No. 1(20)/2017/D(Pay/Services) – Part-1
Ministry of Defence
Department of Military Affairs
D (Pay/Services)
****

Sena Bhawan, New Delhi
Dated 02 November, 2020

OFFICE MEMORANDUM

Subject: Date of next increment – Rule 10 of Army Officers and Air Force Officers Pay Rules, 2017; Regulation 10 of Navy Officers Pay Regulations, 2017; Rule 10 of Army, Air Force and Military Nursing Service Pay Rules, 2017; Regulation 10 of Navy Pay Regulations, 2017 and Rule 9 of the Non-Combatants (Enrolled) of Air Force Rules, 2017 – regarding.

The undersigned is directed to invite attention to MoD O.M.s No. 1(20)2017/D(Pay/Services) dated 22.3.2018 and 30.4.2019 and O.M. No. PC-1(20)2017-D(Pay/Services) Part- II dated 11.3.2019 on the issue of availability of option for fixation of pay on promotion/ Modified Assured Career Progression Scheme (MACPs) from the date of next increment (DNI) in the lower post and method of pay fixation from DNI, if opted for, in context of Army and Air Force Officers Pay Rules, 2017, Navy Officers Regulation, 2017, Army, Air Force and Military Nursing Service Pay Rules, 2017, Navy Pay Regulations, 2017 and Non-Combatants (Enrolled) of Air Force Rules, 2017.

2. Enclosed herewith is the Ministry of Finance, Department of Expenditure OM No. 4-21/2017-IC/E.IIIA dated 28.11.2019 and to say that the provisions contained therein of the said letter, will mutatis-mutandis be applicable to the Defence Services Officers and JCO/OR and equivalence provided all the conditions and stipulations laid down therein are strictly fulfilled.

3. Since there is a material change, the personnel who have been regularly promoted or granted financial up-gradation on or after 1.1.2016 and desire to exercise/ re-exercise option for pay fixation shall be given opportunity to exercise or re-exercise of the option. Such an option shall be exercised within one month of issue of this O.M.

4. These instructions will be applicable with effect from 01.01.2016.

5. This issues with the concurrence of Finance Division of this Ministry vide their Dy. No. 1(8)/2017-AG/PA/101 dated 21.10.2020.

(T Johnson)
Gp Capt
Director (Pay/Services)

Copy to for information:

As per standard distribution List.

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Reference Folder

Ministry of Defence
Department of Military Affairs
D(Pay/Services)

Subject: Grant of Non Productivity Linked Bonus (ad-hoc bonus) to the Central Government Employees for the year 2019-20.

A copy of Ministry of Finance (Department of Expenditure) O.M. No. 7/24/2007/E.III(A) dated 21st October 2020 on the above subject is forwarded herewith for information and necessary action in so far as Armed Forces personnel are concerned.

2. It is hereby clarified that Personnel Below Officer Ranks (PBORs) of the Armed Forces including JCOs in the Army and Officers of the equivalent rank in the Navy and Air Force will be eligible for the ad-hoc bonus for the year 2019-20 in terms of the Ministry of Finance OM referred to in para 1 above subject to the availability of requisite funds in the sanctioned budget provisions of Defence Services for the current financial year.

3. The payment is to be effected by 10.11.2020.

4. This issues with the concurrence of Finance Division of this Ministry vide their ID No. 176/AG/PD-2020 dated 26.10.2020.

(T Johnson)
Gp Capt
Director (Pay/Services)

Army Headquarters/Dir PS-3
Naval Headquarters/DPA
Air Headquarters/Dte of Accounts (PA&R)

MoD ID No. 30(6)/2014/D(Pay/Services) dated 26 .10.2020

Copy to :

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Director of Accounts(Postal), APS Accounts Section, Nagpur
D(IT) : for uploading the same on MoD's website.
Reference/Guard folder

S No. 20(R)

No.7/24/2007/E III (A)
Government of India
Ministry of Finance
Department of Expenditure
(E III-A Branch)
*****

North Block, New Delhi
21st October 2020

OFFICE MEMORANDUM

Subject: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2019-20.

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The undersigned is directed to convey 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 2019-20 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.7/4/2014-E.III(A), dated 29th August, 2016. The payment of ad-hoc Bonus under these orders will 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 ex-gratia scheme.

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

(i) Only those employees who were in service as on 31.3.2020 and have rendered at least six months of continuous service during the year 2019-20 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 30.4 (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. 7000x30/30.4=Rs.6907.89 (rounded off to Rs.6908/-).

