



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)
Corporate Identity Number: U40109PB2010SGC033814
O/o Chief Financial Officer (A&R Section), Shakti Sadan, Patiala
www.pstcl.org e-mail: ao-comp@pstcl.org

Accounts Circular No. 3/2021/PSTCL

To

All Addl. SEs/Sr. Xens/AOs **(All Accounting Units)**
under PSTCL

Memo No. 873-914/CFO/A&R-155

Dated: 22.07.2021

Subject: Payment of Bonus for the year 2020-21 under the Payment of Bonus Act, 1965.

Punjab State Transmission Corporation Limited vide its office order no. 446/Gen-638 dated 09.07.2021 has sanctioned the payment of bonus for the year 2020-21 under the Payment of Bonus Act 1965 by adopting the office order no. 107/BD-526 dated 08.06.2021 issued by Company Secy., PSPCL. The bonus for the year 2020-21 shall be paid to eligible employees with the salary of October, 2021 before the occasion of Diwali. As per these orders the payment of bonus to all PSTCL employees is admissible as under:

The payment of bonus for the year 2020-21 under Payment of Bonus Act, 1965 to all PSTCL employees shall be made at the rate of 8.33% of the wages or salary earned by them during the year 2020-21. The bonus is admissible only to those employees of PSTCL whose salary or wages does not exceed Rs. 21000/- PM. For calculation purpose where the salary or wages of an employee exceeds rupees seven thousand per mensem, it shall be taken Rs. 7000/- or the minimum wage notified for his category as per Labour Commissioner, Government of Punjab, whichever is higher (even if the employee is drawing upto Rs. 21000/- PM).

The relevant important sections regarding defining employee, calculation of bonus, payment of bonus etc. of the act are reproduced below for ready reference. However, the act may be referred for complete reference.

Section 2 (13) of act defines “employee” means any person (other than an apprentice) employed on a salary or wage not exceeding twenty one thousand rupees per mensem in any industry to do any skilled or unskilled manual, supervisory, managerial, administrative, technical or clerical work for hire or reward, whether the terms of employment be express or implied;

Section 8. Eligibility of bonus - Every employee shall be entitled to be paid by his employer in an accounting year, bonus, in accordance with the provisions of this Act, provided he has worked in the establishment for not less than thirty working days in that year.

The section 10 &11 of the Payment of Bonus Act 1965 with latest amendment of notification date 01-06-16 of Ministry of Law and Justice, Govt. of India envisages regarding payment of bonus, it is reiterated below:

10. Payment of minimum bonus - Subject to the other provisions of this Act, every employer shall be bound to pay to every employee in respect of the accounting year commencing on any day in the year 1979 and in respect of every subsequent accounting year, a minimum bonus which shall be 8.33 per cent of the salary or wage earned by the employee during the accounting year or one hundred rupees, whichever is higher, whether or not the employer has any allocable surplus in the accounting year.

As per provisions of the act, every employer shall be bound to pay its employees a minimum bonus which shall be @ 8.33 % of salary or wages earned by employees during accounting year or one hundred rupees whichever is higher, whether or not the employer has any allocable surplus in the accounting year.

Regarding calculation Section 12 &13 of the act are also reproduced below:

12. Calculation of bonus with respect to certain employees.

Where the salary or wage of an employee exceeds seven thousand rupees per mensem or the minimum wage of the scheduled employment as fixed by the appropriate Government, whichever is higher, the bonus payable to such employee under section 10 or, as the case may be, under section 11, shall be calculated as if his salary or wage were seven thousand rupees per mensem or the minimum wage of the scheduled employment, as fixed by the appropriate Government, whichever is higher.

13. Proportionate reduction in bonus in certain cases.

Where an employee has not worked for all the working days in an accounting year, the minimum bonus of seven thousand rupees or, as the case may be, of sixty rupees, if such bonus is higher than 8.33 per cent, of his salary or wage for the days he has worked in that accounting year, shall be proportionately reduced.

The rates of minimum wages are normally notified 2 times every year by the office of Labour Commissioner, Government of Punjab, once from the month of March and then again from the month of September. But no rates have been notified from the month of March 2020, September 2020 and March 2021. Therefore, the rates of minimum wages notified w.e.f. 01.09.2019 as per notification ST27067 dated 04.11.2019 issued by Labour Commissioner, Punjab as given below be considered at the time of making of Payment of Bonus payable for the year 2020-21:

Category	Monthly Minimum wages for FY 2020-21 (as per wage rate notified w.e.f. 1.9.2019) (Rs.)
Un-Skilled	8776.83
Semi-Skilled	9556.83
Skilled	10453.83
Highly Skilled	11485.83

Note:- In case the above rates are revised in future by the Labour Commissioner Punjab for the FY 2020-21 then that will be applicable.

As per provisions of the Act, the payment of bonus for the FY 2020-21 is required to be made on or before 30.11.2021. The necessary provision of bonus payable for FY 2020-21 as per Accounts Circular 1/2021 already have been made by concerned accounting units in March Annual Adjustment Account 2021. Therefore, it is proposed that the payment of bonus should be made with the salary of October 2021 before the occasion of Diwali by each DDO.

