

**DELHI TRANSPORT CORPORATION**  
**(GOVT. OF NCT OF DELHI)**  
**I.P, ESTATE: NEW DELHI**

No Admn-I(81)/2019//60

Dated: /6/10/2019

**Subject- Payment of Non-productive linked Bonus / (ad-hoc Bonus/ ex-gratia) for the year 2018-19.**

It is notified for the information and necessary action by all concerned that immediate steps will be initiated to have the bonus bill prepared in respect of the eligible employees in Group 'C' and 'D' and all non-gazetted employees in Group 'B' on the roll of the respective units whose salary was charged for the month September'2019 for the purpose of payment of bonus for the year 2018-19 including those who are in deputation in this Corporation w.e.f. 01.04.2018 under the payment of Bonus Act 1965 as amended up to date. The summary containing the amount of bonus payable to the employees be prepared and forward in excel file/pen drive to the pay roll Computer Section (BBM) latest by 18.10.2019. The unit officer may ensure that the bonus has been charged in respect of only those employees who are eligible for the same for the year 2018-2019. The ex-gratia will be calculated on actual basic pay and dearness allowance in each case with the ceiling, limit of Rs.7000/- for coverage ipso-facto operating as the ceiling limit for the purpose. It is however made clear that the adhoc bonus /ex-gratia shall be paid without any eligibility wage ceiling to the eligible employees in group "C" & "D" and all non gazetted employees in group "B" (except part time employees) as per Govt. of India decision issued vide O.M.No.14(1)-E-Coord.I/97 dated 03.10.1997 .

It is notified for information and necessary action by all concerned that the ex gratia bills will be prepared in normal course without payment of any overtime allowance. The ex- gratia bills in respect of the eligible ex-employee for the accounting year 2018-2019 will also be prepared simultaneously and sent to the Accounts Department (HQ,) for releasing the payment According to the Payment of Bonus Act, 1965 as amended, the Bonus is payable on the following basic principles:

## **1 Definition of the employee:**

"Employee means any person (other than an apprentice) employed on a salary or wage in any industry to do any skilled or unskilled manual, supervisory managerial, administrative, technical or clerical work on hire or reward, where the terms of employment exposed or implied.

## **2. Salary of wage:**

Salary of wages' means all remuneration (other than remuneration in respect of overtime work) capable of being expressed in terms of money, which would, if the term; of employment expressed or implied, were fulfilled by payable to an employee in respect of his employment or of work done in such employment and included dearness allowance (that is to say. all cash payment by whatever named called, paid to an employee on account of rise in the cost of living), but does not include.

- i) Another allowance which the employee is for time being entitled to
- ii) The values of any house accommodation or of supply of light, water, medical attendance other amenity or of any service of any concessional supply of food- grains or other articles.
- iii) Any travelling concession.
- iv) Any Bonus (including incentive, production & attending Bonus).
- v) Any contribution paid or payable by the employer to any pension fund or provident fund or for the benefit of the employee under any law for the time being in force.
- vi) Any retrenchment compensation or any gratuity or other retirement payable to the employee or any bonus payment to him.
- vii) Any commission payable to the employee.

Explanation where an employee is in lieu of the whole or part of the salary or wages payable to him, free food allowance or free food by his employer. Such food allowance or the value of such food shall for the purpose of this clause be deemed to form part of salary or wage of such employee



### **3. Eligibility of Bonus:**

Every employee shall be entitled to be paid by his employer in an accounting year, bonus in accordance with the provision of the payment of Bonus Act, 1965 as amended 'provided he has worked in the establishment for not less than thirty working days in that year.

### **Disqualification for Bonus:**

Notwithstanding anything contained in the payment of Bonus Act, 1965 as amended, an employee shall be disqualified from receiving Bonus under this Act, if he is dismissed from service for.

- a) Fraud or
- b) Riotous or violent behavior while on the premises of the establishment: or
- c) Theft misappropriation or sabotage of any property of the establishment.

### **Amount of Bonus:**

Subject to the other provision of the payment of Bonus Act, 1965, amended, every employer shall be bound to pay to every employee a minimum bonus which shall be 8.33% of the salary or wages earned by the employee during the accounting year or one hundred rupees, whichever is higher, whether or not the employer has any allocate surplus in the accounting year.

Provided that where an employee has not completed fifteen year of age at the beginning of the account year, the provision of the subsection shall have effect in relation to such employee as if for the words on hundred rupees the word sixty rupee" were substituted.

### **Proportionate deduction in bonus in certain cases:**

"Where an employee has not worked for all working lays in any accounting year, the minimum bonus one hundred rupees, or as the case may be, or sixty rupees, if such bonus 5 higher than 8.33% of his salary or the wage

for the days he has worked in that accounting year, shall be proportionately reduced".

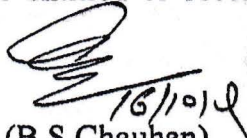
**Computation of number of working days:**

For the purpose of Para 6 above, employee shall be deemed to have worked in an establishment any accounting year also on the days on which

- a) He has been laid off under an agreement or as permitted by standing orders under the Industrial Employment (Standing Orders) Act, 1946 (20) of 1946 or under the other law applicable to the establishment.
- b) He has been on leave with salary or wage.
- c) He has been absent due to temporary disablement caused by accident arising out in the course of this employment; and
- d) The employee has been on maternity leave with salary or was, during the accounting Year.

**8. Deduction of certain amount from Bonus:**

Where in an accounting year, an employee, is found guilty of misconduct causing financial loss to the employer then it shall be lawful for the employer to deduct the amount of loss from amount of bonus payable by him to the employee under the Payment of Bonus 1965, as amended in respect of that accounting year only and the employee shall be entitled to receive the balance, if any.

  
(B.S. Chauhan)  
Sr. Manager (Admn.)

**All Drawing and Disbursing Officers.**

**Manager(Computer)BBM Complex** with a request to prepare digital bill and send it to Accounts Department latest by 21.10.2019