

**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud,  
Thiruvananthapuram-14**

**PROCEEDINGS**

IHRD – Payment of adhoc bonus and special festival allowance 2011-2012 to State Government employees – Government order extended to IHRD employees - Orders issued.

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*No.EB3/10262/2012/IHRD (1)      Dated, Thiruvananthapuram, 18<sup>th</sup> August 2012*

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**Read:** *G.O (P) No.461/2012/Fin dated 17.08.2012.*

**ORDER**

Government have issued orders for payment of adhoc bonus and special festival allowance 2011-2012 to State Government employees as per order read above.

The decision taken by Government for the payment of adhoc bonus and special festival allowance for the State Government employees as ordered in the Government order is extended to IHRD employees on the same terms and conditions subject to ratification of Executive Committee of IHRD.

The Data Entry Operator Trainees on stipend, Part-time Sweepers/Sanitary workers and Security Guards engaged on daily wages under IHRD are treated on par with Part-time contingent employees mentioned in the Government Order for the payment of special festival allowance @ Rs.830/-. All employees including teaching faculties on daily wages and consolidated pay basis will be paid special festival allowance @ Rs.830/-. For the guest faculties who have worked in IHRD institutions engaged on hourly remuneration basis, only those who have worked at least 200 hours during the financial year 2011-2012 are eligible for special festival allowance. In case of retired hands engaged on contract basis, festival allowances will be released only on production of Non Payment Certificate from the treasury concerned with the release of pension benefits due to the incumbent

Adhoc bonus and special festival allowance for 2011-2012 will be disbursed from 23.08.2012 as ordered in Government Order read above.

*Sd/-*  
*Sayeed Rashid. I. Po. S*  
**DIRECTOR**

**To**

- 1) *All Head of Institutions (along with copy of Government Order)*
- 2) *All Additional Directors*
- 3) *Finance Officer*
- 4) *Administrative Officer*
- 5) *All Section Heads in IHRD Headquarters*
- 6) *Finance (B) Section*
- 7) *S.F*
- 8) *O.C*

*Forwarded / By Order*

*Head Clerk*

*A. 18. 8.12*



GOVERNMENT OF KERALA  
Abstract

**AD HOC BONUS AND SPECIAL FESTIVAL ALLOWANCE 2011-2012 TO STATE GOVERNMENT EMPLOYEES AND PENSIONERS - SANCTIONED - ORDERS ISSUED.**

**FINANCE (LOANS) DEPARTMENT**

**G.O. (P) No.461/2012/Fin. Dated, Thiruvananthapuram, 17.08.2012**

Read: - 1. G.O.(P)No.370/2011/Fin., dated 27.08.2011.  
2. G.O.(P)No.372/2011/Fin., dated 27.08.2011.  
3. G.O.(P)No.378/2011/Fin., dated 02.09.2011.

**ORDER**

Government are pleased to sanction Ad hoc Bonus/Special Festival Allowance to the State Government Employees, Employees of Aided Educational Institutions, Full-time Contingent Employees and other categories of Staff subject to the conditions specified in this order.

**Ad hoc Bonus**

2. All State Government employees (including Personal Staff of Ministers, Speaker, Deputy Speaker, Leader of the Opposition and Chief Whip), All India Service Officers working in connection with the affairs of the State, Employees of the Aided Educational Institutions, Staff of the Local Bodies and employees of Panchayat Raj Institutions etc. drawing total emoluments up to and including **Rs.14,500/-** in the pre-revised and revised scale of pay as on **31.03.2012** will be paid ad hoc bonus for the year 2011-2012 at the rate of one month's emoluments for **March 2012** before the ensuing Onam Festival subject to the following conditions.
  - (i) The total emoluments of the employees should not exceed **Rs.14,500/-** in the pre-revised and revised scale of pay as on **31.03.2012**.
  - (ii) For those drawing emoluments of more than **Rs.3,200/-** per month and not exceeding **Rs. 14,500/-** per month, the Adhoc bonus will be calculated as if the emoluments were **Rs.3,200/-** per month. In the case of those who have opted to come over to the revised scales of pay on or before **31.03.2012**, the term "emoluments" will mean and include Basic Pay, Personal Pay, Special Pay, Special Allowance, Personal Allowance, and Dearness Allowance at **38%** of the basic pay in the revised scale, but will not include House Rent Allowance and other Compensatory Allowances. In the case of those who remain in the pre-revised scale the term "emoluments" will mean and include Basic Pay, Personal Pay, Special Pay, Special Allowance, Personal Allowance, and Dearness Allowance at **130%** of the basic pay in the pre-revised scale, but will not include House Rent Allowance and other Compensatory Allowances. The rate of Dearness Allowance for the purpose of this order will be that sanctioned vide

