 30 days emoluments as Non-PLB (Ad-hoc bonus) for the accounting year 2012-13 to the eligible Central Government employees not covered by the Productivity Linked Bonus Schemes, subject to terms and conditions laid down therein.

2. The undersigned is directed to say that it has now been decided that the Non-PLB (Ad-hoc) bonus so admissible subject to the terms and conditions laid down in the aforesaid orders, may be extended to the employees of autonomous bodies, partly or fully funded by the Central Government which (i) follow the pattern of pay structure and emoluments identical to that of the Central Government and (ii) do not have any bonus or ex-gratia or incentive scheme in operation.
3. In case of doubt as to the operation of these orders the clarificatory orders, circulated vide this Ministry's O.M. No.14(10)E-Coord/88 dated 4.10.88, as amended from time to time, may be kept in view, mutatis mutandis.
4. Any request for funding by the Government to meet the liability on account of Non-PLB (Ad-hoc bonus) in respect of various autonomous organizations would not be considered by the administrative Ministries concerned, having regard to the stipulation of aforesaid O.M. dated 27th September, 2013 that the expenditure on Non-PLB (Ad-hoc bonus) should be met from within the existing budgetary provisions of the respective organizations. While the Autonomous Bodies not funded by the Central Government may also adopt these orders as per their own administrative and financial judgment in respect of their employees, no liability for funding will, in any case, lie on the Central Government on this account.



(Amar Nath Singh)
Deputy Secretary to the Govt. of India

All Ministries and Departments of the Government of India (as per standard distribution list)

No.7/24/2007/E III (A)
Government of India
Ministry of Finance
Department of Expenditure
E III (A) Branch

New Delhi, the 27th September, 2013

OFFICE MEMORANDUM

Subject: - Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2012-13.

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 2012-13 to the Central Government employees in Groups 'C' and 'D' 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 continue to be monthly emoluments of Rs. 3500/-, as hitherto. 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 31.3.2013 and have rendered at least six months of continuous service during the year 2012-13 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 year 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. 3500 (where actual average emoluments exceed Rs. 3500), Non-PLB (Ad-hoc Bonus) for thirty days would work out to Rs. $3500 \times 30 / 30.4 = \text{Rs. } 3453.95$ (rounded off to Rs. 3454/-).

- (iii) The casual labour who have worked in offices following a 6 days 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 days week), will be eligible for this Non-PLB (Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus) payable will be (Rs. $1200 \times 30 / 30.4$ 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) The clarificatory orders issued vide this Ministry's OM No. F. 14 (10)-E. Coord/88 dated 4.10.1988, as amended from time to time, would hold good.

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 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.



(Amar Nath Singh)

Deputy Secretary to the Govt. of India

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.