

UNIVERSITY OF CALCUTTA



AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Senate House
Kolkata - 700073

Memo No. A/S/410 /Ad-hoc Bonus

Date: 27/08/2021

As per **G.O. No. 10Edn(B)/1M-12/2008** dated : **10/05/2021** regarding grant of Ad-hoc Bonus for the year 2020-2021 to the employees of the State-aided Universities, all whole time employees of this University drawing emoluments not exceeding Rs. 36000/- per month as on 31st March, 2021 will be entitled to Ad-hoc bonus for the accounting year of 2020-2021 at the rate of Rs. 4500/- per head.

The upper eligibility ceiling of Rs. 36000/- p.m. as on 31.03.2021 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. In no case the maximum amount of Ad-hoc bonus shall exceed the limit as indicated above.

The benefit will be admissible subject to the following terms & conditions:

- i) Only those employees who were in service on 31.03.2021 and have rendered at least six month's continuous service during 2020-2021 will be eligible for payment of Ad-hoc Bonus under this order.
- ii) The employees whose emoluments as on 31.03.2021 exceeded Rs. 36000/- p.m. but during the year 2020-2021 their emoluments at least for 6(six) months were less than Rs. 36000/- p.m. irrespective of whether the emoluments have exceeded Rs. 36000/- p.m. on account of promotion, CAS, increment, enhancement of D.A., Special Pay, etc. will be entitled to Ad-hoc bonus of the maximum amount of Rs. 4500/- per head.
- iii) The amount of Ad-hoc bonus on pro-rata payment will be calculated according to the following formula subject to the maximum amount of Rs.4500/-

Emoluments as on 31st March 2021 x Eligibility period (No. of months)

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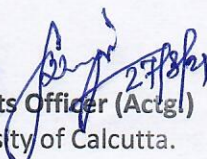
(A fraction of 15-days or more should be counted as one month)


- A) The casual workers appointed against the approved posts who have put in work at least for 120 days and the employees on consolidated pay in the year 2020-2021 will also be entitled to Ad-hoc bonus according to the following formula subject to the maximum of Rs. 4500/-.

Total amount of salary / wages earned during the year 2020-2021 - The amount of Ad-hoc bonus subject to maximum of Rs. 4500 only

The term "emoluments" will mean and include Basic pay, Special pay and Additional Allowances but will not include specialist pay and other Allowances such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc. or those employees drawing pay in the unrevised scale the term "emoluments" will mean and include Basic Pay, Special Pay, Personal Pay, Fixed Pay, Dearness Pay, if any, Dearness Allowance, Additional Dearness relief, if any, but will not include other allowance, such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc.

All Heads of the Departments/ Secretaries are requested to instruct the concerned establishment section to draw bills for the Ad-hoc Bonus in favour of the eligible employees which may kindly be sent to the Accounts Department within 09.09.2021 positively.


Accounts Officer (Actg.)
University of Calcutta.


27/8/21