



VIDYASAGAR UNIVERSITY
Office of the Finance Department

CIRCULAR of Ad-Hoc BONUS
For the Casual Employees of the year 2024-25

Ref: YU/Fin/Bonus/1346/2025

Date: 19.03.2025

In terms of Govt. Order No. 1023/-F9P2) dated 18.03.2025 regarding payment of Adhoc Bonus subject to maximum Rs. 6800/- only to the Casual workers who have put in work at least 120 days during the year 2024-25, all the departmental heads are hereby requested to forward the casual workers data in the prescribed proforma(given below) for smooth release of adhoc bonus to them. The duly filled in proforma should reach our office within **21st March 2025 for all Muslim employees** and for rest employees **25th August, 2025.**

Sd/ Finance Officer

Proforma for Ad-Hoc BONUS to the Casual Employees for the year 2024-25

Establishment Name:

Name of Casual Employee	Total No. of Days worked during Last year from April 2024 to March 2025	Total Remuneration Received for the period mentioned above in (Rs.)

Date:

Signature of HOD/In-Charge of the Office