(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 (206 days in each year for 3 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) payable will be (Rs.1200x30/30.4 i.e.Rs.1184.21 (rounded off to Rs.1184/-). In

cases where the actual emoluments fall below Rs.1200/- p.m., the amount will be calculated on actual monthly emoluments.

(iv) All payments under these orders will be rounded off to the nearest rupee.

(v) Various points regarding regulation of Ad-hoc / Non- PLB Bonus are given in the Annexure.

3. The expenditure on this account will be debitable 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-PLB (Ad-hoc Bonus) is to be met from within the sanctioned budget provision of concerned Ministries/Departments for the current year.

21/11/2020

(B.K. Manthan)
Deputy Secretary

To,

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

ANNEXURE to O.M. No. 7/24/2007-E-III(A) dated 21/10/2020

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 being in service as on 31st March, 2020.
(a) Employees appointed on purely temporary ad-hoc basis.	(a) Yes, if there is no break in service.
(b) Employees who resigned, retired from service or expired before 31st March, 2020.	(b) As a special case only those persons who superannuated or retired on invalidation on medical grounds or died before 31st March, 2020 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.T.Governments, Public Sector Undertakings, etc., on 31st March, 2020.	(c) 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.	(d) 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.T. Admn./Public Sector Undertakings on reverse deputation with the Central Government.	(e) 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.	(f) Re-employment being fresh employment, eligibility period is to be worked out separately for re-employment period; the total amount admissible, if any, for prior to superannuation and that for re-employment period being restricted to the maximum admissible under ad-hoc bonus under these orders.
(g) Employees on half-Pay leave/E.O.L./Leave not due/study leave at any time during the accounting year.	(g) 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 E.O.L./dies non will be excluded from eligibility period but will not count as break in service for the purpose of ad-hoc bonus.
(h) Contract employees.	(h) 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.
(i) Employees under suspension at any time during the accounting year.	(i) 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.
(j) 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.	(j) 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 31st March, 2020 and no adjustments with the previous employer will be necessary.
(k) Employees who are transferred from a Government Department /Organization covered by ad-hoc bonus orders to a Government Department/ Organisation covered by productivity – Linked Bonus scheme or vice versa.	(k) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered department for the entire year less the amount due as productivity-linked bonus. The amount so calculated may be paid by Department where he was working on 31st March, 2020 and/or at the time of payment.
(l) Part-time employees engaged on nominal fixed payment	(l) Not eligible.
2. Whether ad-hoc bonus is payable to casual labour for an 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.	a) 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 31st March, 2020.	b) The condition of being in employment on 31st March, 2020 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.	(c) If a casual labour, who has been regularized in the accounting year does not fulfill the minimum continuous service of six months as on 31st March, 2020 and therefore, cannot be granted benefit as a regular employee, he may be allowed the benefit as 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.

SPEED POST

Ministry of Defence
Department of Military Affairs
D (Pay/Services)

Subject: Grant of Advance – Special festival package to Government Servants.

Reference Department of Expenditure, Ministry of Finance O.M. No. 12(2)/2020.EII(A) dated 12.10.2020 and O.M. No. 12(2)/2020-E.IIA (Pt.) dated 13.10.2020 on the subject mentioned above.

2. Enclosed herewith are the Department of Expenditure, Ministry of Finance O.M. No. 12(2)/2020.EII(A) dated 12.10.2020 and O.M. No. 12(2)/2020-E.IIA (Pt.) dated 13.10.2020 and to say that the provisions contained therein of the aforementioned MoF O.M.s, will mutatis-mutandis be applicable to the Defence Services Officers and JCO/OR and equivalence provided all the conditions and stipulations laid down therein are strictly fulfilled.

3. This issues with the concurrence of Finance Division of this Ministry vide their Dy. No. 177/AG/PD/2020 dated 26.10.2020.

(T Johnson)
Gp Capt
Director (Pay/ Services)

CGDA
MoD ID No. 1(11)/2020/D(Pay/Services) Part-1 dated 26.10.2020

Army Pay Commission Section } for information w.r.t. letter no. C/7021/Pay/SAPCS/ 2020 dated 15.10.2020.

AFCIAO, SUBROTO PARK, ND-10

NAVAL PAY OFFICE, MUMBAI-400001

F.No.12(2)/2020-EII(A)
Ministry of Finance
Department of Expenditure
EII(A) Branch

North Block, New Delhi
12th October, 2020

Office Memorandum

Sub: Grant of Advance – Special Festival Package to Government Servants.

