

**Government of West Bengal**  
**Department of Health & Family Welfare**  
**H.S. (M.S.) Branch**  
**Swasthya Bhavan, GN - 29, Sector V**  
**Salt Lake City, Kolkata 91**

No. 170(2) – HS(MS)/HFW-15017(14)/7/2018

Date: 08.09.2021

**From: The Additional Secretary**  
**H.S. [M.S.] Branch**

**To: 1. The Director of Medical Education, West Bengal**  
Swasthya Bhavan, Kolkata – 700091  
**2. The Director of Health Services, West Bengal**  
Swasthya Bhavan, Kolkata – 700091

**Sub: Payment of bonus to contractual staff provided by existing agencies for security, scavenging, cleaning & housekeeping etc.**

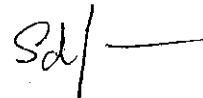
Sir,

I am directed to refer to the subject mentioned above and to say that –

- i. As per the Tender Document, 2014, 2017, 2018 for engagement of contractual staff in hospital across State, payment of bonus to such staff shall be made by the agency that deploys them and reimbursement of the same shall be done by the concerned hospital on submission of documentary evidence of the actual payment made.
- ii. "The reimbursement of the same should be made from existing Head of Account from where monthly remunerations of the staff is paid,
- iii. All payment of bonus should be made @ 8.33% of the salary or wage earned by the employee / staff during the accounting year and once in a year before commencement of Durga Puja / Id following the year ended on 31st March.
- iv. Bonus is to be provided to all employees who have worked not less than 30 (thirty) days during the year ended on 31st March.
- v. Employees are entitled to arrear bonus, if due.

These are general in nature and applicable to all the Government health facilities in the State. You are, thus, requested to take necessary actions in this regard.

Yours faithfully,



**Additional Secretary**  
**H.S. (M.S.) Branch**

**Copy forwarded for information and necessary action to: -**

1. Principal Accountant General (A&E), West Bengal, Treasury Building, 2, Government Place West, BBD Bag, Kolkata – 700001
2. Accountant General (A&E), West Bengal, Treasury Building, Kolkata
3. The District Magistrate, ..... (all districts)
4. The C.M.O.H., ..... (all districts / health districts) for necessary communication to the concerned Deputy CMOH-I/Superintendents/ ACMOH/BMOHs within his/her jurisdiction having such facilities covered in this Order.
5. Additional Director of Health Services (AA&V), West Bengal, Swasthya Bhavan, Kolkata – 91
6. Joint Director of Health Services (H.A.), Swasthya Bhavan
7. The Director / Principal / MSVP / Superintendent .....(all health facilities)
8. The Pay & Accounts Officer / Treasury Officer ..... (all)
9. President, Ex-servicemen Resettlement Society, 9-A, Beparitola Lane, Kolkata – 72
- ✓ 10. I.T. Cell for web posting
11. Office Copy
12. Guard File

*Sehel.*

*08.09.21*

**Additional Secretary  
H.S. (M.S.) Branch**