

No.7(23)/E.III-A/2007
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 10th October, 2008.

OFFICE MEMORANDUM

Subject:- Grant of PLB and Ad-hoc Bonus to Central Government employees – revision of calculation ceiling.

Consequent upon recent amendment to Section 2 (13) and Section 12 of the Payment of Bonus Act, 1965 enhancing the calculation ceiling effective from 1.4.2006, the question of extending similar benefit to the Central Government employees has been under consideration of the Government. The President is now pleased to decide that the calculation ceiling for payment of Productivity Linked Bonus (PLB) and Ad-hoc Bonus to all eligible Central Government employees shall be as follows w.e.f. 1.4.2006 i.e. from the year 2006-07 onwards:-

	<u>Calculation ceiling</u>	
	<u>Existing</u>	<u>Revised</u>
	<u>(emoluments per month)</u>	
PLB in Railways	Rs.2500/-	Rs.3500/-
PLB in other Deptts/Organizations	Rs.2500/-	Rs.3500/-
Ad-hoc bonus for employees not covered by any PLB	Rs.2500/-	Rs.3500/-

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

3. Hindi version of this Office Memorandum shall follow.



(Madhulika P. Sukul)

Joint Secretary to the Government of India

To

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

GOVERNMENT OF PUDUCHERRY

Abstract

-000-

Grant of Ad-hoc Bonus to Union Territory Government employees for the year 2015-16 – Orders – Communicated.

Finance Department

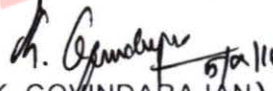
G.O.Ms.No.33/F3/A2/2016

Puducherry the, 05.10.2016

Read: Office Memorandum No.7/24/2007/E.III(A) dated 03rd October, 2016 of Government of India, Ministry of Finance, Department of Expenditure, New Delhi.

ORDER:

1. Recorded.
2. A copy of the Office Memorandum read above is forwarded herewith for information and necessary action.


(K. GOVINDARAJAN)

Under Secretary to Govt. (Finance)

To

1. All Secretariat Departments.
2. All Heads of Departments/Offices

Copy to:

1. The Director of Accounts and Treasuries, Puducherry
2. The Sr. Dy. Accountant General, Puducherry Branch, Kumarakurupallam, Puducherry.
3. The Dy. Director of Accounts and Treasuries, Karaikal, Mahe and Yanam.
4. The Central Records Branch, Puducherry.
5. The Members from staff side Committee on Redressal of Grievances of Government Servants, Puducherry.
6. The Director, Information & Technology Department, Puducherry - to be hosted in State Web Site.
7. The Web Site of Finance Department - to be hosted in the official Web Site.
8. Stock File.

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

North Block, New Delhi
3rd October, 2016.

OFFICE MEMORANDUM

Subject: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2015-16.

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 2015-16 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 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 31.3.2016 and have rendered at least six months of continuous service during the year 2015-16 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. 7000 (where actual average



emoluments exceed Rs. 7000), Non-PLB (Ad-hoc Bonus) for thirty days would work out to Rs. $7000 \times 30 / 30.4 = \text{Rs. } 6907.89$ (rounded off to Rs.6908/-).

- (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 day week), will be eligible for this Non-PLB (Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus) payable will be $(\text{Rs. } 1200 \times 30 / 30.4 \text{ i.e. Rs. } 1184.21)$ (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 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.



(Amar Nath Singh)
Director.

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.

// Copy Authorised for issue //



(A. NARENDIRAN)

Superintendent

Finance Department, Puducherry.

No.- PP-26/1/2020-PAP

भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
डाक विभाग / Department of Posts
स्थापना डिविशन / Establishment Division
पी.ए.पी. अनुभाग / P.A.P. Section

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi-110001.
दिनांक / Dated: 16.10.2026.

To

All Heads of Circles
Director, Rafi Ahmed Kidwai National Postal Academy
All Heads of Postal Accounts Offices

Sub: Productivity Linked Bonus for the Accounting year 2025-26.

The undersigned is directed to convey the sanction of the President for payment of **Productivity Linked Bonus** for the Accounting year 2025-26 equivalent of emoluments of **60 (Sixty) Days** to the following category of employees of Department of Posts:

- i. MTS, /Group 'C' and non-gazetted Group 'B'.
- ii. **Ex-gratia** payment of bonus to regularly engaged Gramin Dak Sevaks
- iii. **Ad-hoc** bonus to Full Time **Casual laborers and Temporary Status** Casual Laborers

1.1 The calculation for the purpose of payment of bonus under each category will be done as indicated below:-

2. REGULAR EMPLOYEES:

2.1 Productivity Linked Bonus will be calculated on the basis of the following formula:-

Average emoluments X Number of days of bonus
30.4 (average no. of days in a month)

2.2 The terms "**emoluments**" for regular Departmental employees includes Basic Pay in the Pay matrix, Dearness Allowance, S.B. Allowance, Deputation (Duty) Allowance, and Training Allowance to Faculty Members in Training Institutes. In case of emoluments exceeding **Rs.7000/- (Rupees Seven**

Thousand only) in any month during the accounting year **2025-26**, the emoluments shall be restricted to Rs.7000/- (Rupees Seven Thousand only) per month only.

2.3 **“Average Emoluments”** for a regular employee is arrived at by dividing by twelve, the total salary drawn during the year **2025-26** for the period from 1.4.2025 to 31.03.2026, by restricting each month's salary to Rs. 7000/- per month. However, for the periods of EOL and Dies-Non in a given month, proportionate deduction is required to be made from the ceiling limit of Rs.7000/-

2.4 In case of those employees who were under suspension, or on whom dies-non was imposed or both, during the accounting year, the clarification orders issued vide Paras 1 & 3 respectively of this office order No. 26-8/80-PAP (Pt.I) dated 11.6.1981 and No. 26-4/87-PAP(Pt.II) dated 8.2.1988 will apply.