The undersigned is directed to say that with a view to enable Government servants to meet expenses relating to festivals and to encourage spending thereby giving a boost to economic activities, in pursuance of decision taken by the Government, it has been decided that a special festival package of advance will be accorded to all Government servants for any important festivals upto 31st March, 2021.

2. A Head of Office may sanction this special package on the eve of any important festival to any Central Government Servant under his administrative control. The term "important festival" is clarified as such festivals or one of such festivals as Head of Department may declare in respect of establishments under his/her administrative control.

3. The amount of the package is Rs. 10,000/- to be paid as advance to Government servant. This amount is interest free. The amount would be released through pre-loaded Rupay Card from SBI. DDOs, on receipt of application from Government servants for this package may process and acquire the prepaid cards from SBI for issue among the applicants. A detailed SOP for DDOs for obtaining these cards would be separately issued.

4. The festival package may be granted to a Government servant if he/she is on Government duty or on leave excluding leave preparatory to retirement, on the date on which the advance is disbursed. The amount paid under this package is recoverable in not more than ten (10) instalments.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information/necessary action.

Contd...2/-

Hindi version of this Office Memorandum will follow.

(B.K.Manthan)
Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

F.No. 12(2)/2020-E.IIA(Pt.)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated: 13th October, 2020

Office Memorandum

Sub: Grant of Advance – Special festival package to Govt. Servants.

The undersigned is directed to refer to this department's OM of even number dated 12.10.2020 on the above mentioned subject and to say that the following SOP (Standard Operating Procedure) for disbursal of pre-paid UTSAV Card will be followed by all DDOs / HOOs concerned:-

i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest SBI Branch and advise the name of the Branch and the IFSC code for the purpose of receiving the Cards.

ii. Each card will be of fixed denomination of Rs. 10,000/-.

iii. A SPOC detail at each DDO level to be provided for better coordination. (e-mail ID and contact details of DDO and SPOC to be provided).

iv. All the above details (standard indent format for UTSAV Card is attached) to be mailed to agm2debitcards.dtb@sbi.co.in with a copy to dgmdebitcards.dtb@sbi.co.in. This information needs to be sent as early as possible.

v. Based on the above indicative list, Card Procurement orders will be placed by SBI and UTSAV Cards delivery schedules (to SBI Branches) will be advised based on the indicative requirements provided.

vi. The envelope containing the individual Card & PIN will be made available at the identified Branches (where DDO's accounts are maintained) as per schedule provided.

vii. The identified Branches will intimate the respective DDO about the receipt of the card. DDO will then provide the Branch Debit Authorisation / Cheque for the number of cards required along with the Standard Procurement Format, which will be shared with DDOs.

viii. The duly filled in Standard Procurement Form (both in hard copy and soft copy) needs to be provided to the Branch along with the debit authorization / Cheques from the DDOs. In case where the DDO does not maintain an account with SBI branch he has to provide a

Contd /-

Bankers Cheque / Govt. Cheque drawn in favour of the SBI Branch identified by them earlier.

ix. Branch will issue / activate the above cards (as per the indent provide by the DDO) in Bank's system against acknowledgment from the DDOs after realization of payment.

x. The DDO will take necessary precautions in safe handling of cards and distribution to identified persons.

xi. A nominal change of Rs.36 plus GST will be charged for each card and will be borne by the Ministry / Department.

2. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year i.e. 2020-21 only.

3. All the Ministries / Departments are requested to bring the contents of this OM to the notice of all its Attached and subordinate office for their information / necessary action.

Encl: As above

13/10

(S. Naganathan)
Deputy Secretary to the Government of India

To

All Ministries / Departments of Government of India

STATE BANK OF INDIA, DIGITAL & TRANSACTION BANKING DEPARTMENT (PRODUCTS & OPERATIONS), CORPORATE CENTRE, MUMBAI

INDENT FOR 'UTSAV CARD' (GIFT CARD)

DFS OFFICE DETAILS

OF THE NODAL OFFICIAL		MOBILE No.		E-MAIL ID	

DDO DETAILS		CONTACT PERSON DETAILS			DDO ACCOUNT MAINTAINED AT				N
DEPARTMENT	CITY	NAME	MOBILE No.	E-MAIL ID	BANK NAME	BRANCH CODE	BRANCH NAME	ACCOUNT No.	CA
								TOTAL	

(Please insert rows, as required)