

File No. PP-26/1/2020-PAP  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)  
P.A.P. Section

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001.

Dated: 14.10.2021.

To

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

**Sub: Productivity Linked Bonus for the Accounting year 2020-21.**

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 2020-21 equivalent of emoluments of **60 (Sixty) Days** to the employees of Department of Posts in MTS, /Group 'C' and non-gazetted Group 'B'. **Ex-gratia** payment of bonus to Gramin Dak Sevaks who are regularly engaged after observing all engagement formalities, and **Ad-hoc** payment of bonus to **Casual laborers who have been conferred Temporary Status** are also to be paid equivalent to allowance/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 Productivity Linked Bonus will be calculated on the basis of the following formula:-

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

2.2 The term "**emoluments**" for regular Departmental employees includes Basic Pay in the Pay matrix, Dearness Pay, S.B. Allowance, Deputation (Duty) Allowance, Dearness Allowance and Training Allowance to Faculty Members in Training Institutes. In case of drawl of salary exceeding **Rs.7000/- (Rupees Seven Thousand only)** in any month during the accounting year 2020-21, 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 2020-21 for the period from 1.4.2020 to

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2/-