

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No.IIT/HMC/Bonus/2018-19
Dt. 20th Nov., 2018

Sub :Payment of Ad-hoc Bonus to HMC regular employees for the year 2017-2018

Ref : Ministry of Finance (GOI) O.M No. 7/24/2007/ (E-III (A) dated 08.10.2018

The Competent Authority has provisionally granted Non-Productivity Linked Bonus (Adhoc Bonus) equivalent to 30 days emoluments for the accounting year 2017-2018 to HMC regular employees.

The payment Ad-hoc Bonus shall be made with the following terms and conditions mentioned in the Office Memorandum of Ministry of Finance , GOI.

a) The calculation ceiling of Rs. 7000/- shall remain unchanged (where actual average emoluments exceed Rs. 7000/-) , Non-PLB (Ad-hoc Bonus) for thirty days would work out to be $Rs. 7000 \times 30 / 30.4 = Rs. 6907.89$ **(rounded off to Rs. 6908/-)**.

b) Only those employees who were in service on 31.03.2018 including the employees appointed on contract on a consolidated pay and have rendered at least **six (6) months** of continuous service during the year 2017-2018, will be eligible for payment under these orders. Pro-rata payment will be admissible to eligible employees for period of continuous service during the year from **six (6) 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).

The Ad-hoc Bonus shall be paid from the HMC fund after furnishing of the Undertaking by the individual HMC regular employee in the prescribed format enclosed. All eligible employees are requested to submit the undertaking as per prescribed format to the Chairman (HMC) within 22.11.2018.

All Warden Halls of Residence are requested to bring it to the notice of the all concerned employees.

This is issued with the approval of the Competent Authority.

Encl : Format of Undertaking


Chairman, HMC 20.11.2018

To
All Warden, Halls of Residence

Copy to : 1) Bill Group (HMC)
2) Office Order File

**HALL MANAGEMENT CENTRE
IITKHARGPUR**

UNDERTAKING

Ref. No. Office order No. IIT/HMC/Bonus/2018 dated 20.11.2018

I do hereby undertake that the HMC has reserved the right to recover in full amount of Ad-hoc Bonus for the accounting year 2017-18 paid to me in case of any order received from Competent Authority/MHRD/Government of India to this effect by the HMC.

Dated:

Signature: _____

Name: _____

Designation: _____

EC No.: _____

Hall: _____

Forwarded:

Warden/Asst. Warden _____ Hall of Residence.

To
The Chairman
Hall Management Centre
IIT Kharagpur