

**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Jt. Administrative Building, Block- HC-7, Sector-III**  
**Kolkata-700106.**

No. 1413 /PRD-40025/1/2018-BUDGET SEC.

Date: 24.03.2025

**ORDER**

**Sub : Grant of Ad-hoc Bonus to the employees of three tiers PR Bodies**

The undersigned is directed by order of the Governor to say that the employees of Zilla Parishads, Siliguri Mahakuma Parishad, Panchayat Samitis and Gram Panchayats including Gram Panchayat Karmees and the employees of the DRDC of ZP/SMP/GTA who are not covered by any of the productivity linked bonus Scheme and whose revised emoluments did not exceed Rs. 44,000/- per month as on 31st March, 2025 will be entitled to ad-hoc bonus for the accounting year 2024-2025 at the rate of Rs. 6,800/- per head. The upper eligibility ceiling of Rs. 44,000/- per month as on 31.03.2025 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.

2. The benefit will be admissible subject to the following terms and conditions:-
  - i) The ad-hoc bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2025. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay & Allowances) Rules, 2019 for the employees of Panchayat Bodies, the terms 'revised emoluments' in this order will mean and include Pay Matrix in the revised pay structure, Dearness Allowances and includes the non-practicing allowance, if any, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowance etc.  
For those who are drawing pay and allowances in the unrevised pay structure under WBS (ROPA) Rules 2009 the term 'emoluments' in this order will mean and include basic pay (pay in the Pay Band plus Grade Pay), dearness allowance, deputation (duty) allowance and Steno Allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, etc.  
For those who are drawing remuneration on contract basis, the term 'revised emolument' will mean the consolidated contract pay drawn by them.
  - ii) The employees whose revised emoluments on 31.03.2025 exceeded Rs. 44,000/- p.m. but during the year 2024-2025 their emoluments at least for six months were less than Rs. 44,000/- p.m., i.e. the said emoluments exceeded the eligibility ceiling of Rs. 44,000/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs. 44,000/- for at least six months, will be entitled to ad-hoc bonus of Rs. 6,800/- per head under this order.
  - iii) The employees who were in service on 31.03.2025 and rendered at least six months' continuous service during the year 2024-2025 will be eligible for payment of ad-hoc bonus under this order.  
Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.
  - iv) The amount of ad-hoc bonus on pro-rata payment as admissible under para 2(iii) above, will have to be calculated according to the following formula:-

Emoluments as on 31.03.2025 X Eligibility period in number of months

12

= The amount of ad-hoc bonus, subject to a maximum of Rs. 6,800/- only.

- v) The casual workers of ZillaParishad, SiliguriMahakumaParishad Panchayat Samitis, Gram Panchayats and the employees of the DRDC of ZP/SMP/GTA who have put in work at least for 120 days and the employees on consolidated pay in the year 2024-2025 will also be entitled to ad-hoc bonus under this order according to the following formula:-

Total amount of salary / wages earned in 2024-2025

12

= The amount of ad-hoc bonus, subject to maximum amount of Rs.6,800/- only.

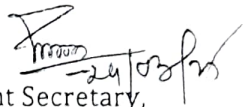
The salary / wages in these cases should have the same meaning as 'revised emoluments' as defined in para 2(i) above.

3. The disbursement of Ad-hoc Bonus sanctioned herein above should be made in case of Muslim State Government employees before the festival Id-Ul-Fitre and in case of other State Government employees (other than Muslim State Government employees) such disbursement should be made between 15<sup>th</sup> September, 2025 to 19<sup>th</sup> September, 2025.  
In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-Fitre.
4. All payments under this order will be rounded off to the nearest rupees.
5. (a) The expenditure for payment of ad-hoc bonus to the ZillaParishad employees will be met from the provision under the head Administrative Expenditure "2515-Other Rural Development Programmes—00-101 -Panchayati Raj-00-012-grants-in-aid/Contributions to the ZillaParishads-Contribution towards salaries of the employees of Zilla Parishads[PN]-V-36 -Grants-in-aid-Salaries-00" in the current year's budget.
- (b) The expenditure for payment of ad-hoc bonus to the Panchayat Samiti employees will be met out of provision under the head Administrative Expenditure "2515-Other Rural Development Programmes-00-101-Panchayati Raj-00-010-Grants-in-aid/Contributions to Panchayat Samitis-Contribution towards salaries of the employees of Panchayat Samities-[PN]-V-36- Grants-in-aid-Salaries-00" in the current year's budget.
- (c) The expenditure for payment of ad-hoc bonus to the Gram Panchayat employees / Gram Panchayats Karmees will be met out of provision under the head Administrative Expenditure "2515-Other Rural Development Programmes-00-101-Panchayati Raj-00-004-Contribution towards salaries of Employees of Gram Panchayats [PN]-V-36 -Grants-in-aid-Salaries-00" in the current year's budget.
- (d) The expenditure for payment of ad-hoc bonus to the employees of the DRD Cells of ZillaParishads / MahakumaParishads/ GTA will be met from the provisions for salaries of the said employees received in the designated bank accounts by the respective ZillaParishad/ MahakumaParishad / GTA from the State Government as well as the Government of India in the current financial year.
- 6 Employees appointed on contractual basis under Panchayat Raj Bodies establishment are eligible for Ad-hoc Bonus for the year 2024-2025 subject to fulfilment of conditions as laid down in para 1, 2, 3 & 4.
7. This order issues in accordance with the Finance (Audit) Department Memo No: 1023-F(P<sub>2</sub>) dated 18.03.2025.

Sd/-  
Joint Secretary  
to the Government of West Bengal

Copy forwarded for information to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata-700001
2. The Principal Accountant General (Audit), West Bengal, Treasury Building, Kolkata-700001
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex MSO Building, DF- Block, Salt Lake, Kolkata -700064.
- ✓ 4. The Examiner of Local Accounts, West Bengal, CGO Complex MSO Building, DF-Block Salt Lake, Kolkata-700064.
5. The Finance Department (Group-N) of this Government.
6. The Finance Department (Group-R) of this Government.
7. The Finance Department (Group-P) of this Government.
8. The Director of Treasuries & Accounts. West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata — 700 001.
9. F.A. of P&RD Department.
10. Computer Cell of this Department for uploading this G.O.

  
Joint Secretary,  
to the Government of West Bengal

Copy forwarded for information to:-

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2. The Executive Officer, \_\_\_\_\_ Zilla / Mahakuma Parishad,  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_ (all)
3. The Secretary, \_\_\_\_\_ Zilla / Mahakuma Parishad,  
P.O. \_\_\_\_\_, Dist \_\_\_\_\_ (all)
4. The District Panchayat & Rural Development Officer,  
\_\_\_\_\_  
Spare copies are enclosed for distribution among the S.D.O.s, B.D.O.s & T.O.s (all)
5. The Sub-Divisional Officer \_\_\_\_\_ (all)
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P.O. \_\_\_\_\_ Dist \_\_\_\_\_
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Joint Secretary,  
to the Government of West Bengal