



**Reg: Staff – Payment of Bonus – As per Bonus (Amendment), Act 2015  
for the year 2017-18**

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We are glad to inform that it has been decided to pay Bonus at the rate of 8.33% of salary to all the eligible employees for the period 01.04.2017 to 31.03.2018.

**Salary for this purpose includes 1) Basic pay (including FPP & PQP)  
2) Special Pay 3) Dearness Allowance 4) Special Allowance with DA only.**

All the branches / offices may note to disburse the Bonus to all the eligible employees as per the procedure given hereunder:

- Tentative list of eligible employees together with Bonus Calculation as per the data extracted from HRMS shall be provided to all Zones.
- Zonal Offices should get the data verified and confirm the correctness of eligibility and amount of **Bonus paid and payable.**
- For any modifications required to be undertaken in the list, Zonal Office should submit the details to HO with suitable justification.
- On receipt of the "**Branch-wise difference and addition of Bonus payable details – as per the format given in Annexure-IV**" from the Zonal Offices, the Bonus Amount will be credited to the "Cheque Proceeds Account" of the Zonal Office for onward distribution to branches.
- Branches should enter details of Bonus paid in the Bonus Register for verification by the Labour Department Officials.
- The entire exercise of verification of calculation and Payment of Bonus to eligible employees should be completed by **31.08.2018.**

For the information of our branches/offices, the important guidelines and illustrations are given in Annexure-I, II and III.

All the salary disbursing authorities are advised to go through the contents of this circular carefully and adhere to the stipulations mentioned without any deviation.

  
**(Krishnamurthy.V.Varanasi)**  
**General Manager**



## Annexure-I

1. Bonus is payable to those employees whose salary does not exceed Rs.21,000/- per month. In other words no Bonus is payable to those employees whose salary exceeds Rs.21,000/- per month. Please see the examples given in the Annexure-II.
2. Every employee (including temporary employees) who had worked in the bank for not less than 30 working days during the financial year is eligible to receive the Bonus.
3. The maximum amount of Bonus payable to any eligible employee should be only Rs.7,000/- where an employee has worked for all 365 days.
4. For the purpose of computing the number of days during which the employee worked in the accounting year, he/she will be deemed to have worked on the days on which he/she has been on leave with salary / wages.
5. The minimum amount of Bonus payable to any employee is stipulated as Rs.100/- or the actual eligibility @ 8.33% whichever is higher.
6. In case, if the earning of an employee is reduced during a month on account of loss of pay, Bonus payable for that particular month should be calculated proportionately. An illustration is given in the Annexure-III
7. An employee will be disqualified for receiving Bonus if he is dismissed from the Service of the Bank due to (a) fraud (b) riotous or violent behaviour within the premises of the Bank or (c) theft, misappropriation or sabotage of any property of the Bank. In all such cases the matter should be referred to Human Resources Department (IR), Head Office for necessary instructions.
8. In case of employees who were placed under suspension / dismissed / discharged for misconduct prior permission from our Human Resources Department (IR), Head Office, may be sought before making any payment towards Bonus.
9. In respect of those employees who are eligible for payment of Bonus for the year 2017-18, but deceased, the Bonus amount shall be paid to their legal heirs provided a claim is preferred within one year from the date of this circular. These cases should also be referred to Human Resources Department (IR), Head Office.
10. No advance against Bonus should be made pending receipt of salary particulars from other branches.



11. Leave encashment is not to be treated as salary/wages for the payment of Bonus.
12. Branches claiming Bonus pertaining to earlier years should route their claims through their respective Zonal Offices duly substantiating the reasons for delay in making payment. Zonal office should confirm that the amount is not reimbursed to branches earlier. The amount may be claimed separately and it should not be clubbed with the bonus amount related to this year.
13. Special points requiring specific personal attention of salary disbursement authorities and contravention of which will attract action against them.
  - Bonus register in form "C" should be maintained for each year in which all the particulars of each employee are to be filled without leaving any column blank.
  - Acquaintances should be obtained at the time of payment of Bonus from all the employees to whom Bonus is paid.
  - At the time of inspection by Labour Enforcement Officer, all the relevant records should be produced before the concerned for verification.
  - As per the payment of Bonus rules 1975, every branch shall send an annual return in Form "D" to the concerned Labour Enforcement Officer (Central) so as to reach within 30 days of payment of Bonus. A proforma of form "D" is given in the Annexure. All the branches are advised to note the same and submit the annual return without fail.