The expenditure on this account shall be charged to GH 44.320 – Bonus Payable, at the time of payment. The amount remaining undisbursed/unclaimed at the end of March 2022 will be adjusted through JV by debiting GH 44.320 – Bonus Payable per contra credit to GH 44.220 – Unpaid Bonus.

Further the following adjustments shall be made by the DDOs in March Annual Adjustment Account 2022 to close the account under the head 44.320:

- a) The expenditure incurred in excess of the provision made under the Account code 44.320 (refer relevant JV in the March Annual Adjustment Account 2021) shall be debited to Account code 75.510/75.520 (as the case may be) per contra credit Account code 44.320- Bonus payable.
- b) Where the provision of bonus made under Account code 44.320 is found in excess of the actual expenditure, it shall be adjusted by transferring it to Account code 65.801 (Other excess provision in prior periods-Bonus), per contra debit to Account code 44.320-Bonus Payable.

Apart from the above, in many cases, emoluments of the employees may exceed Rs. 21000/- P.M. (i.e. the ceiling limit of emoluments for eligibility to bonus) as a result of revision of pay scale, grant of proficiency step ups/compensatory increments/devised time bound promotional scales (if any) etc. which might not have been given effect in the service records so far. The Drawing and Disbursing Officer should particularly take note of these developments for working out the admissibility of bonus in such cases to avoid complications arising out of recoveries of bonus at a later stage.

If as a result of revision of pay scale, grant of proficiency step ups/compensatory increments/devised time bound promotional scales (if any) etc., the emoluments of the employee exceeds the ceiling limit of emoluments for eligibility to bonus (Presently Rs. 21,000/- P.M.) then excess bonus already paid should be recovered from the arrears. This should be kept in view by the concerned DDO at the time of paying arrear of pay etc.

Further, field offices are advised to refer Government of Punjab, Department of Labour (Labour Branch) Notification dated 15.11.2012 for determination of particular post/employee of un-skilled, semi-skilled, skilled or highly skilled category, which may be downloaded from the internet (if required).

This issues with the approval of competent authority, PSTCL, Patiala.

DA/Proforma

Harminder Singh
Accounts Officer/A&R,
PSTCL, Patiala.

Endst. No. 915-961 /CFO/A&R-155

Dated: 22.07.2021

Copy of the above is forwarded to the following for information and further necessary action please:

1. All CEs, PSTCL, Patiala.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. Dy. CE/HR & Admn., PSTCL, Patiala.
5. All other Dy.CEs/SEs under PSTCL.
6. All Dy. CAOs /Dy. CAs/Dy. FAs under PSTCL.
7. All AOs under PSTCL (except DDOs).

Harminder Singh
Accounts Officer/A&R,
PSTCL, Patiala.

CC:

1. Sr./PS to CMD, PSTCL, Patiala.
2. Sr./PS to Director/Admn., PSTCL, Patiala.
3. Sr. PS to Director/F&C, PSTCL, Patiala.
4. Sr. PS to Director/Technical, PSTCL, Patiala.

} for kind information of worthy
Directors please.

Punjab State Transmission Corporation Limited

Name of Office:

Name of Employee and Designation:

Year:

Month/ Year	Salary/Wages for eligibility criteria of Rs. 21000/- PM					Salary/Wages for calculation of payment of Bonus			No. of Days	Emoluments for Bonus (as per Col. 9) (amount be proportionately taken if actual no. of days are less than total days of the month)
	Basic Pay	Grade Pay	IR	DA	Total	Actual total salary per month maximum upto Rs. 7000/-	Minimum wages as per Labour Commissio- ner, Punjab, Notification ST/27067 dated 04.11.2019	Higher of Col. (7) and Col.(8)		
1	2	3	4	5	6	7	8	9	10	11
Mar. 2020										
Apr. 2020										
May 2020										
June 2020										
July 2020										
Aug 2020										
Sep. 2020										
Oct. 2020										
Nov 2020										
Dec. 2020										
Jan. 2021										
Feb. 2021										
Total										

Bonus Payable @8.33% of as per section 10 and 11 of Payment of Bonus Act =
(Total of Column No. 11 X 8.33%)

Note:

- (i) **As per the terms of offer of appointment to newly appointed employees/officers, they are only entitled to fixed emoluments and no other allowance/increment/grade pay etc. (except TA) shall be admissible, so bonus to such class of employees is not admissible.**
- (ii) **Bonus is not admissible to retirees hired on contract as they are also drawing pension along-with fixed salary for contract period and sum of pension and contract salary always exceed the prescribed limit of wages under Payment of Bonus Act, 1965 of such retirees.**
- (iii) Field offices are advised to refer Government of Punjab, Department of Labour (Labour Branch) Notification dated 15.11.2012 for determination of particular post/employee of un-skilled, semi-skilled, skilled or highly skilled category.