

File No. PP-26/1/2020-PAP
 Government of India
 Ministry of Communications
 Department of Posts
 [Establishment Division/P.A.P. Section]

Dak Bhawan, Sansad Marg,
 New Delhi - 110 001.

Dated: 12th October 2022.

To

1. All Chief Postmasters General
2. All Postmasters General
3. Sr. Deputy Director General (PAF), Department of Posts
4. All General Managers (Finance)
5. All Directors/Deputy Directors of Accounts (Postal)
6. Director, RAKNPA/Directors of All PTCs

Sub: Productivity Linked Bonus for the Accounting year 2021-22.

Sir/Madam,

The undersigned is directed to convey the sanction of the President of India to the payment of **Productivity Linked Bonus** for the Accounting year 2021-22 equivalent of emoluments of **60 (Sixty) Days** to the employees of Department of Posts in MTS, /Group 'C' and non-gazetted Group 'B'. **Ex-gratia** payment of bonus to Gramin Dak Sevaks who are regularly engaged after observing all engagement formalities, and **Ad-hoc** payment of bonus to **Casual laborers who have been conferred Temporary Status** are also to be paid equivalent to allowance/wages respectively for **60 (Sixty) Days** for the same period.

1.1 The calculation for the purpose of payment of bonus under each category will be done as indicated below:-

2. REGULAR EMPLOYEES:

2.1 Productivity Linked Bonus will be calculated on the basis of the following formula:-

$$\text{Average emoluments} \times \text{Number of days of bonus} \\ \text{30.4 (average no. of days in a month)}$$

2.2 The terms "**emoluments**" for regular Departmental employees includes Basic Pay in the Pay matrix, Dearness Pay, S.B. Allowance, Deputation (Duty) Allowance, Dearness Allowance and Training Allowance

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to Faculty Members in Training Institutes. In case of drawal of salary exceeding **Rs.7000/- (Rupees Seven Thousand only)** in any month during the accounting year 2021-22, the emoluments shall be restricted to Rs.7000/- (Rupees Seven Thousand only) per month only.

2.3 **"Average Emoluments"** for a regular employee is arrived at by dividing by twelve, the total salary drawn during the year 2021-22 for the period from 1.4.2021 to 31.03.2022, by restricting each month's salary to Rs. 7000/- per month. However, for the periods of EOL and Dies-Non in a given month, proportionate deduction is required to be made from the ceiling limit of Rs.7000/-

2.4 In case of those employees who were under suspension, or on whom dies-non was imposed or both, during the accounting year, the clarificatory orders issued vide Paras 1 & 3 respectively of this officer order No. 26-8/80-PAP (Pt.I) dated 11.6.1981 and No. 26-4/87-PAP(Pt.II) dated 8.2.1988 will apply.

2.5 Those employees who have resigned/retired or left services or proceeded on deputation within the Department of Posts or those who have proceeded on deputation outside the Department of Posts after 31.03.2022 will also be entitled to bonus. In case of all such employees, the Productivity Linked Bonus admissible will be as per provisions of Paras 2.1 to 2.3 above.

3. GRAMIN DAK SEVAKS (GDSs)

3.1 In respect of GDSs who were on duty throughout the year during 2021-22, Average Monthly Time Related Continuity Allowance will be calculated taking into account the Time Related Continuity Allowance (TRCA) plus corresponding Dearness Allowance drawn by them for the period from 1.4.2021 to 31.3.2022 divided by 12. However, where the Time Related Continuity Allowance exceeds Rs. 7000/- in any month during this period, the allowance will be restricted to Rs.7000/- per month. Ex-gratia payment of bonus may be calculated by applying the bonus formula as mentioned below:

Average TRCA X Number of days of bonus
30.4 (average no. of days in a month)

3.2 The allowance drawn by a substitute will not be counted towards exgratia bonus calculation for either the substitutes or the incumbent GDSs. In respect of those GDS who were engaged in short term vacancies in Postmen / MTS Cadre will be governed by instructions issued by this Directorate vide O.M. No. 23-01/2019-GDS dated 23.10.2019.

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