

F. No.31/Fin. (Estb-III)/2017/ *dsy/1118*  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.**  
**L.P. ESTATE, NEW DELHI 110002**  
**CD No:- 012433322**

Dated: *21/8/17*

**ENDORSEMENT**

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, L.P. Estate, New Delhi.
8. Asstt. Programmer with the direction to upload the same on Website of Finance Department.
9. Guard File.

  
(MANOJ KUMAR)  
DY. SECRETARY-V(FINANCE)

**List of paper forwarded**

S N o	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1	Department of Expenditure, Ministry of Finance, GOI	No.19047/10/2016-E-IV, Dated 12.04.2017	Delegation of powers to Ministries/Departments for payment of sitting fee in r/o Non-Officials of Committees /Panels/Boards etc.
3.	Department of Expenditure(E-III Branch), Ministry of Finance, Govt. of India	No. 7/4/2014/E-III(A), Dated: 19.09.2017	Grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) to Central Government Employees for the year 2016-17

No.19047/10/2016-E-IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
Dated: 12.04.2017

**OFFICE MEMORANDUM**

**Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee In respect of Non-officials of Committees/ Panels/ Boards etc.**

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The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

- 2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-
- (i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.
  - (ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab. dated 15.04.2002.
  - (iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official :** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/organisation/body funded by the Central Government.

Contd...2/-

3. **Rates of Sitting Fee:** On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

- |       |                               |   |
|-------|-------------------------------|---|
| (i)   | High Level Committee          | : Not more than Rs.10,000/- per day of Sitting. |
| (ii)  | Technical or Expert Committee | : Not more than Rs.6000/- per day of Sitting.   |
| (iii) | Other Committees              | : Not more than Rs.4000/- per day of Sitting.   |

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
  - ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
  - iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
  - iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.
3. These instructions will be effective from the date of issue of this O.M.
4. This is issued with the approval of Finance Minister.

  
12/04/2017  
(Nirmala Dev)

Deputy Secretary to the Government of India  
Telefax. 23093276

1. Secretaries of all Ministries/ Department ( as per standard list).
2. Financial Advisers of all Ministries/ Departments (as per standard list).
3. Cabinet Secretariat - For information.

NO. F. 1 (4) III(A)  
Government of India  
Ministry of Finance  
Department of Expenditure  
C. III(A) Branch

NO. F. 1 (4) III(A)  
19 September 2016

Gen AD / 2017 / 68829

OFFICE MEMORANDUM

Subject: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2016-17.

The undersigned is directed to notify the sanction of the President to the grant of Non-Productivity Linked Bonus (ad-hoc Bonus) equivalent to 30 days emoluments for the accounting year 2016-17 to the Central Government employees in Group 'C' and all non-gazetted employees in Group 'B' who are not covered by any Productivity Linked Bonus Scheme. The calculation ceiling for payment of ad-hoc Bonus under these orders shall be monthly emoluments of Rs. 7000/- as revised w.e.f. 01/04/2014 vide OM No. 774/2014 (I) III(A), dated 29<sup>th</sup> August 2016. The payment of ad-hoc Bonus under these orders can also be admissible to the eligible employees of Central Para-Military Forces and Armed Forces. The orders will be deemed to be extended to the employees of Union Territory Administration which follow the Central Government pattern of emoluments and are not covered by any other bonus or gratuity scheme.

2. The benefit will be admissible subject to the following terms and conditions:

(i) Only those employees who were in service as on 31.3.2017 and have rendered at least six months of continuous service during the year 2016-17 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for period of continuous service during the year from six 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).

(ii) The quantum of Non-PLB (ad-hoc bonus) will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate Non-PLB (Ad-hoc bonus) for one day, the average emoluments in a year will be divided by 364 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of monthly emoluments of Rs. 7000 (where actual average emoluments exceed Rs. 7000), Non-PLB (Ad-hoc Bonus) for thirty days would work out to Rs. 7000 x 30/364 = Rs. 590.89 (rounded off to Rs. 590.89).

(iii) The casual labour who have worked in offices following a 6 days week for at least 240 days for each year for 3 years or more (240 days in each year for 2 years or more in the case of offices observing 5 day week) will be eligible for this Non-PLB (Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus)

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need to be rounded off to Rs. 1000/- (i.e. Rs. 1000/-) rounded off to Rs. 1000/- in cases where the actual emoluments fall below Rs. 12000 p.m., the amount will be calculated on actual monthly emoluments.

(ii) All payments on these orders will be rounded off to the nearest rupee.

(iii) Voucher points remaining regulation of a (non-PIB Bonus) are given in the Annexure.

3. The expenditure on this account will be debitible to the respective Heads to which the pay and allowances of these employees are debited.

4. The expenditure to be incurred on account of Non-PIB (Ad-hoc Bonus) is to be met from within the sanctioned budget provision of concerned Ministries/Departments for the current year.

5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India.

  
(Amar Nath Singh)  
Director

To

All Ministries/Departments of the Government of India as per standard list etc.

Copy (with usual no. of spare copies) forwarded to C&AG, UPSC etc. as per standard list.

