



केन्द्रीय विद्यालय संगठन (मु.)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/ New Delhi - 110016
फोन नंबर 011-26528351
फैक्स नंबर 011-26514179
E-mail:- kvsicfin@gmail.com

F. No. 125-8/2003-04/KVS (Budget)

Dated: 09.04.2014

✓ The Deputy Commissioner/ Director,
Kendriya Vidyalaya Sangathan
All Regional Offices/ ZIETs.

Subject: Grant of non-productivity linked bonus (adhoc bonus) to Non-Teaching and Teaching employees of KVS-clarification reg:-

Sir/Madam,

I am to refer to the subject cited above and to say that as per the contents of OM issued by Govt. of India from time to time, Group 'C' and 'D' and all non Gazetted employees in Group 'B' who are not covered by any Productive Linked Bonus Scheme are granted Non-Productive Linked Bonus (Adhoc Bonus). References are still being received by this office from various units seeking clarification as to whether all Group 'C' and 'D' and all non-gazetted employees in group 'B' are entitled for Bonus.

2. The matter has been examined at length at KVS (HQ.) earlier and issued certain clarifications vide this office letter of even number dated 30.09.2010 and 27.01.2011.

- i) Eligibility for grant of Adhoc Bonus to teachers may be regulated on the basis of clarification received from the MHRD vide letter No.F.5-16/98-UT.1 dated 18.2.2002.
- ii) All non-teaching employees with the Grade Pay of less than Rs.4800/- in KVS may be allowed to draw Bonus for the year 2009-10.

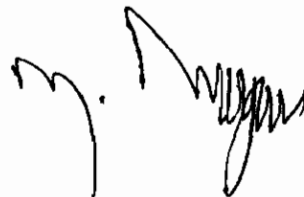
It is, however, reported that Adhoc Bonus was not granted to employees of KVS by few units due to grant of higher grade pay on account of ACP/MACP/Sr. Scale/Selection scale etc. despite the issue of necessary clarification by this office on this matter. In order to adopt the uniform procedure by all units on the matter, it is once again clarified that all non-teaching and teaching category of employees of KVS holding the Group 'B', 'C' and 'D' posts having the entry grade pay attached to such posts up to Rs.4800/- are eligible for grant of adhoc Bonus. In other words, grant of ACP/MACP/Senior Scale/Selection Scale to such employees with reference to their initial appointment in the posts may not debar them to get adhoc Bonus. In any case, the following categories of employees of KVS are eligible for bonus.

(A) Non-teaching category posts:-

Sl. No.	Name of posts	Entry grade Pay	Category
1.	Finance Officer	PB-2 with GP Rs.4600	Group-B
2.	Section Officer	PB-2 with GP Rs.4600	Group-B
3.	Assistant Director (OL)	PB-2 with GP Rs.4600	Group-B
4.	Assistant Editor	PB-2 with GP Rs.4600	Group-B
5.	Technical Officer	PB-2 with GP Rs.4600	Group-B
6.	Private Secretary	PB-2 with GP Rs.4600	Group-B
7.	Assistant	PB-2 with GP Rs.4200	Group-B
8.	Stenographer Grade-1/ Grade-II	PB-2 with GP Rs.4200	Group-B
9.	Senior Hindi Translator/ Hindi Translator	PB-2 with GP Rs.4200	Group-B

(B) Teaching category posts:-

Sl. No.	Name of posts	Entry grade Pay	Category
1.	Post Graduate Teacher	PB-2 with GP Rs.4800	Group-B
2.	Trained Graduate Teacher/ Head Master/ PET/ WET/ Drawing Teacher/ Home Science Teacher/ Librarian/ Yoga Teacher	PB-2 with GP Rs.4600	Group-B
3.	PRT/ Music Teacher	PB-2 with GP Rs.4200	Group-B



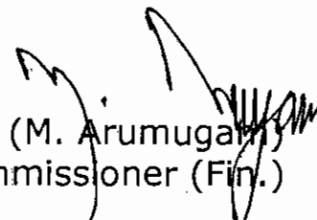
You are, therefore, requested to take necessary action as under:

- i) Recovery of Bonus payment, if any, made by any units erroneously for the years 2009-10 to 2012-13 may be paid back to the employees.
- ii) Employees who were not granted adhoc Bonus for the year 2009-10 to 2012-13 may be paid now.
- iii) Clarification orders issued by Ministry of Finance vide OM No.F.14 (10)-E coord/88 dated 04.10.1988 as amended from time to time would hold good.
- iv) Before disbursement of Bonus Payment to the employees in terms of points at Sl.No. (i) & (ii) above, an undertaking may be obtained from all employees to the effect that the Bonus drawn will be refunded to the Sangathan in the event of any audit objection.

The contents of this letter may be circulated to all units of the Sangathan.

This issue with the approval of competent authority.

Yours faithfully


(M. Arumugam)
Joint Commissioner (Fin.)

Copy to:-

1. PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/ Acad), KVS.
3. All Officers/ Sections of Kendriya Vidyalaya Sangathan (Hq).
4. The General Secretary, All Recognized Associations.
5. Deputy Commissioner (EDP) with a request to upload the letter on the KVS Website under Announcements head.
6. Guard File.


Joint Commissioner (Fin.)