

UNIVERSITY OF KERALA

(Abstract)

Ad-hoc Bonus and Special Festival Allowance 2019-20 to University Employees, Teachers and Other Categories of Employees and Pensioners-Sanctioned-Orders issued

Ad A V

2548/2020/UOK

Dated: 19.08.2020

Read:-G. O(P)No. 107/2020/Fin dated 15.08.2020

ORDER

Sanction has been accorded by the Vice Chancellor in accordance with the provisions of the Government Order read above, to Ad-hoc Bonus /Special Festival Allowance being paid to the University employees including teachers and pensioners and other staff subject to the conditions specified in this order.

AD-HOC BONUS

1. All University Employees (drawing total emoluments up to and including Rs. 27, 360/- per month in the revised scale of pay and Rs. 26, 344/-per month in the pre-revised scale as on 31.03.2020)will be paid Ad hoc Bonus for the year 2019-20at the rate of Rs. 4, 000/-before the ensuing Onam Festival subject to the following conditions.

1. The total emoluments of the employees should not exceed Rs. 27, 360/-per month in the revised scale of pay and Rs. 26, 344/-per month in the pre-revised scale of pay as on 31.03.2020.
2. Those drawing total emoluments more than Rs. 4, 000/-per month and not exceeding Rs. 27, 360/-per month in the revised scale of pay and Rs. 26, 344/-per month in the pre-revised scale of pay, the Ad-hoc bonus will be calculated as if the total emoluments were Rs. 4, 000/-per month. In the case of those who have opted to come over to the revised scales of pay on or before 31.03.2020, the term "emoluments "will mean and include Basic Pay, Personal Pay, Special Pay, Special Allowance, Personal Allowance and Dearness Allowance at 20% of the basic pay in the revised scale, but will not include House Rent Allowance. The rate of Dearness Allowance for the purpose of of this order will be that sanctioned vide G. O(P)No. 44/2019/Fin dated 04.04.2019.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 (except Leave Without Allowance as per Appendix XII of KSR), half pay leave, Study leave or leave not due during the month of March 2020, their Ad Hoc Bonus will be calculated based on the emoluments last drawn by them before proceeding on leave.

2. In the case of those who have opted to remain in the Pre-revised scale the term "emoluments "shall mean and include Basic Pay, Personal Pay, Special Pay, Personal Allowance and Dearness Allowance at 121% of the basic pay in the pre-revised scale but will not include House Rent Allowance and other Compensatory allowance.

3. The Ad Hoc Bonus will be admissible to such employees who were in service on

31.03.2020 and have at least 6 months continues service during the financial year 2019-20. Those who retired or even relieved from service on or before 31.03.2020 and had put in 6 months continues service during the financial year 2019-20 will also be eligible for Ad-hoc Bonus /Special Festival Allowance as in the case may be.

4. Regular employees who were under suspension during the whole or part of the year 2019-20 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 /on duty or eligible leave and have drawn full salary for the period.

5. The following categories of employees will also be eligible to receive Ad hoc bonus.

1. The permanent workers in University Farm.
2. The employees of the University Press will be given option either to draw bonus as admissible to other University employees as per this order or the performance allowance (including ex-gratia allowance, if any) payable to industrial workers as usual. No revision of options will be allowed if any one of the above options is exercised by the employee.
3. The provisional employees appointed from select list /through employment exchange, working without break provided they were in service on 31.03.2020 and have atleast 6 months continues service during the financial year 2019-20.
4. Those working in the University on "Deputation basis" will be paid Ad hoc bonus, provided they are otherwise eligible for Ad hoc bonus.

SPECIAL FESTIVAL ALLOWANCE

6. The following categories of employees who are not eligible to draw bonus will be paid Special Festival Allowance @Rs.2, 750/-.

