

**(Accounts Circular No.03/2025/PSTCL)**

To,

All Addl. SE's/Sr. Xen's/AO's (DDO's) *(All Accounting Units – through website only)*  
under PSTCL.

Memo No: 129/CFO/A&R-20-III

Dated: 13.02.2025

**Subject: Provision of Bonus payable for the FY 2024-25 under the Payment of Bonus Act, 1965 in March Annual Account 2025.**

A provision is required to be made in March Annual Account 2025 for the bonus payable for FY 2024-25. **However, the instructions regarding payment of Bonus will be issued separately later on.**

Provision should be made keeping in view the following conditions:

The provision of bonus for the year 2024-25 under Payment of Bonus Act, 1965 in respect of all PSTCL employees whether regular employees or Part Time Sweepers shall be made at the rate of 8.33% of the wages or salary earned by them during the year 2024-25, whose salary or wages does not exceed Rs. 21,000/- PM. For calculation purpose where the salary or wages of an employee exceeds rupees seven thousand, it shall be taken Rs.7,000/- 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.21,000/- PM).

The minimum wages during the year 2024-25 for scheduled employment under the Minimum Wages Act, 1948 as per notification ST/18566 dated 28.11.2024 issued by Labour Commissioner, Punjab as given below, will be considered at the time of making of Provision of Bonus payable in March Annual Account 2024:

Category	Minimum wages (as per wage rate notified w.e.f. 01.03.2024) (Rs.)			Minimum wages (as per wage rate notified w.e.f. 01.09.2024) (Rs.)		
	Monthly	Daily	Per Hour	Monthly	Daily	Per Hour
Un-Skilled	10899.82	419.22	52.40	10996.04	422.92	52.86
Semi-Skilled	11679.82	449.22	56.15	11776.04	452.92	56.61
Skilled	12576.82	483.72	60.46	12673.04	487.42	60.92
Highly Skilled	13608.82	523.41	65.42	13705.04	527.11	65.88

**The provision of bonus payable should be booked through following JV:**

Debit (Dr)	Bonus Account (Regular/Work charged/Daily Labour staff)	GH 75.5 (75.510/75.520)
Debit (Dr)	Miscellaneous Expenses (Part Time Sweepers)	GH 76.190
Credit (Cr)	Bonus Payable Account	GH 44.320

Apart from the above, in many cases, emoluments of the employees may exceed Rs.21,000/- 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. The proforma for calculation of bonus amount is also enclosed.

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.

DA: Proforma

*Harinder Singh*  
Accounts Officer/A&R,  
PSTCL, Patiala.

Endst. No. 130/CFO/A&R-155

Dated: 13.02.2025

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

1. All EICs/CEs, PSTCL, Patiala.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. All Dy. CEs/SEs under PSTCL.
4. Company Secretary, PSTCL, Patiala.
5. All Dy. CAOs under PSTCL.
6. All AOs under PSTCL (except DDOs).

*Harinder Singh*  
Accounts Officer/A&R,  
PSTCL, Patiala.

CC:

1. Sr. PS to Director/F&C, PSTCL, Patiala.
2. Sr. PS to Director/Technical, PSTCL, Patiala.
3. Sr./PS to Director/Admn., 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/ Hours	Emoluments for Bonus (as per Col. 7) (amount be proportionately taken if actual no. of days/hours are less than total days/hours of the month)
	Basic Pay	DA	Total	Actual total salary per month maximum upto Rs. 7000/-	Minimum wages as per Labour Commissioner, Punjab, Notification ST/18566 dated 28.11.2024	Higher of Col. (5) and Col.(6)		
1	2	3	4	5	6	7	8	9
Mar. 2024								
Apr. 2024								
May 2024								
June 2024								
July 2024								
Aug 2024								
Sep. 2024								
Oct. 2024								
Nov 2024								
Dec. 2024								
Jan. 2025								
Feb. 2025								
<b>Total</b>								

Bonus Payable @8.33% of as per section 10 and 11 of Payment of Bonus Act =  
(Total of Column No. 9 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 Travelling Allowance) 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.