Circular No. 220(a) – Accounts Date: 29.11.2017

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

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

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
1.	Salary statement + loans+ advances + PF + ESI	2nd	100/ 100	100/100	50/50	50/50
2.	TDS statement	4th	100/ 100	100/100	50/50	50/50
3.	BRS for 2nd half of previous month	6th	100/ 100	100/100	50/50	50/50
4.	GSTR1 statement - amount payable on services provided	7th	100/ 100	100/100	50/50	50/50
5.	GSTR2 statement - ITC	15th	100/ 100	100/100	50/50	50/50
6.	Utility & regular payment statements	10th	100/ 100	100/100	50/50	50/50
7.	Supplier account reconciliation	13th	100/ 100	100/100	50/50	50/50
8.	Customer account reconciliation	21st	100/ 100	100/100	50/50	50/50

9.	Send bank book & cash book of previous month in PDF format by email	22^{nd}	100/ 100	100/100	50/50	50/50
10.	BRS of 1^{st} half of current month	22^{nd}	100/ 100	100/100	50/50	50/50
11.	Monthly maintenance charges reconciliation	24^{th}	100/ 100	100/100	50/50	50/50
12.	Salary advances & staff loan statement	26^{th}	100/ 100	100/100	50/50	50/50
13.						

* 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 30^{th} of each month to accountants. Salary statements signed by accountant and admin to be ready by 4^{th} of each month.

Quarterly tasks

Sl. No	Task	Due day	Bonus*/penalty# – very high in Rs	Bonus*/penalty# – high	Bonus*/penalty# – medium	Bonus*/penalty# – low
1.	CRS	2^{nd}	100/ 100	100/100	50/50	50/50
2.	ETDS statement	15^{th}	100/ 100	100/100	50/50	50/50
3.	Contractors statement reconciled with billing database	20^{th}	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

Sl. No	Task	Bonus*/penalty# – very high in Rs	Bonus*/penalty# – high in Rs.	Bonus*/penalty# – medium in Rs.	Bonus*/penalty# – low in Rs.
1.	Payment from project in place of Association or viciversa	500	500	200	200
2.	Approval of suppliers bills without managers approvals or proper paper work	500	500	200	200
3.	Failure to a/c for regular payments due over the next 7 days in weekly statement	500	500	200	200

4.	Failure to make monthly or quarterly payments to consultants or rents	500	500	200	200
5.	Failure to report bounced cheques by email to all concerned within 2 working days	500	500	200	200
6.	Failure to report blocking of netbanking, enet, bank a/c.s, on the same day by email	500	500	200	200
7.	Failure to sign hardcopies of statements submitted to MD or other managers	100	100	100	100
8.	Failure to report equipment not working on same day by email	100	100	100	100
9.	Failure to file KYC documents within one working day	500	500	500	500
10.	Failure to attach note for signing cheques or documents wherever required	100	100	100	100
11.	Receipt format is not as per circular	100	100	100	100
12.					

Incentives for encouraging accountants to learn procedure for compliance with statutory rules

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	10^{th}	500	500	200	200
1.	Filing GSTR2 with help of CA after approval from accounts manager	15th	500	500	200	200
2.	Filing of ETDS return through CA	30^{th} of month at end of each quarter	300	300	100	100

3.	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
4.	Preparing computation of income for IT purpose + work completion method	30th May	6,000	4,000	1,500	1,000
5.						
* 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