

The Payment of Bonus Act 1965, Process Calendar

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Act Requirement	Records to be Maintained	Disqualification for bonus	Time Limit for Payment of Bonus
<p data-bbox="192 419 533 510">Eligibility</p> <p data-bbox="192 528 734 742">-Every employee shall be entitled to be paid by his employer in an accounting year bonus, in accordance with the provisions of this Act, provided he has worked in the establishment for not less than THIRTY WORKING DAYS in that year. SEC.8</p>	<p data-bbox="790 419 1167 571">-FORM A:-a register showing the computation of the allocable surplus referred to in clause (4) of section 2.</p> <p data-bbox="790 592 1167 719">-FORM B:-a register showing the set-on and set off of the allocable surplus, under section 15.</p> <p data-bbox="790 751 1167 991">-FORM C:-A register showing the details of the amount of bonus due to each of the employees, the deduction under section 17 & 18 and the amount actually disbursed.</p>	<p data-bbox="1240 419 1615 587">-An employee shall be disqualified from receiving bonus under this Act, if he is dismissed from service for- -SECS. 9 & 18</p> <ul data-bbox="1240 624 1615 927" style="list-style-type: none"> (a) Fraud (b) Riotous or violent behaviour while on the premises of the establishment (c) Theft, misappropriation or sabotage of any property of the establishment 	<p data-bbox="1659 419 2042 571">Within eight months of the next financial year (<i>Before Nov</i>). SEC – 19.</p> <p data-bbox="1659 703 2042 794">Income Tax Applicability</p> <p data-bbox="1659 810 2042 858">Fully Taxable</p>
<p data-bbox="192 799 533 890">Applicability</p> <p data-bbox="192 911 734 1150">Every factory where in 10 or more persons are employed with the aid of power OR An establishment in which 20 or more persons are employed without the aid of power on any day during an accounting year</p>	<p data-bbox="790 1145 1167 1236">Annual Return</p> <p data-bbox="790 1257 1167 1497">Every employer shall send a return in Form D to the Inspector so as to reach him within 30 days after the expiry of the time limit specified in section 19 for payment of bonus</p>	<p data-bbox="1240 1145 1615 1236">In case of Loss in Company</p> <p data-bbox="1240 1257 1615 1401">In case of Loss in the organization, Bonus will be carry forward in the next financial year</p>	<p data-bbox="1659 1145 2042 1236">Calculation</p> <p data-bbox="1659 1257 2042 1497">Minimum 8.33% OR Maximum 20% For calculation purposes Rs.3500 p.m. maximum will be taken even if an employee is drawing ABOVE Rs.3500 p.m.</p>
<p data-bbox="192 1177 533 1268">Components of Bonus</p> <p data-bbox="192 1289 734 1433">Salary or Wages includes dearness allowance but no other allowances e.g. over-time, house rent incentive or commission SEC.2 (21)</p>			