**GO(P)No.323/2012/Fin dated 04.06.2012.** The personal allowance sanctioned to protect drop in Dearness Allowance in Special Pay will also be reckoned as emoluments for computing Ad hoc bonus. In the case of employees who were on leave without allowance, half pay leave, study leave or leave not due during the month of **March 2012**, their Ad hoc bonus will be calculated based on the emoluments last drawn by them before proceeding on leave.

3. The Ad hoc bonus will be admissible to such employees who were in service on 31-3-2012 and have at least 6 months continuous service during the financial year 2011-2012. Those who have retired or even relieved from service on or before 31-3-2012 and had put in 6 months continuous service during the financial year 2011-2012 will also be eligible for Ad hoc Bonus/Special Festival Allowance as the case may be.
4. The following categories will also be eligible to receive Ad hoc bonus:
  - (a) The NMR and permanent workers/labourers and seasonal workers of all departments including those working in Agricultural farms, Seed farms, Regional Workshop etc. (for calculation of Ad hoc bonus variable dearness allowance will also be taken into account in the case of employees drawing variable dearness allowance).
  - (b) The employees of Government Presses will be given option either to draw bonus as admissible to other Government employees as per these orders or the performance allowance (including ex-gratia allowance if any) payable to industrial workers as usual. No revision of options will be allowed if the employee exercises any one of the above options.
  - (c) The provisional employees who got regular appointments through the P.S.C. without break, provided they were in service on 31-3-2012 and have at least 6 months continuous service during the financial year 2011-2012.
  - (d) Teachers who were in aided school service and got regular appointments in Government Schools through the P.S.C without break, provided they were in service on 31-3-2012 and have at least 6 months continuous service during the financial year 2011-12.
  - (e) Part-time Teachers of Education Department who are drawing pay in a scale of pay.
  - (f) Regular employees who were under suspension during the whole, or part of the year 2011-2012 will be eligible for Ad hoc Bonus/ Special Festival Allowance provided they have been reinstated in service on or before the date of issue of this order and the period of suspension is treated as duty or eligible leave and have drawn full salary for that period.
  - (g) Government employees who are working in Corporations/Public Sector Undertakings or Boards on deputation basis provided they are otherwise eligible for Ad hoc bonus. Ad hoc bonus will be paid to them at the rate admissible to them had they continued in the parent Department.
  - (h) Part Time Contingent employees including those working in aided educational institutions.

#### **Special Festival Allowance**

5. The following categories of employees who are not eligible to draw bonus will be paid Special Festival Allowance @ **Rs.2,000/-**
  - (i) Those employees drawing total emoluments above **Rs. 14,500/-** in the pre revised and revised scale of pay per month as on **31-3-2012** and who are not eligible to draw Ad hoc bonus in terms of Para 2 to 4 above.

