



DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (L.W.)
VARUNALYA 'B' BUILDING, KAROL BAGH,
NEW DELHI-110005.

OFFICE ORDER NO. 04

DATED: 22.10.2025

The Chief Executive Officer, DJB vide his order dated 17.10.2025 pleased to grant of Non-Productivity Linked Bonus (Ad hoc Bonus) for the accounting year 2024-2025 to all the eligible employees working in group "C" and all Non-Gazetted employees working in group "B" who are not covered by any Productivity Linked Bonus Scheme. The orders will deemed to be extended to the employees of Delhi Jal Board who are not covered by any other bonus or ex-gratia scheme, subject to the following terms & conditions:-

1. The payment will be equal to one-month salary as on 31.03.2025 subject to maximum of Rs. 7000/- (Rupees Seven Thousand Only). The term salary includes basic pay, special pay, D.A. The quantum of Non-PLB (Ad-hoc Bonus) will be worked out on the basis of average emoluments/calculations ceiling whichever is lower. To calculate Non-PLB (Ad-hoc bonus) for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will, thereafter, be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of monthly emoluments of Rs. 7000/- (where actual average emoluments exceeds out to Rs. $7000 \times 30 / 30.4 = \text{Rs. } 6907.89$ (rounded off to Rs. 6908/-).
2. The payment of Non-Productivity Linked Bonus (Ad hoc Bonus) will be made to all the monthly rated employees who have rendered full 12 months service with pay during the year 2024-2025.
3. Only those employees who were in service on 31.03.2025 and have rendered at least six months of continuous service during the year 2024-2025 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for period of continuous service during the year from six months to a full year and the eligibility period being taken in terms of number of month's service (rounded off to the nearest numbers of months).

P.T.O.

4. Persons who have retired on superannuation or being declared invalid on medical grounds or on voluntary retirement or have died before 31.03.2025 but after completing at least six months regular service during the year will be eligible for Non-Productivity Linked Bonus (Ad hoc Bonus) on Pro-rata basis in terms of number of months of service as clarified by the Finance Ministry' O.M.No.F-14 (10)/ E- Cord./ 88, Dated 04.10.1988.

5. In case, where suspension has been regularized and the employee has been paid the wages, no proportionate deduction will be made for the said suspension period. The cases of resignation, death etc., in respect of which the Bonus Act is silent, may be covered under the clarification issued by the Ministry of Finance via O.M.No.F-14 (6)/ E- Cord./ 83, Dated 08.03.1984. The verification of services of such employee will be done by DDO concerned.

6. The verification of service will be done by the DDO Concerned in each individual case.

7. In case of employees who had been transferred from one office to another, the payment of Non-Productivity Linked Bonus (Ad hoc Bonus) will be made by the branch/ office where they are working at present. In the case of transfer of any employees after 31.03.2024, the payment will be made by the DDO concerned under whom the employee is working at present.

This issues with the concurrence of Finance & Accounts department of Delhi Jal Board.

All the DDO's are, therefore, requested to make the payment of Non-Productivity Linked Bonus (Ad hoc Bonus) for the year 2024-2025 to the eligible employees working under them forthwith.

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 1722 24/10/25

All DDO's.

(Gopal Aggarwal)
Deputy Director (LW)

NO.DJB/DD(LW)/Non PLB(2024-25)/2025/47349

Dated:- 22.10.2025

Copy for kind information to:-

1. Chairman, Delhi Jal Board.
2. Vice Chairman Delhi Jal Board.
3. PS to C.E.O.
4. Member(A)/Member(F)/Member(WS)/Member(Dr.)/CVO/Addl.CEO/Secy.DJB.
5. Director (A&P)/ Director (Rev.)/ Director (F&A)/Dir.(Enf.)
6. All Chief Engineers/ All SEs/All Jt. Dir.(Rev.)/ Dir. (Hort.)/All EEs/ CSO/ Dy. CSO/ Project Dir (Bottling Plant)/ CWA/ All DDs(H).
7. Director (T&QC)/All Dy.Dir's/ Dy. DORs/ EO/.
8. All Dy. Director(Rev.)/ Jt. Director/ LO(DJB).
9. All Dy. Dir. (F&A)/ All MOIs/ All Sr. AOs/ All AO's/ All AAO's/ All ZROs/ All Administrative Officers.
10. Dy. Dir. (PR) for publication in Varun Patrika.
11. All Unions
12. DD (IT) With the request to up load publish it on DJB Website.

DD (IT)

(Gopal Aggarwal)
Deputy Director (LW)

2025 I

24/10/2025