



Reg: Staff – Payment of Bonus for the year 2013-14

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 01-04-2013 to 31-03-2014.

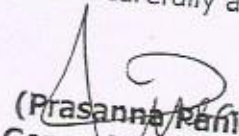
**Salary for this purpose includes 1) Basic pay (including FPP & PQP)
2) Special Allowance 3) Dearness Allowance only.**

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 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 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 **20.08.2014**.

For the information of our branches/offices, the important guidelines and illustrations are given in Annexures-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.


(Prasanna Panicker)
General Manager (HR)

Annexure-I

1. Bonus is payable to those employees whose salary does not exceed Rs.10,000/- per month. In other words no Bonus is payable to those employees whose salary exceeds Rs.10,000/- 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.3,500/- 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 2013-14, 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.8800/- per month for April 2013, Rs.9300/- per month for May, June and July 2013, Rs.9700/- from August 2013 to November 2013 and Rs.10,200/- from December 2013 to March 2014. Bonus payable to the employee is calculated as under.

Month/Year	Salary	Salary limited for the purpose of Bonus
April 2013	8800-00	3500-00
May 2013	9300-00	3500-00
June 2013	9300-00	3500-00
July 2013	9300-00	3500-00
Aug 2013	9700-00	3500-00
Sept 2013	9700-00	3500-00
Oct 2013	9700-00	3500-00
Nov 2013	9700-00	3500-00
Dec 2013	10200-00	NOT ELIGIBLE
Jan 2014	10200-00	NOT ELIGIBLE
Feb 2014	10200-00	NOT ELIGIBLE
March 2014	10200-00	NOT ELIGIBLE
	Total	28000-00
Bonus payable ---	Rs.28000 X 8.33%	---- Rs.2332-40

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 10,000/- per month but the salary earned for the respective month is reduced to below Rs.10,000/- 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 2013	8800-00	3500-00
May 2013	9000-00 (loss of pay 3 days)	3161-29
June 2013	9300-00	3500-00
July 2013	9300-00	3500-00
Aug 2013	9300-00	3500-00
Sept 2013	9700-00	3500-00
Oct 2013	9700-00	3500-00
Nov 2013	9700-00	3500-00
Dec 2013	10200-00	NOT ELIGIBLE
Jan 2014	9900-00(loss of pay 4 days)	NOT ELIGIBLE
Feb 2014	10200-00	NOT ELIGIBLE
March 2014	10200-00	NOT ELIGIBLE
	Total	27661-29
Bonus payable --- Rs.27661.29 X 8.33%		----- Rs.2304-18

ANNEXURE –IV

Andhra Bank, Zonal Office, _____.

Branch-wise Bonus payable during the year 2014-15.

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					
		TOTAL			

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 31ST MARCH 2014

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