



आन्ध्र बैंक ANDHRA BANK

(भारत सरकार का उपक्रम)

A Govt. of India Undertaking)

कार्मिक विभाग (आईआर)

Human Resources Department (IR)

प्रधान कार्यालय, डॉ. पट्टाभि भवन

Head Office, Dr. Pattabhi Bhavan

सैफाबाद, हैदराबाद

Saifabad, Hyderabad

From: Human Resource Department Head Office	To All Zonal Offices/ Circle Offices/ All Dept. at HO and IIB, Mumbai	
Circular Lr. No.666/45	Ref. No. 03/03	Date: 14.09.2017

Dear Sir,

Sub: Payment of Bonus - As per Bonus (Amendment) Act 2015 for the year 2016-17

Ref: Head Office Circular No. 168, Ref. No. 03/31, dated 18.08.2017

With reference to above, we have vide our Circular dated 18.08.2017 have advised for payment of Bonus at the rate of 8.33% of salary to the eligible employee including temporary employee. In this connection, we wish to reiterate that all temporary employees who had worked in the Bank for not less than 30 working days during the financial year are eligible to receive Bonus.

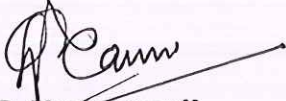
All Zonal Offices are advised to instruct the Branches to prepare the statement of Bonus payable to the temporary employees and forward the same duly authenticated by the Branch Manager to respective Zonal Offices for verification and consolidation.

After verifying the accuracy of calculation, Zonal Offices should consolidate the Bonus payable to all temporary employees in the Zone and forward the information to HR Dept. Head Office in the enclosed format. Bonus may be released to temporary employees only after obtaining confirmation from Head Office.

Branches may be advised to follow all the guidelines/ illustrations given in the above referred circular while preparing the Bonus payable statement of temporary employees.

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

Yours faithfully,


(S. Veeramani)
Asst. General Manager (HR)



CC :- Apex College, Hyderabad
CC:-Staff Training Center, Visakhapatnam

