



# 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. 9/2020/PSTCL

To

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

Memo No. 1502-1547/CFO/A&R-155

Dated: 02.09.2020

**Subject: Payment of Bonus for the year 2019-20 under the Payment of Bonus Act, 1965.**

Punjab State Transmission Corporation Limited vide its office order no. 419 /Gen-638 dated 20.08.2020 has sanctioned the payment of bonus for the year 2019-20 under the Payment of Bonus Act 1965 by adopting the office order no. 100/BD-526 dated 07.07.2020 issued by Company Secy., PSPCL. As per these orders the payment of bonus to all PSTCL employees is admissible as under:

The payment of bonus for the year 2019-20 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 2019-20. 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, it shall be taken Rs. 7000/- or the minimum wage notified for his category as per Labour Commissioner, Government of Punjab notification ST/27067 dated 04.11.2019 (Table No. 1), whichever is higher (even if the employee is drawing upto Rs. 21000/- PM).

The minimum wages during the year 2019-20 for scheduled employment under the Minimum Wages Act, 1948, prescribed as per notification ST/27067 dated 04.11.2019 issued by Labour Commissioner Punjab are as under:-

Category	Monthly Minimum wages for 1.3.2019 to 31.8.2019 (Rs.)	Monthly Minimum wages for 1.9.2019 to 29.2.2020 (Rs.)
Un-Skilled	8451.95	8776.83
Semi-Skilled	9231.95	9556.83
Skilled	10128.95	10453.83
Highly Skilled	11160.95	11485.83

As per provisions of the Act, the payment of bonus for the FY 2019-20 is required to be made on or before 30.11.2020. The necessary provision of bonus payable for FY 2019-20 as per Accounts Circular 1/2020 already have been made by concerned accounting units in March Annual Adjustment Account 2020. Therefore, it is proposed that the payment of bonus should be made on or before 30.11.2020 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 2021 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 2021 to close the account under the head 44.320:

- The expenditure incurred in excess of the provision made under the Account code 44.320 (refer relevant JV in the March Annual Adjustment Account 2020) shall be debited to Account code 75.510/75.520 (as the case may be) per contra credit Account code 44.320- Bonus payable.

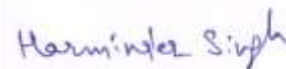
- b) Where the provision of bonus made under Account code 44.320 is found in excess of the actual expenditure, it shall be adjusted by transferring it to Account code 65.801 (Other excess provision in prior periods-Bonus), per contra debit to Account code 44.320-Bonus Payable.

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 unskilled, 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.



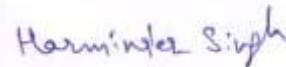
Accounts Officer/A&R,  
PSTCL, Patiala.

Endst. No. 1548-1592/CFO/A&R-155

Dated: 02.09.2020

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

1. Er.-in-Chief/Chief Engineer/ HIS&D/TS/ P&M/ SLDC, under PSTCL.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. SE/S&D, Shakti Sadan, PSTCL, Patiala w.r.t. office order no. 419 Gen-638 dated 20.08.2020 issued by Dy. Secy./General, PSTCL, Patiala.
5. All other Dy.CEs/SEs under PSTCL.
6. DGM/IT, PSTCL, Patiala.
7. All Joint/Dy. CAOs/Dy. CAs under PSTCL.
8. All AOs under PSTCL (except DDOs).
9. RAO, PSTCL, Patiala.



Accounts Officer/A&R,  
PSTCL, Patiala.

CC:

1. Sr. PS to CMD, PSTCL, Patiala for kind information of CMD, please.
2. Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director, please.
3. Sr. PS to Director/Tech., PSTCL, Patiala for kind information of Director, please.
4. Sr. PS to Director/Admn., PSTCL, Patiala for kind information of Director, 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 04.11.20197	Higher of Col. (7) and Col.(8)		
1	2	3	4	5	6	7	8	9	10	11
Mar. 2019										
Apr. 2019										
May 2019										
June 2019										
July 2019										
Aug 2019										
Sep. 2019										
Oct. 2019										
Nov 2019										
Dec. 2019										
Jan. 2020										
Feb. 2020										
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 unskilled, semi-skilled, skilled or highly skilled category.