



Government of West Bengal  
Irrigation & Waterways Department  
JalasampadBhavan(3<sup>RD</sup> Fl.); Salt Lake; Kol-91

No. 1307(10) -IE-3M-66/2015

Date: 15.05.2023

**From:** Assistant Secretary to the Government of West Bengal.

**To :**

1. The Chief Engineer, South, Irrigation & Waterways Directorate, JalasampadBhavan, 1<sup>st</sup> floor, Bidhannagar, Kolkata-700091.
2. The Chief Engineer, West, Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist- Burdwan, Pin-713101.
3. Chief Engineer, South West, Irrigation & Waterways Directorate, Khusjungle, Midnapur, Dist.- Paschim Medinipur, Pin-721102.
4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, JalasampadBhavan, 4<sup>th</sup> floor, Bidhannagar, Kolkata-700091.
5. The Chief Engineer, North, Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
6. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, JalasampadBhavan, 1<sup>st</sup> floor, Bidhannagar, Kolkata-700091.
7. The Chief Engineer, North East, Irrigation & Waterways Directorate, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101.
8. The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, TeestaSechBhavan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
9. Project Director, SPMU, Irrigation & Waterways Directorate, Jalsampad Bhavan, 9<sup>th</sup> Floor, Salt Lake, Kolkata- 700 091.
10. The Chief Engineer, Mechanical and Electrical, Jalsampad Bhawan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata- 700091.

**Sub: - Payment of Bonus /Ex-gratia grant to the employees of Public Undertakings for the Year 2022-2023**

**Ref.: - Notification No. 1483(60)-F(P2)/FA/O/2M/493/12 dated 28.03.2023 of Finance(Audit)Department, Nabanna, Mandirtala, Howrah, Govt. of west Bengal.**

The undersigned is directed to enclose herewith the above referred notification in connection with the above cited subject with a request to circulate the same to all subordinate offices under their jurisdiction for perusal and taking necessary action in this regard.

Encl: As above.

*Salt*  
Assistant secretary to  
the Government of West Bengal

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No. 1307(10)/1(3) -IE-3M-66/2015

Date: 15.05.2023

1. Pr. PS to the Principal Secretary, I&W Department.
2. P.A to the Secretary, I&W Department.
- ✓ 3. The Executive Engineer, DVC Study Cell, Jalsampad Bhawan, Saltlake, Kolkata-91.  
----- He is requested to upload the same in this Department's official website.

**Assistant secretary to  
the Government of West Bengal**

EA-990

08/05/23

GOVERNMENT OF WEST BENGAL

Finance [Audit] Department,  
"NABANNA"

Mandirtala, Howrah - 711 102

No. : 1483(60)-F(P2)/FA/O/2M/493/12

Dated : 28.03.2023.

From : Dr. Manoj Pant  
Additional Chief Secretary  
to the Government of West Bengal.

To : The Additional Chief Secretary/Principal Secretary/Secretary,

Irrigation and Waterways

Talaspada Bhaban Bichannagar Kolkata - 91



**Subject : Payment of Bonus/Ex-gratia grant to the employees of Public Undertakings for the year 2022-2023.**

Sir,

You are aware that the payment of **Bonus/Ex-gratia/recoverable festival advance** is made every year to the **employees of different Public Undertakings** and that such payment are generally made before the autumnal festivals.

2. I am directed by the order of the Governor to say that the Governor has been pleased to take the following decisions:-

(a) Where the payment of Bonus Act, 1965, as amended up to date, is applicable, bonus for the year 2022-2023 will be payable according to the statutory provisions of the said Act as amended up to date. The employees who drew salary or wages up to Rs. 10,000/- p.m. will be entitled to the bonus in the current year, subject to the condition that the maximum amount payable to an employee in such case will be restricted to the amount admissible to those drawing emoluments upto Rs. 3,500/- p.m. Similarly, where ex-gratia is paid in lieu of bonus under the Payment of Bonus Act, 1965, the same provisions will have to be followed for the purpose of Payment of ex-gratia.

(b) (i) The employees of the Public Undertakings who are guided by the Payment of Bonus Act, 1965, as amended up to date, but are not eligible to get Bonus/ex-gratia in lieu of bonus under the said Act on account of their revised emoluments having been exceeded Rs. 10,000/- p.m. as on 31.03.2023 may be allowed to draw an ex-gratia grant of 5300/- per head provided their revised emoluments as on 31.03.2023 did not exceed Rs. 39,000/- p.m.

