

F. No.26-04/2014-PAP
Government of India
Ministry of Communication & Information Technology
Department of Posts,
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001

No. 26-04/2014-PAP

Dated: 19th September, 2014

1. All Chief Postmasters General
2. All Postmasters General
3. Deputy Director General (PAF), Department of Posts.
4. All General Managers (Finance)
5. Directors/Deputy Directors of Accounts (Postal)
6. Director, RAKNPA/Directors of All PTCs

Sub: - Productivity Linked Bonus for the Accounting year 2013-2014.

Sir/Madam,

The undersigned is directed to convey the sanction of the President of India to the payment of **Productivity Linked Bonus** for the accounting year 2013-14 equivalent of emoluments of **60 (sixty) Days** to the employees of Department of Posts in Group 'D'/MTS, Group 'C' and non-gazetted Group 'B'. **Ex-Gratia** payment of bonus to Gramin Dak Sevaks who are regularly appointed after observing all appointment formalities, and **Ad-hoc** payment of bonus to **Casual labourers who have been conferred Temporary Status** are also to be paid equivalent to allowances / wages respectively for **60 (sixty) Days** for the same period.

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

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

2.2 The term "**emoluments**" for regular Departmental employees includes Basic Pay in the Pay Band plus Grade Pay, Dearness Pay, Personal Pay, Special Pay (Allowances), S.B. Allowance, Deputation (Duty) Allowance, Dearness Allowance and Training Allowance given to Faculty Members in Training Institutes. In case of drawal of salary exceeding **Rs. 3500/- (Rupees Three Thousand Five Hundred Only)** in any month during the accounting year 2013-14, the emoluments shall be restricted to Rs.3500/- (Rupees Two Thousand Five Hundred Only) per month only.

2.3 "**Average Emoluments**" for a regular employees is arrived at by dividing by twelve, the total salary drawn during the year 2013-14 for the period from 1.4.2013 to 31.3.2014, by restricting each month's salary to Rs.3500/- 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.3500/-.

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 clarificatory orders issued vide Paras 1 & 3 respectively of this office order No. 26-8/80-PAP (Pt-I) dated 11.6.81 and No. 26-4/87-PAP(Pt.II) dated 8.2.88 will apply.

2.5 Those employees who have resigned, retired or left service or proceeded on deputation within the Department of Posts or those who have proceeded on deputation outside the Department of Posts on or after 1.4.2013 will also be entitled to bonus. In case of all such employees, the bonus admissible will be as per provisions of Paras 2.1 to 2.3 above.

3 GRAMIN DAK SEVAKS (GDS)

3.1 In respect of GDS employees who were on duty throughout the year during 2013-14,, 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 1.4.2013 to 31.3.2014 divided by 12. However, where the Time Related Continuity Allowance exceeds Rs. 3500/- in any month during this period, the allowance will be restricted to Rs.3500/- per month. Ex-gratia payment of bonus may be calculated by applying the bonus formula as mentioned below:

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

3.2 The allowances drawn by a substitute will not be counted towards bonus calculation for either the Substitutes or the incumbent GDSs. In respect of those GDS who were appointed in short term vacancies in Postmen/Group "D" Cadre, the clarificatory orders issued vide Directorate letter No. 26-6/89-PAP dated 6.2.1990 and No. 26-7/90-PAP dated 4.7.91 will apply.

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 on or after 01.04.2013, 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 clarificatory orders issued vide Paras 1 & 3 respectively of this office order No. 26-08/80-PAP (Pt-I) dated 11.6.81 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 Labourers (Including Temporary Status Casual Labourers) 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 31.3.2014, 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 work 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 labourers had been utilized during the period from 1.4.2013 to 31.3.2014. In cases where the actual wages in any month fall below Rs.1200/- during the period 1.4.2013 to 31.3.2014, 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 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 'Salaries' 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 2014-15.

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 be 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 issues with the concurrence of JS&FA vide Diary No. 254/J.F.A./2014-C.S./ dated 19.09.2014.

8. Receipt of this letter may be acknowledged.

Countersigned
19-9-14

(Major S. N. Dave)
Assistant Director General (Estt)

CO-ORDINATOR
(प्रदीप कुमार)
जनसुभाग अधिकारी (संयुक्त)
Section Officer (J&FA)
आक विभाग/Dept. of Posts
नई दिल्ली/New Delhi-110001

- Forwarded to:-
1. Secretary (Posts).
2. PS to Member (P)/Member (Tech)/Member (O)/Member (PLI)/Member (PLG)/Member (HRD).
3. Chief General Manager, (BD Directorate), Dak Bhawan.
4. Chief General Manager, PLI Directorate, Chanakya Purl, New Delhi.
5. Director, Postal Staff College, Ghaziabad.
6. Addl Director General, Army Postal Services, R.K. Puram, New Delhi.
7. JS&FA/ Secretary (Postal Services Board).
8. Chief Engineer (HQ), Postal Directorate.
9. Director, P&T Audit, Civil Lines, Delhi-54.
10. All Directors, Postal Training Centers.
11. Budget Section/ PA Wing/ STT Section, Department of Posts.
12. All other Sections of Dak Bhawan.
13. All recognized (Postal) Unions/ Associations/ Federations.
14. Guard File.