**Branch Managers will be personally held responsible for non-submission of this return.**

**Please note that all Bonus payments must invariably be claimed from Head Office. Please do not debit Profit & Loss A/c – Bonus at the Branch level.**



## ANNEXURE – II

### Example: 1

An employee has drawn salary of Rs.15800/- for April 2017, Rs.16500/- for May 2017, Rs.17300/- for June 2017, Rs.18300/- for July 2017 and August 2017, Rs.19700/- for September 2017 and October 2017, Rs.20700/- for November 2017 and from December 2017 to March 2018 Rs.21200/-. Bonus payable to the employee is calculated as under.

Month/Year	Salary	Salary limited for the purpose of Bonus
April 2017	15800-00	7000-00
May 2017	16500-00	7000-00
June 2017	17300-00	7000-00
July 2017	18300-00	7000-00
Aug 2017	18300-00	7000-00
Sept 2017	19700-00	7000-00
Oct 2017	19700-00	7000-00
Nov 2017	20700-00	7000-00
Dec 2017	21200-00	NOT ELIGIBLE
Jan 2018	21200-00	NOT ELIGIBLE
Feb 2018	21200-00	NOT ELIGIBLE
March 2018	21200-00	NOT ELIGIBLE
	Total	56000-00
Bonus payable --- Rs.56000 X 8.33%		----- Rs.4664.80



## ANNEXURE –III

### EXAMPLE – 2

Where the salary of an employee is reduced on account of loss of pay, the Bonus payable for that particular month should be reduced proportionately.

Where the salary payable to an employee is more than 21,000/- per month but the salary earned for the respective month is reduced to below Rs.19,900/- per month on account of loss of pay, he is not eligible for payment of bonus.

The Bonus payable in the above cases is calculated as under.

Month/Year	Salary	Salary limited for the purpose of Bonus
April 2017	15500-00	7000-00
May 2017	<b>16000-00 (loss of pay 3 days)</b>	6322-58
June 2017	17300-00	7000-00
July 2017	18300-00	7000-00
Aug 2017	18300-00	7000-00
Sept 2017	19700-00	7000-00
Oct 2017	19700-00	7000-00
Nov 2017	20900-00	7000-00
Dec 2017	21200-00	NOT ELIGIBLE
Jan 2018	<b>19900-00(loss of pay 4 days)</b>	<b>NOT ELIGIBLE</b>
Feb 2018	21200-00	NOT ELIGIBLE
March 2018	21200-00	NOT ELIGIBLE
Total		55322-58

Bonus payable --- Rs.55322.58 X 8.33%

----- Rs.4608-37



**ANNEXURE –IV**

**Andhra Bank, Zonal Office, \_\_\_\_\_.**

**Branch-wise Bonus payable during the year 2017-18.**

S No	Branch Code	Branch Name	Bonus Amount as per the HO List	Bonus Amount Claimed by the Branch	Number of Employees to whom Bonus Payable
A	B	C	D	E	F
1					
2					
3					
4					
5					
6					
		<b>TOTAL</b>			

Place:  
Date:

Signature of the Zonal Manager

Note: (i) **The amount of 'D' should tally with 'E'**  
(ii) In case of any difference, the reasons thereof should be furnished in following format with full details.