- (ii) All regular/temporary employees including personal staff of Ministers, Speaker, Deputy Speaker, Leader of the Opposition and Chief Whip and who joined service after **1-10-2011** and who are in service on the date of issue of this order and all regular P.S.C. hands who joined duty before fourth Onam of **2012**.
- (iii) Teachers deputed for training from Aided/Government Schools who are eligible for Onam Advance under Article 250 of the Kerala Financial Code Volume. I
- (iv) Re-employed pensioners
- (v) Employees on contract appointments.
- (vi) Provisional hands recruited through Employment Exchange who are in service on the day before the First Onam (**28.08.2012**) but whose services are not terminated before the Fourth Onam (**31.08.2012**) irrespective of their length of service.
- (vii) All the teaching and non-teaching staff of Aided Anglo-Indian Schools which have not been brought under the direct payment system.
- (viii) Staff of the Shri Chitra Home.
- (ix) Honorary Physicians of Government Ayurveda Colleges.
- (x) Honorary Sisters in Government Hospitals.
- (xi) Chainmen of the Revenue Department on daily wages.
- (xii) Permanent labourers in Government Departments.
- (xiii) Full-time contingent employees in Government Department, Local Bodies and the contract employees of Kerala House, New Delhi. Those who have put in 6 months continuous service on **31-3-2012** will have option to claim either Ad hoc Bonus or Special Festival Allowance.
- (xiv) Editor and Reporters of Indian Law Reports (Kerala Series)
- (xv) Government Pleaders and Additional Government Pleaders.

6. The following categories of staff will be paid Special Festival Allowance @ **Rs.830/**

- i. Pollination workers who are in the list of Agriculture Department and the workers under the scheme of spraying to control leaf rot disease of coconut palms implemented through Panchayat/Municipalities/Corporations who are on the rolls of Agriculture Department and are now employed by Local Bodies under instructions from the Agriculture Department.
- ii. Cattle improvement assistants in the Dairy Development Department.
- iii. Public Counsel
- iv. Life Guards of Tourism Department who are on daily wages.
- v. Family Planning Voluntary Workers who have worked at least 30 days during the period from the last Onam holidays to the ensuing Onam holidays and Part time contingent employees on daily wages recruited from the category of Family Planning Voluntary Promoters of Trained Dais.
- vi. 'Scheduled Tribes Promoters' (ST Promoters) working in the Scheduled Tribes Development Department and Scheduled Caste Promoters (SC Promoters) working in the Scheduled Caste Development Department.
- vii. Employees on daily wages who are in service before the first Onam (ie **28.08.2012**) and whose services are not terminated before the fourth Onam (ie **31.08.2012**).
- viii. Home Guards of the Home Department on daily wage basis.
- ix. Persons acting as substitutes in the place of regular employees in Government Departments, Farms and Local Bodies and the Casual Labourers/C.L.R. Workers including those in Irrigation Department/H.R. Workers of Irrigation Department provided they have put in 30 days during the last one year beginning from the last Onam holidays to the ensuing Onam

holidays. However, those who have put in a minimum of 200 days work during the period will be eligible for 30 days wages as Ad hoc Bonus and those who have put in less than 200 days work but more than 30 days work shall be eligible for Adhoc bonus proportionate to the days worked by them subject to a minimum of **Rs.830/-**. In the case of Casual Workers, CLR Workers and H R Workers who have been regularized in services, the period of eligibility as indicated above will also include the period of their service before regularization. However the maximum admissible Adhoc Bonus is **Rs. 3,200/-**.

- x. Non regularized CLR and HR workers who have put in a minimum of 30 days works in between the last Onam holiday and ensuing Onam holiday.
- xi. The Volunteers of Attappady Hill Area Development Society.
- xii. Guest Lecturers/Instructors in Educational Institutions who have worked at least 200 hours during the financial year 2011-12.
- xiii. The patient employees of the Leprosy Hospitals.