ANNEXURE

Point	Clarification
1. Whether the employees in the following categories are eligible for the benefit of ad-hoc bonus for an accounting year	Subject to completion of minimum six months continuous service and better as specified in Order No. 111/14/2015
(a) Employees appointed on purely temporary ad-hoc basis	(i) Yes, if there is no break in service.
(b) Employees who resigned/retired from service or expired before 31 <sup>st</sup> March 2017	(ii) As a special case, only those persons who superannuated or retired on revocation on medical grounds or died before 31 <sup>st</sup> March 2017, but after completing at least six months regular service during the year will be eligible for the ad-hoc bonus on pro-rata basis in terms of nearest number of months of service.
(c) Employees on deputation/foreign service terms to state governments/U.I. Governments/ Public Sector Undertakings etc. on 31 <sup>st</sup> March 2017	(iii) Such employees are not eligible for the ad-hoc bonus to be paid by the lending departments. In such cases, the liability to pay ad-hoc bonus lies with the borrowing organization, depending upon the ad-hoc bonus/PLB/ex-gratia/incentive payment scheme, if any, in force in the borrowing organization.
(d) Employees who reverted during accounting year from deputation on foreign service with the organizations indicated in 'C' above.	(iv) The total amount of bonus/ex-gratia received for the accounting year from foreign employer and the ad-hoc bonus, if any, due from a central government office for the period after reversion will be restricted to the amount due under ad-hoc bonus as per these orders.
(e) Employees from state Government/U.I. Admn./Public Sector Undertakings on reverse deputation with the Central Government	(v) Yes, they are eligible for ad-hoc bonus to be paid by the borrowing departments, in terms of these orders, provided no additional incentive as part of terms of deputation, other than Deputation Allowance, is paid and the lending authorities have no objection.
(f) Superannuated employees who were re-employed	(vi) Re-employment, using fresh employment, eligibility period is to be

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... shall be subject to the relevant orders in respect of the total amount admissible if any, for prior to superannuation and that for the employment period being restricted to the maximum admissible under ad-hoc bonus orders under these orders.

(c) Employees on leave without pay (LWP) shall be eligible for ad-hoc bonus if they have not availed of leave without pay at any time during the accounting year.

... except in the case of leave without pay the period of leave of other kinds will be included for the purpose of working out eligibility period. The period of LWP also shall not be excluded from eligibility period but will not count as break in service for the purpose of ad-hoc bonus.

(d) Contract employees

(b) Yes if the employees are eligible for benefits like dearness allowance and interim relief. Categories not eligible for these benefits would be considered at par with casual labor in terms of ad-hoc bonus orders.

(e) Employees under suspension at any time during the accounting year

(c) Subsistence allowance given to an employee under suspension for a period in the accounting year cannot be treated as emoluments. Such an employee becomes eligible for the benefit of ad-hoc bonus if and when reinstated with benefit of emoluments for the period of suspension and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.

(f) Employees transferred from one Ministry/Department/Office covered by ad-hoc bonus orders to another within the Government of India or a Union Territory Government covered by ad-hoc bonus orders and vice versa

(d) Employees who are transferred from any of the Ministry/Department/Office covered by ad-hoc bonus orders to another such office without break in service will be eligible on the basis of combined period of service in the different organizations. Those who are nominated on the basis of a limited departmental or open competitive exam from one organization to a different organization will also be eligible for the ad-hoc bonus. The payment will be made only by the organization where he was employed as on 31<sup>st</sup> March, 2017 and no adjustments

with the provisions of employee welfare  
society.

(k) Employees who are transferred from a Government Department/Organization covered by ad-hoc bonus orders to a Government Department/Organization covered by productivity Linked Bonus scheme or vice versa.

(i) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered organization for the entire year less the amount of a productivity linked bonus. The amount is calculated as if he had worked in the organization where he was working on 31<sup>st</sup> March 2017 and/or at the time of payment.

(l) Part-time employees engaged on nominal fixed payment.

(ii) Not eligible.

2. Whether ad-hoc bonus is payable to casual labour for the accounting year in the following cases:

(a) Those who have put in specified number of days of work in different offices during each of the three years ending with the said accounting year.

(i) The eligibility is to be worked out for three years from the said accounting year backwards. The period of 240 days of work in each of these years may be arrived at by combining the number of days worked in more than one offices of the government of India for which bonus ex-gratia or incentive payment has not been earned and received.

(b) Casual labour who were not in work on 31<sup>st</sup> March 2017.

(ii) The condition of being in employment on 31<sup>st</sup> March 2017 as laid down in these orders is applicable to regular Government Employees and not to casual labour.

(c) Those who have put in at least specified number of days of work in each of two years preceding the accounting year but are short of this limit due to regularization in employment in the said accounting year.

(iii) If a casual labour who has been regularized in the accounting year does not fulfill the minimum continuous service of six months as on 31<sup>st</sup> March 2017 and therefore cannot be granted benefit as a regular employee, he may be allowed the benefits for a casual labour provided the period of regular service in the said year if added to the period of work as casual labour works out to at least specified number of days in that accounting year.