

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/2026/41/Ad-hoc Bonus

Date: 19 /08/2026

MEMORANDUM

As per G.O. No. 93-HED-13014(99)/3/2025-BDG SEC, dated 13/03/2026 regarding grant of Ad-hoc Bonus for the year 2025-2026 to the employees of the State-aided Universities, as well as whole time approved employees of Hostel/ Mess all whole time employees of this University drawing emoluments not exceeding Rs. 46000/- per month as on 31st March, 2026 will be entitled to Ad-hoc bonus for the accounting year of 2025-2026 at the rate of Rs. 7,400/- per head.

The upper eligibility ceiling of Rs. 46000/- p.m. as on 31.03.2026 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay. In no case the maximum amount of Ad-hoc bonus shall exceed the limit as indicated above.

A) The benefit will be admissible subject to the following terms & conditions:

- i. Only those employees who were in service on 31.03.2026 and have rendered at least six month's continuous service during 2025-2026 will be eligible for payment of Ad-hoc Bonus under this order.
- ii. The employees whose emoluments on 31.03.2026 exceeded Rs. 46000/- p.m. but during the year 2025-2026 their emoluments at least for 6(six) months were less than Rs. 46000/- p.m. irrespective of whether the emoluments have exceeded Rs. 46000/- p.m. on account of promotion, CAS, increment, enhancement of D.A., Special Pay, etc. will be entitled to Ad-hoc bonus of the maximum amount of Rs. 7,400/- per head.
- iii. The amount of Ad-hoc bonus on pro-rata payment will be calculated according to the following formula subject to the maximum amount of Rs.7,400/-

Emoluments as on 31st March 2026 x Eligibility period (No. of months)

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(A fraction of 15-days or more should be counted as one month)

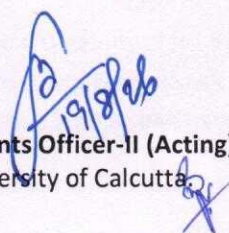
- B) The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2025-2026 will also be entitled to Ad-hoc bonus according to the following formula subject to the maximum of Rs. 7,400/-.

Total amount of salary / wages earned during the year 2025-2026 = The amount of Ad-hoc bonus subject to maximum of Rs. 7,400/-

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- C) The term "emoluments" will mean and include Basic pay, Special pay and Additional Allowance but will not include specialist pay and other Allowances such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc. or those employees drawing pa in the unrevised scale the term "emoluments" will mean and include Basic Pay, Special Pay, Personal Pay, Fixed Pay, Dearness Pay, if any, Dearness Allowance, Additional Dearness relief, if any, but will not include other allowance, such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc.

All heads of the Departments/ Secretaries are requested to instruct the concerned establishment section to draw bills for the Ad-hoc Bonus in favour of the eligible employees which may kindly be sent to the Accounts Department (Salary Section) within **10/09/2026**.


Accounts Officer-II (Acting)
University of Calcutta