1. Those employees drawing total emoluments above Rs. 27,360/-per month in the revised scale of pay and Rs. 26, 344/-per month in the pre-revised scale of pay as on 31.03.2020 and who are not eligible to draw Ad hoc bonus in terms of paras 1 to 5 above.
2. All regular /temporary employees and provisional employees who joined service after Onam holidays of 2019, and who are in service in the date of issue of this order and all regular PSC hands who joined duty before fourth Onam of 2020
3. Re-employed pensioners.
4. Employees on contract appointments.
5. Provisional hands recruited through Employment Exchange who are in service on the day before the first Onam (30.08.2020) but whose service are not terminated before the fourth Onam (02.09.2020) irrespective of their length of service.
6. Honorary Medical Staff.
7. Research Fellows and Field Researchers in the ICKS.

7. The following categories of staff will be paid Special Festival Allowance @Rs.1210/-

1. The Security Guards appointed on daily wages from the Select list who are in service on the date of issue of this order.
2. Employees appointed as substitute in the place of regular employees on casual basis and who have worked continuously for 200 days or more from the period to the ensuing Onam holidays will be eligible for 30 days wages as Ad hoc Bonus, subject to the limit as per item 1 (ii) and those who have put in less than 200 days work

but more than 30 days work shall be eligible for Ad hoc Bonus proportionate to the days worked by them subject to a minimum of Rs.1,210/-.

3. Employees on daily wages who are in service before the first Onam (ie,30.08.2020)and whose service are not terminated before the fourth Onam (ie,02.09.2020).
4. The non-teaching staff in the University Teacher Education Centers and those in the District Office cum Information Centers/Taluk Office cum Information Centers appointed on casual basis and included in the currently valid list will be eligible for Rs.1210/- as Special Festival Allowance.
5. Guest Lecturers in Educational Institutions who have worked at least 200 hours during the financial year 2019-20.
6. Part-time contingent employees

8 . The following categories of Pensioners will be paid Special Festival Allowance of Rs.1000/-

1. Service pensioners who are eligible for Bonus or Festival Allowance as indicated in Para 3 and 6.
2. Family Pensioners
3. Pro-rata Pensioners
4. Pro-rata family Pensioners
5. Ex-gratia Pensioners
6. Ex-gratia Family Pensioners
7. Part-time Contingent Pensioners
8. Part-time Contingent Family Pensioners
9. Personal Staff Pensioners
10. Family Pensioners of Personal Staff
11. Compassionate Allowance Pensioners
12. Retired Leprosy Patient Employees
13. Invalid Pensioners
14. UGC Pensioners
15. UGC Family Pensioners

Note:- The Special Festival Allowance under any one of the above schemes alone will be paid, if a pensioner comes within the purview of (1) to (15) above.

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

1. Those who are eligible for bonus, ex-gratia or such other payments in lieu of Ad hoc Bonus,
2. Those who are on leave without allowance, as per Appendix 12 of KSR as on 31 st March 2020 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 31.03.2021.The expenditure will be debited to the head of account from which the pay and allowance /wages/pension of the individual concerned is drawn.

11. In the case of University employees who are in deputation /foreign service as on 31.03.2020 and if their service in the parent department was more than 6 months during the year 2019-20 the bonus/special festival allowance admissible will be drawn and disbursed

by the University subject to the non-drawal of bonus from the foreign employer.

12. The retired employees who have been engaged in University service on contract or daily wage basis coming under the purview of para 7 of the U.O and are eligible for Special Festival Allowance for pensioners will not be eligible for special allowance as per para 5 and 6 of the U.O.

13. Payment of Ad hoc bonus /Special Festival Allowance for 2019-20 in the case of employees /pensioners will be made with effect from 19.08.2020.

Orders are issued accordingly with the concurrence of Finance vide Endorsement No. FOS.1771/FINANCE I/2020 dated 17.08.2020.

S Harikumar

DEPUTY REGISTRAR Admin I
For REGISTRAR

To

1. PS to VC/PVC
2. PA to Registrar/FO/CE/DCDC/DPD
3. The Joint Registrar /Deputy Registrar, Campus Administration
- 4 All Heads of the Department/Office of the University
5. Public Relation Officer
6. All Branch Officers/Section Heads
7. All DOICs/TICs/Study Centers/TECs/UIT /Regional Centers
8. Ad. C/Ad E/Audit I to Audit VI/Finance I/III sn/Accounts VI Sn/Ad.FII
9. Stock File /File Copy

Forwarded / By Order

Sd/-

Section Officer