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|  Circular No. 220(a) – Accounts |  Date: 29.11.2017 |
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Sub.: Incentive, bonus & penalty for accountants.

The following bonus and penalty shall be given or imposed on each accountant weekly/ monthly / quarterly tasks. These shall be levied on accountants as per accounts assigned to them in circular 201(o).

57 accounts have been classified according to the degree of difficulty as low/ medium /high and very high (approved on 13th November, 2017). The incentives, bonus and penalty shall be based on this classification. Additional accounts shall be added to this list from time to time.

Weekly tasks

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| Sl. No | Task | Due day | Bonus\*/penalty# – very high in Rs | Bonus\*/penalty# –high | Bonus\*/penalty# – medium | Bonus\*/penalty# – low |
| 1 | Weekly statement, wherever applicable | Friday 5pm | 100/ 100 | 100/100 | 50/50 | 50/50 |
| \* Bonus shall be for completing ontime.# Penalty shall be levied for not completing ontime per day if task is not completed by 10am on the following day.  |

Monthly tasks

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| Sl. No | Task – deadlines are for sending statement for approval by respective managers | Due date | Bonus\*/penalty# – very high in Rs | Bonus\*/penalty# –high | Bonus\*/penalty# – medium | Bonus\*/penalty# – low |
|  | Salary statement + loans+ advances + PF + ESI | 2nd  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | TDS statement | 4th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | BRS for 2nd half of previous month | 6th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | GSTR1 statement - amount payable on services provided | 7th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | GSTR2 statement - ITC | 15th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Utility & regular payment statements | 10th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Supplier account reconciliation | 13th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Customer account reconciliation | 21st  | 100/ 100 | 100/100 | 50/50 | 50/50 |

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|  | Send bank book & cash book of previous month in PDF format by email | 22nd  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | BRS of 1st half of current month | 22nd  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Monthly maintenance charges reconciliation | 24th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Salary advances & staff loan statement | 26th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
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| \* Bonus shall be for completing ontime.# Penalty shall be levied for not completing ontime per day if task is not completed by 10am on the following day.Above statements to be signed with date (only hard copies) and handed over to respective managers by due date. Admin must provide salary statement by 30th of each month to accountants. Salary statements signed by accountant and admin to be ready by 4th of each month. |

Quarterly tasks

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| Sl. No | Task | Due day | Bonus\*/penalty# – very high in Rs | Bonus\*/penalty# –high | Bonus\*/penalty# – medium | Bonus\*/penalty# – low |
|  | CRS | 2nd  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | ETDS statement | 15th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
|  | Contractors statement reconciled with billing database | 20th  | 100/ 100 | 100/100 | 50/50 | 50/50 |
| \* Bonus shall be for completing ontime.# Penalty shall be levied for not completing ontime per day if task is not completed by 10am on the following day.  |

Penalty for defaults

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| Sl. No | Task | Bonus\*/penalty# – very high in Rs | Bonus\*/penalty#* high in Rs.
 | Bonus\*/penalty# – medium in Rs. | Bonus\*/penalty# – low in Rs. |
|  | Payment from project in place of Association or viciversa  | 500 | 500 | 200 | 200 |
|  | Approval of suppliers bills without managers approvals or proper paper work | 500 | 500 | 200 | 200 |
|  | Failure to a/c for regular payments due over the next 7 days in weekly statement | 500 | 500 | 200 | 200 |
|  | Failure to make monthly or quarterly payments to consultants or rents | 500 | 500 | 200 | 200 |
|  | Failure to report bounced cheques by email to all concerned within 2 working days | 500 | 500 | 200 | 200 |
|  | Failure to report blocking of netbanking, enet, bank a/c.s, on the same day by email | 500 | 500 | 200 | 200 |
|  | Failure to sign hardcopies of statements submitted to MD or other managers | 100 | 100 | 100 | 100 |
|  | Failure to report equipment not working on same day by email | 100 | 100 | 100 | 100 |
|  | Failure to file KYC documents within one working day | 500 | 500 | 500 | 500 |
|  | Failure to attach note for signing cheques or documents wherever required | 100 | 100 | 100 | 100 |
|  | Receipt format is not as per circular | 100 | 100 | 100 | 100 |
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Incentives for encouraging accountants to learn procedure for compliance with statutory rules

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| Sl. No | Task | Due date | Bonus\*/penalty# – very high in Rs | Bonus\*/penalty# –high in Rs. | Bonus\*/penalty# – medium in Rs. | Bonus\*/penalty# – low in Rs. |
| 1 | Filing GSTR1 with help of CA after approval from accounts manager | 10th  | 500 | 500 | 200 | 200 |
|  | Filing GSTR2 with help of CA after approval from accounts manager | 15th | 500 | 500 | 200 | 200 |
|  | Filing of ETDS return through CA | 30th of month at end of each quarter  | 300 | 300 | 100 | 100 |
|  | Preparing P&L and balance sheet for IT returns with minor errors – consider opening balance, interest, rents, closing balance, etc | 30th April | 10,000 | 6,000 | 3,000 | 2,000 |
|  | Preparing computation of income for IT purpose + work completion method | 30th May | 6,000 | 4,000 | 1,500 | 1,000 |
|  |  |  |  |  |  |  |
| \* Bonus shall be for completing on time.# Penalty shall be levied for not completing on time per day if task is not completed by 10am on the following day.  |

At the end of each month the sum total of weekly, monthly and quarterly tasks for each account shall be calculated. 60% of the total shall be given to each accountant and balance 40% to be shared by the group.

At the end of each year the sum total of incentives for each account shall be calculated. 80% of the total shall be given to each accountant and balance 20% to be shared by the group.

Soham Modi