

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण

(खाद्य सुरक्षा और मानक अधिनियम, 2006 के तहत स्थापित एक वैधानिक प्राधिकरण)

(मानव संसाधन विभाग)

एफडीए भवन, कोटला रोड, नई दिल्ली - 110 002

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संपर्क संख्या : 011 2323 1679

Date : 24 March 2022

कार्यालय ज्ञापन

विषय : वर्ष 2020-21 के लिए FSSAI कर्मचारियों(नियमित / प्रतिनियुक्त) को गैर-उत्पादकता से जुड़े बोनस (तदर्थ बोनस) का भुगतान।

अधोहस्ताक्षरी को व्यय विभाग, वित्त मंत्रालय के कार्यालय ज्ञापन संख्या 7/24/2007/ई III (ए) दिनांक 18 अक्टूबर, 2021 को संदर्भित करने और सक्षम प्राधिकारी के अनुमोदन से यह अवगत कराने का निर्देश दिया गया है की वेतन स्तर - 7 और उसके नीचे (केंद्रीय खाद्य सुरक्षा अधिकारी को छोड़कर) काम कर रहे एफएसएसएआई कर्मचारियों (नियमित / प्रतिनियुक्त) को वर्ष 2020-21 के लिए वित्त मंत्रालय के कार्यालय ज्ञापन संख्या 7/24/2007/ई III (ए) दिनांक 18 अक्टूबर, 2021 के नियम के अनुसार गैर-उत्पादकता से जुड़े बोनस(तदर्थ बोनस) का लाभ दिया जाता है।

The undersigned is directed to refer Department of Expenditure, Ministry of Finance Office Memorandum No. 7/24/2007/E III(A) dated 18th October, 2021 and convey the approval of the Competent Authority for extending benefits of Non-Productivity Linked Bonus (ad-hoc bonus) to FSSAI employees(Regular/Deputation) for the year 2020-21 working upto the Pay Level-7 and below except Central Food Safety Officer in terms of Department of Expenditure, Ministry of Finance Office Memorandum No. 7/24/2007/E III(A) dated 18th October, 2021 .

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with approval of the Competent Authority.

Digitally Signed by
Dhananjay Kumar Mehta
Date: 24-03-2022 11:48:29
Reason: Approved

(धनंजय कुमार मेहता)
प्रशासनिक अधिकारी(मानव संसाधन)

प्रतिलिपि :-

क. आहरण एवं संवितरण अधिकारी, एफएसएसएआई मुख्यालय : आवश्यक कार्रवाई के लिए

ख. सभी कार्यकारी निदेशक/सलाहकार/निदेशक/मंडल प्रमुख, एफएसएसएआई मुख्यालय

ग. निदेशक(क्षेत्र/एनएफएल) : आवश्यक कार्रवाई के लिए

घ. मुख्य तकनीकी अधिकारी, एफएसएसएआई मुख्यालय : आवश्यक कार्रवाई के लिए

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

North Block, New Delhi,
Dated: 18th October, 2021

OFFICE MEMORANDUM

Subject: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2020-21.

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 2020-21 to the Central Government employees in Group 'C' 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 31.3.2021 and have rendered at least six months of continuous service during the year 2020-21 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/-).

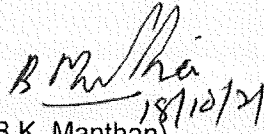
(iii) The casual labour who have worked in offices following a 6 days week for at least 240 days for each year for 3 years or more (206 days in each year for 3 years or more in the case of offices observing 5 day week), will be eligible for this Non-PLB (Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus) payable will be (Rs. $1200 \times 30 / 30.4$ 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) Various points regarding regulation of Ad-hoc / Non- PLB Bonus are given in the Annexure.

B. M. Rao
18/10/21

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 as mandated under Article 148(5) of the Constitution of India.


(B.K. Manthan)
Deputy Secretary

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.

