



VIDYASAGAR UNIVERSITY
Office of the Finance Department

CIRCULAR of Ad-Hoc BONUS
For the Casual Employees of the year 2023-24

Ref: VU/Fin/Bonus/1114 /2023

Date: 22.03.2024/28.03.2024

In terms of Govt. Order No. 1220-F(P2)/FA/O/2M/493/12 dated 07.03.2024 regarding payment of Adhoc Bonus subject to maximum Rs. 6000/- only to the Casual workers who have put in work at least 120 days during the year 2023-24, 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 **2nd April 2024 for all Muslim employees** and for rest employees **13th September, 2024.**


Sd/Finance Officer

Proforma for Ad-Hoc BONUS to the Casual Employees for the year 2023-24

Establishment Name:

Name of Casual Employee	Total No. of Days worked during Last year from April 2023 to March 2024	Total Remuneration Received for the period mentioned above in (Rs.)

Date:

Signature of HOD/In-Charge of the Office