

File No. 26-04/2013-PAP
Government of India
Ministry of Communications & IT
Department of Posts
(Establishment Division)

Dak Bhavan, Sansad Marg
New Delhi-110 001.

4th OCTOBER, 2013

TO

1. All Chief Postmasters General.
2. All Postmasters General.
3. Deputy Director General (PAF), Postal Dte.
3. All General Managers (Finance).
4. Directors / Deputy Directors of Accounts (Postal).
5. Director, RAKNPA / Directors of All P TCs.

Sub: - Productivity Linked Bonus for the Accounting year 2012-2013

Sir/Madam,

I am directed to convey the Sanction of the President of India to the payment of **Productivity Linked Bonus** for the accounting year 2012-13 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/ year.

1.1 The calculation for the purpose of payment of Bonus under each category will be done as indicated in the paras 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 the 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/- (Rs. Three Thousand Five Hundred only)



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in any month during the accounting year 2012-13 the Emoluments shall be restricted to **Rs 3500 /-(Rs. Three Thousand five hundred)** per month only.

2.3 "Average Emoluments" for regular Employees is arrived at by dividing by **twelve**, the total salary drawn during the year 2012-13 for the period from 1.4.2012 to 31.3.2013, by restricting each month's salary to **Rs.3500/- (Rs. Three Thousand Five Hundred only)** 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/- (Rs. Three Thousand Five Hundred only)**.

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.

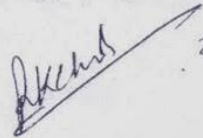
2.5 Those Employees who have resigned, retired, left service or proceeded on deputation within the Department of Posts or those who have proceeded on deputation outside the Department of Posts on or after 1.4.2012 will also be entitled to Bonus. In case of all such employees, the Bonus admissible will be as per provisions of Paras 2:1 to 2.3 above.

3 GRAMIN DAK SEVAKS (GDS)

3.1 In respect of *Gramin Dak Sevaks* who were on duty throughout the year during 2012-2013, 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 **1.4.2012 to 31.3.2013** divided by **12 (Twelve)**. However, where the Time Related Continuity Allowance exceeds **Rs.3500/- (Rs. Three Thousand Five Hundred only)** in any month during this period, it will be restricted to **Rs.3500/- (Rs. Three Thousand Five Hundred only)** 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 Gramin Dak Sevaks. In respect of those Gramin Dak Sevaks 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.


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3.3 If a Gramin Dak Sevak 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.

3.4 Those Gramin Dak Sevaks who have resigned, discharged or left service on or after 1.4.2012, 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. 26-8/80-PAP (Pt-I) dated 11.6.81 and No. 26-4/87-PAP (Pt: 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 31.3.2013 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:

(Notional monthly wages of Rs.1200) × (Number of days of Bonus)

30.4 (average no. of days in a month)

Accordingly, the rate of Bonus per day will work out as indicated below:

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 1.4.2012 to 31.3.2013. In cases where the actual wages in any month fall below Rs.1200/- during the period 1.4.2012 to 31.3.2013 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

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estimates of the staff are desired. The payment will be met from the sanctioned grant for the year 2013-14.

6. After payment, the total expenditure incurred and the number of employees paid may be ascertained from all the units by Codes and consolidated figures be returned to the Budget Section of the Department of Posts. The Budget Section will forward 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 issue with the concurrence of Integrated Finance wing vide their diary No. VSB/P/90025 dated 04.12.2013.

8. Receipt of this letter may be acknowledged.


Assistant Director General (Est.)
Tel: 011-2303 0000

Copy forwarded to:-

1. LA to Secretary (Posts)
2. PPS/21 to Member P's Member (Tech) Member (Ch) Member (PL) Member (PL) Member (P) Member (P)
3. Chief General Manager, (SI) Directorate, Dist Offices
4. Chief General Manager, PL Directorate, Chandigarh Post, New Delhi, 110021
5. Add: Director General, Army Postal Service, R.R. Parnal, New Delhi-60
6. SA/PA Secretary (Postal Services Board)
7. Chief Engineer (IC), Postal Directorate
8. Director, PST-Head, Civil Lines, Delhi-54
9. Budget Section (PL) Wing STT Section, Department of Posts
10. All other sections of Dist Offices
11. All recognized (Postal) (Social Assistants) Personnel
12. Guard File


Asst. Accounts Officer (PA)
Tel: 011-2303 0000

copy to: All C.W.C. Members

All Divisional Branches

*1/11/14
G/A/2014/24*