ANNEXURE to O.M. No. 7/24/2007-E-III(A) dated 18/10/2021

Point	Clarification
1. Whether the employees in the following categories are eligible for the benefit of ad-hoc bonus for an accounting year	Subject to completion of minimum six months continuous service and being in service as on 31 st March, 2021.
(a) Employees appointed on purely temporary ad-hoc basis.	(a) Yes, if there is no break in service.
(b) Employees who resigned, retired from service or expired before 31 st March, 2021.	(b) As a special case only those persons who superannuated or retired on invalidation on medical grounds or died before 31 st March, 2021 but after completing at least six months regular service during the year will be eligible for the ad-hoc bonus on pro rata basis in terms of nearest number of months of service.
(c) Employees on deputation/foreign service terms to state governments, U.T.Governments, Public Sector Undertakings, etc., on 31 st March, 2021.	(c) Such employees are not eligible for the ad-hoc bonus to be paid by the lending departments. In such cases the liability to pay ad-hoc bonus lies with the borrowing organization depending upon the ad-hoc bonus/PLB/ex-gratia/incentive payment scheme, if any, in force in the borrowing organization.
(d) Employees who reverted during accounting year from deputation on foreign service with the organizations indicated in 'C' above.	(d) The total amount of bonus/ex-gratia received for the accounting year from foreign employer and the ad-hoc bonus, if any, due from a central government office for the period after reversion will be restricted to the amount due under ad-hoc bonus as per these orders.
(e) Employees from state Government/U.T. Admn./Public Sector Undertakings on reverse deputation with the Central Government.	(e) Yes, they are eligible for ad-hoc bonus to be paid by the borrowing departments in terms of these orders provided no additional incentive as part of terms of deputation, other than Deputation Allowance, is paid and the lending authorities have no objection.
(f) Superannuated employees who were re-employed.	(f) Re-employment being fresh employment, eligibility period is to be worked out separately for re-employment period; the total amount admissible, if any, for prior to superannuation and that for re-employment period being restricted to the maximum admissible under ad-hoc bonus under these orders.

B. M. K.
18/10/21

<p>(g) Employees on half-Pay leave/E.O.L./Leave not due/study leave at any time during the accounting year.</p>	<p>(g) Except in the case of leave without pay the period of leave of other kinds will be included for the purpose of working out eligibility period. The period of E.O.L./dies non will be excluded from eligibility period but will not count as break in service for the purpose of ad-hoc bonus.</p>
<p>(h) Employees under suspension at any time during the accounting year.</p>	<p>(h) Subsistence allowance given to an employee under suspension for a period in the accounting year cannot be treated as emoluments. Such an employee becomes eligible for the benefit of ad-hoc bonus if and when reinstated with benefit of emoluments for the period of suspension, and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.</p>
<p>(i) Employees transferred from one Ministry./Department/Office covered by ad-hoc bonus orders to another within the Government of India or a Union Territory Government covered by ad-hoc bonus orders and vice versa.</p>	<p>(i) Employees who are transferred from any of the Ministry/Department/Office covered by ad-hoc bonus orders to another such office without break in service will be eligible on the basis of combined period of service in the different organizations. Those who are nominated on the basis of a limited departmental or open competitive exam from one organization to a different organization will also be eligible for the ad-hoc bonus. The payment will be made only by the organization where he was employed as on 31st March, 2021 and no adjustments with the previous employer will be necessary.</p>
<p>(j) Employees who are transferred from a Government Department/Organization covered by ad-hoc bonus orders to a Government Department/Organization covered by productivity – Linked Bonus scheme or vice versa.</p>	<p>(j) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered department for the entire year less the amount due as productivity-linked bonus. The amount so calculated may be paid by Department where he was working on 31st March, 2021 and/or at the time of payment.</p>
<p>(k) Part-time employees engaged on nominal fixed payment</p>	<p>(k) Not eligible.</p>

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18/10/21

2. Whether ad-hoc bonus is payable to casual labour for an accounting year in the following cases:-

(a) Those who have put in specified number of days of work in different offices during each of the three years ending with the said accounting year.

(b) Casual labour who were not in work on 31st March, 2021.

(c) Those who have put in at least specified number of days of work in each of two years preceding the accounting year but are short of this limit due to regularization in employment in the said accounting year.

a) The eligibility is to be worked out for three years from the said accounting year backwards. The period of 240 days of work in each of these years may be arrived at by combining the number of days worked in more than one offices of the government of India, for which bonus, ex-gratia or incentive payment has not been earned and received.

b) The condition of being in employment on 31st March, 2021 as laid down in these orders is applicable to regular Government Employees and not to casual labour.

(c) If a casual labour, who has been regularized in the accounting year does not fulfill the minimum continuous service of six months as on 31st March, 2021 and therefore, cannot be granted benefit as a regular employee, he may be allowed the benefit as for a casual labour provided the period of regular service in the said year if added to the period of work as casual labour works out to at least specified number of days in that accounting year.

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