**Andhra Bank, Zonal Office, \_\_\_\_\_**

S No.	Br. Code	Br. Name	Emp. Code	Emp. Name	Bonus Claimed by branch	Bonus Amount as per HO list	Reasons
A	B	C	D	E	F	G	H
01							
02							
03							
04							
05							
06							

Place:  
Date:

Signature of the Zonal Manager

**FORM - D**

ANNUAL RETURN –BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ON THE 31<sup>ST</sup> MARCH 2018

01. Name of the Establishment and the complete Postal Address : ANDHRA BANK

02. Name of Industry : BANKING

03. Name of the Employer : ANDHRA BANK

04. Total Number of Employees :

05. Number of employees benefited by Bonus Payment :

1	2	3	4	5	6	7
Bonus under Sec 10 or 11 of the Payment of Bonus Act 1965 as the case may be	Settlement if any reached under section 18(1) or 12(3) of Industrial Disputes Act 1947 with date	Percentage of Bonus declared to be paid	Total amount of bonus actually paid	Date on which payment made	Whether Bonus has been paid to all the employees, if not reasons for non-payment	REMARKS

SIGNATURE OF THE EMPLOYER

आन्ध्रा बैंक  
(भारत सरकार का उपक्रम)  
प्रधान कार्यालय  
हैदराबाद  
विभाग : मानव संसाधन

परिपत्र सं. 122

संदर्भ सं.: 03/14

दिनांक : 10.7.2018

**विषय : बोनस (संशोधन), अधिनियम 2015 के अनुसार वर्ष 2017-18 हेतु स्टाफ – बोनस का भुगतान ।**

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हम सहर्ष सूचित करते हैं कि दिनांक 01.04.2017 से 31.03.2018 तक की अवधि हेतु सभी पात्र कर्मचारियों को वेतन के 8.33% की दर से बोनस का भुगतान करने का निर्णय लिया गया है ।

इस उद्देश्य हेतु वेतन में केवल 1) मूल वेतन (एफपीपी एवं पीक्युपी सहित) 2) विशेष वेतन 3) मंहगाई भत्ता 4) डीए सहित विशेष भत्ता सम्मिलित हैं ।

सभी शाखाएं/कार्यालय निम्न प्रस्तुत प्रक्रिया के अनुसार सभी पात्र कर्मचारियों को बोनस संवितरित करने हेतु नोट करें :

- एचआरएमएस से प्राप्त आंकड़ों के अनुसार बोनस आकलन सहित पात्र कर्मचारियों की अंतरिम सूची सभी अंचलों को प्रदान की जाएगी ।
- आंचलिक कार्यालय डाटा की जाँच करें तथा पात्रता की सटीकता एवं प्रदत्त और देय बोनस की राशि की पुष्टि करें ।
- सूची में यदि कोई संशोधन करने की आवश्यकता हो, तो आंचलिक कार्यालय उचित औचित्य सहित प्र.का. को विवरण प्रस्तुत करें ।
- आंचलिक कार्यालयों द्वारा "अनुलग्नक-IV में प्रदान किए गए प्रारूप के अनुसार - शाखा-वार देय बोनस में अंतर तथा योग का विवरण" प्राप्त करने के पश्चात, शाखाओं में संवितरण हेतु बोनस राशि आंचलिक कार्यालय के "चेक प्रोसीड्स खाते" में जमा कर दिया जाएगा ।
- शाखाएं, श्रम विभाग के अधिकारियों द्वारा जाँच हेतु भुगतान किए गए बोनस का विवरण बोनस रजिस्टर में प्रविष्ट करें ।
- पात्र कर्मचारियों को बोनस के आकलन तथा भुगतान की जाँच की पूरी प्रक्रिया दिनांक 31.08.2018 तक पूर्ण किया जाना चाहिए ।

हमारी शाखाओं/कार्यालयों की जानकारी हेतु, महत्वपूर्ण दिशा-निर्देश तथा स्पष्टीकरण अनुलग्नक - I, II तथा III में प्रदान किए गए हैं ।

सभी वेतन संवितरण प्राधिकारियों को सलाह दी जाती है कि वे इस परिपत्र की विषय-वस्तु का सावधानीपूर्वक पालन करें तथा उल्लिखित शर्तों का बिना विचलन अनुपालन करें ।

(कृष्णमूर्ति वी वारणासी)  
महा प्रबन्धक