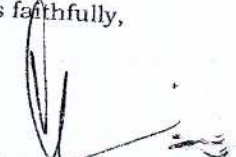
(ii) In the Public Undertakings/Statutory Bodies where the Payment of Bonus Act, 1965, as amended up to date, is not applicable but ex-gratia in lieu of bonus is sanctioned to the employees strictly following the provisions of the Payment of Bonus Act, 1965, the employees of the said Undertakings/Statutory Bodies may also be granted an ex-gratia grant of Rs. 5,300/- per head provided their revised emoluments as on 31.03.2023 exceeded Rs. 10,000/- p.m. but did not exceed revised emoluments of Rs. 39,000/- p.m.

Recoverable advance of maximum limit of Rs. 16,000/- may be sanctioned to the employees of Public Undertakings/Statutory Bodies not coming under the purview of Bonus/Ex-gratia provided their revised emoluments exceeded Rs. 39,000/- p.m. but did not exceed Rs. 49,000/- p.m. as on 31.03.2023 and also provided that the advance paid last year has been recovered in full.

3. While sanctioning Bonus/Ex-gratia in lieu of Bonus, the following principles shall be observed :-

- (i) Bonus at the statutory minimum rate will be paid to the employees of Public Undertakings/Statutory Bodies, who come under the purview of the payment of Bonus Act, 1965, as amended up to date.
  - (ii) No excess Bonus i.e. over and above the statutory minimum will be paid to the employees of Public Undertakings/Statutory Bodies under any circumstances, if the said Public Undertakings/Statutory Bodies are running under loss.
  - (iii) For payment of statutory Bonus under the Payment of Bonus Act, 1965, as amended up to date and also for payment of ex-gratia payment in lieu of Bonus, final report of accounts of the previous year in respect of the concerned organization will have to be furnished to the Government.
  - (iv) For justification of the additional rate of Bonus the previous year's audited accounts should be furnished and quantum of Bonus should be computed according to the provisions of the Payment of Bonus Act.
  - (v) The rate of Ex-gratia Payment in lieu of Bonus shall be 8.33 per cent of the emoluments earned by the employees during the accounting year in question irrespective of allocable surplus (as defined in the Payment of Bonus Act, 1965, as amended up to date). If the proposal in any rate above the aforesaid limit, the proposal should be justified on the basis of "Allocable Surplus" (as defined in the Payment of Bonus Act, 1965, as amended up to date) during the accounting year in question. Here also the calculation will have to be made according to the principles for calculation Bonus as laid down in the Payment of Bonus Act.
  - (vi) For conversion of Ex-gratia payment in lieu of Bonus so long paid into bonus under the Payment of Bonus Act, specific views of the Labour Department may be obtained. Labour Department is requested to clearly give their views in such cases in consultation with the Ld. L.R. West Bengal, as to whether the concerned organization would come under the purview of the payment of Bonus Act (Under Section 31 of the said Act).
4. I am, therefore, to request you kindly to take necessary action accordingly and issue orders in respect of the concerned organizations under your administrative control at an early date so that payment of Bonus/Ex-gratia to the eligible employees is completed by 06.10.2023 and in respect of Muslim employees before Id-UI-Fitre of 2023.
5. For payment of Bonus/Ex-gratia under this order and Ex-gratia @ Rs. 5,300/- per head as per this order, no sanction of the Finance Department will be necessary, if there is no requirement of fund for release of the benefit.

Yours faithfully,

  
Additional Chief Secretary to the  
Government of West Bengal.

No. 1675 -F(eGov)

Dated: 05<sup>th</sup> April, 2023

To  
The Addl. Chief Secretary/Principal Secretary/Secretary/District Magistrate & Collector  
.....Department/District.

**Sub: Training Program on "eService Book" and "Compassionate Employment" of HRMS**

Sir/Madam,

You are aware that the Finance Department of Govt. of West Bengal is implementing WBIFMS phase-wise throughout the State. Presently, "Workflow Chain", "Approval of eService Book" (vide order no. 1303-F(e-Gov) dated 21/03/2023) and "Compassionate Employment" have been developed and deployed in HRMS module of WBIFMS.

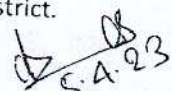
The eService Book is going to be a game changer towards establishing a fully automated Human Resource Management System (HRMS) covering all state Government employees so that all records of service starting from "recruitment to retirement", as are entered in the physical Service Book, are captured in its digital form through automatic updation based on the outputs of the above stated Sub-Modules. The online Service Book for State Government employees in HRMS has already been introduced vide Order No 6000-F(Y) dated. 05.11.2019, read with Order no. 1880-F(Y) dated 25/03/2019 regarding updation of Physical service Book for its digitization.