7. The following categories of employees will be paid Special Festival Allowance at the rates noted against each:

<u>Category</u>	<u>Amount ( Rs.)</u>
(i) School Counsellors	770
(ii) ASHA workers	720
(iii) The Anganwadi/Balawadi teachers, workers under the Social Welfare Department, Rural Development Department Scheduled caste Development Department and Scheduled Tribe Development Department	720
(iv) Anganawadi/Balawadi/Helpers and Ayahs	720
(v) The Conveners of Balawadi/Anganwadi and Feeding Conveners of the upgraded regular feeding centers of the Rural Development Department	610
(vi) Sweepers on consolidated remuneration	610
(vii) The Kashaya Servants of Ayurveda Dispensaries	500

**Pensioners:**

- 8. (i) Service pensioners who are not eligible for Bonus or Festival Allowance as indicated in Para 3 and 5 above will be paid a Special Festival Allowance of **Rs.610/-**.
- (ii) Pro-rata pensioners will be paid Special Festival Allowance of **Rs.550/-**
- (iii) Family Pensioners will be paid Special Festival Allowance of **Rs.500/-**
- (iv) Ex-gratia Pensioners will be paid Special Festival Allowance of **Rs.500/-**
- (v) Personal Staff Pensioners will be paid Special Festival Allowance of **Rs.500/-**
- (vi) Part time contingent Pensioner will be paid Special Festival Allowance of **Rs.500/-**.
- (vii) Retired Leprosy patient employees will be paid Special Festival Allowance of **Rs.500/-**
- (viii) Part time contingent family pensioners will be paid Special Festival Allowance of **Rs.440/-**

(ix) Compassionate Allowance pensioners will be paid Special Festival Allowance of **Rs.440/-**

Note: - The Special Festival Allowance under any one of the above schemes alone will be paid, if a pensioner comes within the purview of Para (I) to (ix) above. Similarly, a serving employee who is in receipt of Ad hoc bonus or Special Festival Allowance will not be eligible for Special Festival Allowance under item 8 (i) above.

9. The Categories of employees mentioned below will not be eligible to receive Ad hoc bonus/Special Festival Allowance:

(i) Those who are eligible for bonus, ex-gratia or such other payments in lieu of ad hoc bonus.

(ii) Those who were on leave without allowance, as on 31<sup>st</sup> March 2012 to take up employment abroad or within India or to join their spouses in India or abroad.

10. The Ad hoc bonus/special festival allowance will be drawn before 31-3-2013. The expenditure will be debited to the head of account from which the pay and allowances/wages/pension of the individual concerned is drawn. In the case of employees of Local Bodies, the expenditure on account of the payment of Ad hoc bonus/Special Festival Allowance will be met from the funds of the respective Local Bodies.

11. In the case of employees who are on deputation/foreign service as on 31-3-2012 and if their service in the parent department was more than six months during the year 2011-2012 the adhoc bonus/special festival allowance admissible will be drawn and disbursed by the parent department.

12. Self drawing officers may draw the Ad hoc bonus/Special Festival Allowance without authorization from the Accountant General provided for in Note 2 under Rule 165(d) of the Kerala Treasury Code Volume I.

13. Payment of Ad hoc bonus/Special Festival Allowance for 2011-12 in the case of employees and Pensioners will be made with effect from **23.08.2012**.

(BY ORDER OF THE GOVERNOR)

L.S. PADMAKUMAR,  
ADDITIONAL SECRETARY (FINANCE)

To

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.

The Accountant General (A&E) Kerala, Thiruvananthapuram.

All Heads of Departments and Officers.

All Departments (All Sections) of the Secretariat.

The Secretary, Kerala Public Service Commission (with C.L.)

The Registrar, University of Kerala/Cochin/Calicut/Kannur (with C.L.)

The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)

The Registrar, Kerala Agriculture University, Thrissur. (with C.L.)

The Registrar, Sanskrit University, Kalady, Ernakulam. (with C.L.)

The Secretary, Kerala State Electricity Board (with C.L.)

The Managing Director, Kerala State Road Transport Corporation.(with C.L.)

The Registrar. High Court of Kerala, Ernakulam. (With C.L.)

All Principal Secretaries/Secretaries/Special Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries and Under Secretaries to Government.

The Secretary to Governor

The Private Secretaries, Chief Minister and Other Ministers.

The Private Secretaries to Speaker, Deputy Speaker.

The Private Secretary to Leader of Opposition and Government Chief Whip.

The Director of Public Relations, Thiruvananthapuram

The Additional Secretary to the Chief Secretary.

