



No. G-31/11/1/2018-E-III

Dated:-25.10.2021

MEMORANDUM

Sub: Payment of advance against the Productivity Linked Bonus admissible for the eligible Group "C" employees of ESIC Corporation – 2020-21 - regarding.

Approval of the Competent Authority is hereby communicated for the payment of advance against the Productivity Linked Bonus (PLB) equal to 60 (Sixty) days' wages subject to the maximum of Rs.14,000/- (rupees fourteen thousand only) to the eligible Group "C" employees of the Corporation for the year 2020-21. The payment of the advance is subject to the condition that an undertaking (in the enclosed proforma) to the effect that **"the advance will be adjusted against the PLB due for the year 2020-21 and any excess payment detected towards PLB for the year 2020-21 would be refunded forthwith"**, shall be submitted by each eligible employee. The payment of advance is subject to the same terms and conditions that are applicable to the grant of PLB and are appended. However, advance is not admissible in respect of employees who have already retired from the services of ESIC.

Drawing and Disbursing Officer of the respective Regional Office/Sub-Regional Office may draw the advance against the PLB in respect of staff working in outstation Branch Offices also for presentation to J.D. (F)/D. D. (F) concerned.

The Joint Director (Fin.)/Dy. Director (Fin.) will honour the bills submitted by the DDO and pay the proceeds under the existing procedure in the respective Regions/Sub-Regions.

The amount of advance against the PLB for the year 2020-21 may be paid to the eligible employees by **29.10.2021** under intimation to this office. The number of such employees and amount disbursed, may also be intimated.

Hindi version will follow.

Encl:- As above

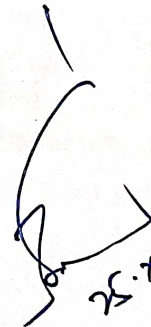

(J. SRIVASTAVA)
ASST. DIRECTOR

For information & necessary action to:

1. PPS to Director General/ PS to all Divisional Heads.
2. PS to Commissioner (NT A).
3. All Regional Directors/ Directors/Joint Directors (I/c)
4. D(M)D, D(M) NOIDA.
5. Jt. Director E-V, Hqrs. Office/ Medical Superintendent of ESIC Model Hospitals/ Addl. Commissioner (Fin.), Hqrs office.
6. All Jt. Director (F)/ Dy. Director (fin).
7. Website content Manager with the request to upload this Memorandum on the website of ESIC.
8. Raj Bhasha Cell for Hindi Translation.

Terms and conditions for payment of advance against Productivity Linked Bonus to the employees of the Employees' State Insurance Corporation

1. All regular employees of Group 'C' whether temporary or permanent shall be eligible for the advance against Productivity Linked Bonus provided they were in service for the whole year, without any break and also on the last day in March of the relevant financial year i.e. 2020-2021. Casual/contract/extra departmental employees shall not be eligible for any Bonus.
2. The employees who were in service for less than one year during the relevant financial year shall be allowed the advance against PLB on proportionate basis, provided they were in service for at least six months during the financial year 2020-2021.
3. The employees drawing monthly wages of more than Rs. 7,000/- shall be entitled to the advance against PLB at the rate admissible to those drawing wages of Rs. 7,000/- per month.
4. The employees who happen to be on extraordinary or half pay leave during the month of March will be paid the advance against PLB based on the pay and allowances that would have been payable but for their being on EOL, HPL etc.


25.7.2021

UNDERTAKING

I, Shri/Smt. /Ms. _____ , _____

(Name)

(Designation)

do hereby undertake as under:--

1. That I understand that the advance against the PLB due and admissible to me for the year 2020-2021, equal to 60 days' wages (subject to the maximum of Rs.14,000/-) has been provisionally sanctioned and being paid to me.

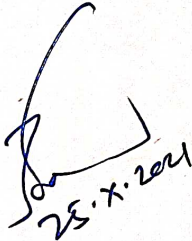
2. The said advance will be adjusted against the PLB due and admissible to me for the year 2020-2021 and any excess payment detected at a later stage, on any account, shall be refunded by me forthwith.

Signature _____

Name _____

Designation _____

Date _____


25.7.2021