

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.

4<sup>th</sup> 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.

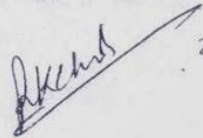
2.5 Those Employees who have resigned, retired, left service or proceeded on deputation within the Department of Posts or those who have proceeded on deputation outside the Department of Posts on or after 1.4.2012 will also be entitled to Bonus. In case of all such employees, the Bonus admissible will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