Narayan K. Vats
(Narayan Kumar Vats)
Assistant Accounts Officer (PAP)

GOVERNMENT OF INDIA
DEPARTMENT OF POSTS
NEW DELHI

No. 26--7/90--PAP

/7/91

To

All Chief Postmasters General,
All Postmasters General,
All Regional Postmasters General,

6/89- As per orders contained in Dte. letter dated 6.2.90 the EDA's on their appointment in short-term vacancies of Group 'D'/Postmen cadre in unapproved capacity are paid ex-gratia (bonus) calculated on the basis of a notional monthly wage of Rs. 300/- on the analogy of ad-hoc payment (bonus) entitled to Casual Labourer utilised for the purpose.

2. It has been represented by service Union that such EDA's are entitled for more ex-gratia payment (bonus) on the basis of the allowances which they would have drawn but for their appointment against the temporary or short-term vacancies of Group D/ Postmen in unapproved capacity.

3. The matter has been examined in detail and it has been decided that where an ED employee is appointed to work in temporary or short-term vacancies of Group 'D'/Postmen in unapproved capacity, the emolument which he would have drawn as EDA but for his officiation in Group 'D'/Postmen, will be taken into account for working out the quantum of payment of ex-gratia (bonus) computed on the basis of emolument he was drawing immediately before proceeding to such officiating appointment.

4. These instructions will be applicable from the accounting year 1989-90 only subject, however, to furnishing a certificate by the Controlling Officer that but his appointment as Group 'D' he would have continued as ED.

5. This is issued in consultation with the Finance Advice vide their Dy. No. 2063/FA/91 dated 28.6.1991.

(M.L. BHASKAR)

Asstt. Director General (PE-II)

Copy to :-

- (i) The Director, Postal Life Insurance, Calcutta.
- (ii) Controller, Foreign Mails, Bombay.
- (iii) Director, Postal Staff College, Ghaziabad.
- (iv) Principal Director of Audit (P&T) Delhi-110054.

Contt....2/-

GOVERNMENT OF INDIA
DEPARTMENT OF POSTS
MINISTRY OF COMMUNICATIONS

No: 26-6/89/PAP

To

Dtd: 6-2

All Heads of Postal Circles,
All Directors/Dy. Directors of Accounts (Postal)/I.F.As.
All Principals/Vice Principals, Postal Trng. Centres,
Director Postal Staff College, New Delhi.
Controller, Foreign Mails, Bombay.

Subject: Productivity Linked Bonus for the Accounting Year-1988-89

A reference is invited to this Directorate letter of even number dtd. 29-9-89 on the subject cited above. A question has been raised whether the payment of bonus to the ED employees who are working in a temporary or short-term vacancies of Postmen or Group 'D' or any other departmental posts during any part of the accounting year is to be regulated in the manner laid down in para 5(1) or in para 9 of this Directorate letter ibid.

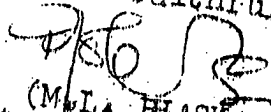
2(1) The matter has been examined and it has been observed that the appointment of EDAs in unapproved capacity in reference to an outsider is governed by the DGP&T memo No: 47-31/72/SPB-1 dtd. 7.12.72. As their appointment in such cases is on daily wages basis, the bonus for such officials is to be governed by provisions of para 6 of this office letter dtd. 29-9-1989.

2(11) In so far as those EDAs who are appointed in short term vacancies in Postmen/Group 'D' cadres having been approved for such appointment in consequence of their passing the recruitment examination & in case their appointment to such posts happens to be for short durations, it has been decided that if they are appointed for more than 3 months either continuously or during the course of financial year, the emoluments drawn by them during such officiation will be taken into account for determining the exgratia payment. However, if the period of officiation lasts less than 3 months, the emoluments which he would have drawn but for his officiation in Group 'D'/Postmen will be taken into account & the Bonus computed on the basis of emoluments he drew immediately before proceeding to such officiating appointment.

These instructions will be applicable for the accounting year 1988-89 only.

This issues in consultation with the Finance Advice (Postal) No. their IV, No: DDG(PAF)/292/ dated, 02-02-1990.

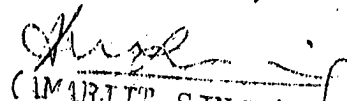
Yours faithfully,



(M.L. BHASKAR)
Asstt. Director General (E)

Forwarded to:

Standard list. All Unions/Associations.


(MARTIN...)