The Reserve Bank of India, Government and Bank Accounts (NB Section), Bandra (E), Bombay (250 copies)

Head Offices of all Nationalized Banks (250 copies)

The Chief Manager, Finance and Accounts, State Bank of Travancore, Thiruvananthapuram

The Regional Manager, Union Bank of India, Thiruvananthapuram/Ernakulam.

The Regional Manager, Union Bank of India, Ernakulam.

The Assistant Divisional Manager, Central Bank of India, TVPM.

Senior Manager, Canara Bank, Thiruvananthapuram

The Senior Manager, Circle Office (Annex), Canara Bank, Thiruvananthapuram

The Chief Regional Manager, State Bank of India, Thiruvananthapuram

The Divisional Manager, Syndicate Bank, Thiruvananthapuram

The Regional Manager Indian Bank, Thiruvananthapuram.

The Regional Manager, Indian Overseas Bank, Thiruvananthapuram.

The Regional Manager, Vijaya Bank, Thiruvananthapuram.

The Director of Treasuries, Kerala, Thiruvananthapuram.

The District Treasuries/Sub Treasuries,

The Accountant General (A&E), Tamil Nadu, Chennai.

The Accountant General (A&E), Andhra Pradesh, Hyderabad.

The Accountant General (A&E), Karnataka, Bangalore

The Accountant General (A&E), Maharashtra, Mumbai.

The Accountant General (A&E), Rajasthan, Japipur.

The Accountant General (A&E), Missoram, Iswal.

The Accountant General (A&E), Gujarat, Ahammadabad.

The Accountant General (A&E), Hariyana, Chandigarh.

The Accountant General (A&E), Jammu and Kashmir, Srinagar.

The Accountant General (A&E), Arunachal Pradesh, Itanagar.

The Accountant General (A&E), Goa. Panaji.

The Accountant General (A&E), Himachal Pradesh., Simla.

The Accountant General (A&E), Madhya Pradesh, Gwalior.

The Accountant General (A&E), Orissa, Bhubanaswar.

The Accountant General (A&E), Uttar Pradesh, Allahabad.

The Accountant General (A&E), Bihar, Patna

The Accountant General (A&E), West Bengal, Calcutta.

The Accountant General (A&E), Utharanchal, Dehradun.

The Accountant General (A&E), Assam, Dispur, Guaghati

The Accountant General (A&E), Manipur, Imphal

The Accountant General (A&E), Tripura, Agarthala.

The Accountant General (A&E), Chattisgarh, Raipur.

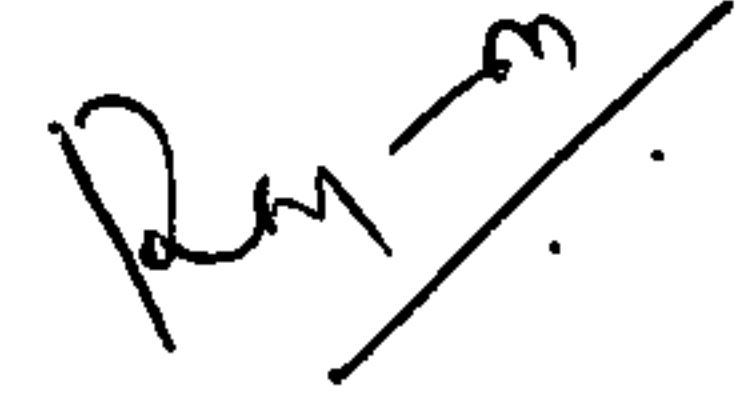
The Accountant General (A&E), Nagaland, Kohima.

The Accountant General (A&E), Sikkim, Gangtok



The Accountant General (A&E), Meghalaya, Shillong.  
The Accountant General (A&E), Jharkhand, Ranchi.  
The Principal Accounts Officer, Pondichery.  
The Principal Accounts Officer, Delhi Administration, Vikas Bhavan,  
New Delhi.  
Nodal Officer, Finance.  
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Section Officer