2.5 Those employees who have resigned/retired or left services or proceeded on deputation within the Department of Posts or those who have proceeded on deputation outside the Department of Posts from 01.04.2025 to 31.03.2026 to will also be entitled to bonus. In case of all such employees, the Productivity Linked Bonus admissible will be as per provisions of Paras 2.1 to 2.3 above.

3. GRAMIN DAK SEVAKS (GDSs)

3.1 In respect of GDSs who were on duty throughout the year during **2025-26**, Average Monthly Time Related Continuity Allowance will be calculated taking into account the Time Related Continuity Allowance (TRCA) plus corresponding Dearness Allowance drawn by them for the period from 1.4.2025 to 31.3.2026 divided by 12. However, where the emoluments (TRCA + Dearness allowance) exceeds Rs. 7000/- in any month during this period, the allowance will be restricted to Rs.7000/- per month. Ex-Gratia payment of bonus may be calculated by applying the bonus formula as mentioned below:

$$\frac{\text{Average TRCA X Number of days of bonus}}{30.4 \text{ (average no. of days in a month)}}$$

3.2 The TRCA drawn by a substitute GDSs will not be counted towards ex-gratia bonus calculation for either the Substitutes or the incumbent GDSs. In respect of those GDSs who were engaged in short term vacancies in Postmen/MTS Cadre will be governed by instructions issued by this Directorate vide OM No. 23-01/2019-GDS dated 23.10.2019.

3.3 If a GDS has been on duty for a part of the year by way of a fresh appointment, or for having been put off duty, or for having left service, he will be paid proportionate ex-gratia bonus calculated by applying the procedure prescribed in Para 3.1 above.

3.4 Those Gramin Dak Sevaks who have resigned/ discharged or left service from 01.04.2026 to 31.03.2026 will also be entitled to proportionate ex-gratia Bonus. In case of all such Gramin Dak Sevaks, the Ex-gratia Bonus admissible will

be as per provisions of Para 3.1 above.

3.5 In case of those Gramin Dak Sevaks who were under put off, or on whom dies-non was imposed, or both, during the accounting year, the clarification orders issued vide Paras 1 & 3 respectively of this office order No 26-08/80-PAP (Pt-I) dated 11.6.1981 and No. 26-04/87-PAP(P.II) dated 8.2.1988 will apply.

4. **FULL TIME CASUAL LABOURERS INCLUDING TEMPORARY STATUS CASUAL LABOURERS.)**

4.1 Full Time Casual Laborers (including Temporary Status Casual Laborers who have worked for 8 hours a day, for at least 240 days in a year for three consecutive years or more (206 days in each year for three years or more in case of offices observing 5 days a week) as on 31.03.2026 will be paid **ad-hoc bonus** on notional monthly wages of Rs.1200/- (Rupees Twelve hundred only). The **maximum ad-hoc bonus** will be calculated as below:

$$\frac{(\text{Notional monthly wages of Rs.1200}) \times (\text{Number of days of bonus})}{30.4 \text{ (average no. of days in a month)}}$$

Accordingly, **the rate of bonus per day** will be worked out as indicated below:

$$\frac{\text{Maximum ad-hoc bonus for the year}}{365}$$

The above rate of bonus per day may be applied to the number of days for which the services of such casual laborers had been utilized during the period from 1.4.2025 to 31.03.2026. In cases where the actual wages in any month fall below Rs.1200/- during the period 1.4.2025 to 31.3.2026, the actual monthly wages drawn should be taken into account to arrive at the actual ad-hoc bonus due in such cases.

5. The amount of Productivity Linked Bonus/ex-gratia payment/Ad-hoc bonus payable under this order will be rounded off to the nearest rupee. The payment of Productivity Linked Bonus as well as the ex-gratia payment and ad-hoc payment will be chargeable to the Head "Rewards" under the relevant Sub-Head of account to which pay and allowances of the staff are debited. The payment will be met from the sanctioned grant for the year 2026-27.

6. After payment, the total expenditure incurred and the number of employees paid may be ascertained from all the units by Circles and consolidated figures are intimated to the Budget Section of the Department of Posts. The Budget Section will furnish consolidated information to PAP Section about the total amount of bonus paid and the total number of employees (Category-wise) to whom it was disbursed for the Department as a whole.

7. This has the approval of Hon'ble Finance Minister vide Ministry of Finance, Department of Expenditures ID Note No. 11/1/2017-E.III(A) dated 13.10.2026 and issue in consultation with JS & FA vide Diary No.137/2026-27/FA-CS(P) dated

16.10.2026.

(Gurvinder Singh)
Assistant Director General (PAP)

Copy forwarded to:-

1. Sr. PPS to Secretary (Posts)/ Sr. PPS to Director General (Postal Services).
2. PPS/PS to All Members (PSB)
3. JS & FA
4. Chief General Manager, CSS Directorate/Parcel Dte/PLI Directorate.
5. Sr. DDG (Vig) & CVO/Sr. DDG (PAF)/Chief Engineer (Civil), Postal Directorate.
6. Secretary, Postal Services Board/ All Deputy Directors General
7. All recognized Federations/ Unions/ Associations
8. GM, CEPT Mysuru for uploading the order on the India Post website
9. Guard File/Spare Copies.

sainik welfare news