"Compassionate Employment" due to "Died-in-harness", "Permanent Incapacitation", and "Missing Employee" categories with self-registration facility for the eligible applicant, online process flow (i.e., from Application to Appointment Order generation), viewing Application status online on real time basis and to enter and process the pending cases on compassionate ground (i.e., legacy data entry) etc. have been developed in HRMS.

Finance Department, Government of west Bengal has decided to impart intensive training to the nodal officers of all departments as well as to all Districts for their smooth implementation all throughout the state.

Therefore, I request you to nominate (04) four officials from you Department, and (08) eight officials from your District (i.e., Various offices including District Magistrate office under such District), conversant with Service Book and Compassionate Employment to attend the training. These officials will act as Master Trainers for the Department/District concerned. The Training on "Workflow chain", "eService Book Approval", and "Compassionate Employment" will be held on and from 10<sup>th</sup> April, 2023 at Netaji Subhas Administrative Training Institute (former name "ATI"), Salt Lake (Schedule of Training Programme is attached herewith).

I request you to provide required assistance and monitor the progress for smooth implementation of eService Book and Compassionate Employment sub-modules in your Department/District.

  
Special Secretary to the  
Government of West Bengal

Copy forwarded for kind information and necessary action to

- 1) The Chief Secretary to the Govt. of West Bengal
- 2) The Director, ..... Directorate
- 3) The Commissioner, ..... Commissionerate
- 4) The District Magistrate .....
- 5) The Sub-Divisional Officer.....
- 6) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.

  
S.A. 23  
Special Secretary to the  
Government of West Bengal

Annexure to Memo No. 1675-F(eGov) dated. 05.04.2023

Training Schedule

Training Schedule of eService Book and Compassionate Employment under HRMS Module of WBIFMS

| Sl No | Date     | Time                    | Name of the Departments / Districts   |
|-------|----------|-------------------------|---|
| 1     | 10-04-23 | 10.30 a.m. to 1.30 p.m. | Chief Minister's Office, Home and Hill Affairs, Labour, Programme Monitoring, Agriculture, Agricultural Marketing, Animal Resources Development, Science and Technology and Bio-Technology, Housing, Judicial, Information and Cultural Affairs.  |
|       |          | 2.30 p.m. to 5.30 p.m.  | Backward Classes Welfare, Disaster Management and Civil Defense, Co-operation, Consumer Affairs, Paschimanchal Unnayan Affairs, Woman & Child Development and Social Welfare, Industry, Commerce and Enterprises, Correctional Administration, Fisheries.   |
| 2     | 11-04-23 | 10.30 a.m. to 1.30 p.m. | Fire and Emergency Services, Food and Supplies, Food Processing Industry and Horticulture, Sunderban Affairs, Legislative Assembly Secretariat, Transport, Information Technology and Electronics, Governor's Secretariat, Irrigation and Waterways, Youth Services & Sports, Environment.                          |
|       |          | 2.30 p.m. to 5.30 p.m.  | Law Department, Mass Education Extension and Library Services, Higher Education, Technical Education, Training & Skill Development, Micro, Small & Medium Enterprises and Textiles, Minority Affairs and Madrasah Education, Urban Development and Municipal Affairs, North Bengal Development, Tribal Development. |
| 3     | 12-04-23 | 10.30 a.m. to 1.30 p.m. | Panchayats and Rural Development, Parliamentary Affairs, Planning and Statistics, Power, Non-Conventional and Renewable Energy Resources, Tourism, Public enterprises and Industrial Reconstruction, Public Health Engineering, Public Works Department, Self Help Group & Self-Employment.                         |
|       |          | 2.30 p.m. to 5.30 p.m.  | Land & Land Reforms and Refugee Relief and Rehabilitation, School Education, Personnel and Administrative Reforms, Forests, Water Resources Investigation & Development, Finance, Health and Family Welfare.  |
| 4     | 13-04-23 | 10.30 a.m. to 1.30 p.m. | North 24 Parganas, Howrah, Hooghly, South 24 Parganas, Nadia.   |
|       |          | 2.30 p.m. to 5.30 p.m.  | Bankura, Birbhum, Purulia, Jhargram, Murshidabad, Paschim Medinipur.  |
| 5     | 18-04-23 | 10.30 a.m. to 1.30 p.m. | Purba Burdwan, Maldah, Uttar Dinajpur, Dakshin Dinajpur, Jalpaiguri, Purba Medinipur.   |
|       |          | 2.30 p.m. to 5.30 p.m.  | Paschim Burdwan, Alipurduar, Coochbehar, Darjeeling, Kalimpong.   |