



## **CIRCULAR**

### **Sub: Incentive for Performance Achievements.**

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In the core committee meeting held on 27.05.2010 it was proposed to give incentives for the branches and recovery departments in HO which achieves the quarterly targets (1/4<sup>th</sup> of annual target) in the area of disbursement, interest recovery, recovery from D-III cases and reduction in NPAs, subject to maximum of Rs.10.00 lakhs per branch / section for the year 2010-11. The draft scheme was deliberated in the 2<sup>nd</sup> meeting of the Core Committee held on 04.06.2010 and it was decided to introduce the incentive scheme for performance achievements in the Corporation. The proposed criteria for awarding the incentive are as below:

1. The branch offices / R-I and R-II departments at HO which achieves disbursement, interest recovery, D-III cases recovery, reduction in NPA targets and Credits department at HO which achieves disbursement targets; AR and HP&FS at HO departments which achieves interest recovery and D-III recovery targets set for the quarter are only eligible to be covered under the scheme;
2. If a branch / department achieves the targets as above during the first quarter and fails to achieve the half yearly target in the second quarter, the branch / department is not eligible for incentive for the second quarter. Further, if the said branch / department makes good the shortfall in the third quarter and achieves the proportionate target by the end of third quarter, the said branch / department is eligible to get incentive for the third quarter and so on. There shall be no carry forward of incentive of previous quarter which was lost.
3. The said incentive will be given only after completion of the financial year (2010-11) subject to the branch / department achieves both annual disbursement and interest recovery targets;
4. The quantum of incentives are as below:



Sl. No	Branch / Dept.	100% achievement in operational areas*	(Amount of incentive Rs. In lakhs)			
			I quarter	II quarter	III quarter	IV quarter
1	Super 'A' / 'A' grade BOs / Rec-I/Rec-II depts., at HO	Disbursements, Interest Recovery, Reduction in NPA & Recovery of D-III cases	10.00	7.00	5.00	5.00
2	'B' grade BOs	Disbursements, Interest Recovery, Reduction in NPA & Recovery of D-III cases	5.00	4.00	3.00	3.00
3	AR / HP&FS Depts.,	Interest recovery & Recovery of D-III cases	5.00	3.00	3.00	3.00
4	Credit Dept.,	Disbursements	5.00	3.00	3.00	3.00

\*net if cheque bouncing wherever applicable and foreclosures.

**5. Procedure for claiming incentives :-**

- a. The branches / departments at HO shall forward their claims to MIS Department for incentive as per the above guidelines through proper channel in the first week of subsequent month after closure of the quarter and fourth quarter claim after finalization of annual accounts.
  - b. All claims of incentives for branches / departments at HO shall be subject to pre-audit by IA department. The IA department shall certify the eligible amount for each branch / department.
  - c. After certification by the IA department, the MIS department shall forward the branch-wise / department-wise list of eligible incentives to GM(P&A) with a copy to concerned branch / department.
6. The eligible incentive amount as finalized by the MIS department shall be utilized for up gradation / improvement of the infrastructure of the branch / department as below, after obtaining the approval from the GM (P&A) for incurring the expenditure:
- a. Acquisition of PCs / Printers / Laptops / Laser printers etc.;



- b. Acquisition of vehicle;
- c. Towards office automation;
- d. Purchase of furniture / equipment;
- e. Purchase of water filter, water cooler, air conditioner;
- f. Office building maintenance;
- g. Garden maintenance;
- h. Purchase of library books, periodicals.

In case of any ambiguity or decision to be taken in any matter, the same shall be referred to the CMD/MD, whose decision shall be final and binding.

The contents of this circular shall be brought to the notice of all the concerned in your office / department.

Sd/-

**CHAIRMAN & MANAGING DIRECTOR**

To:

All BMs  
All ZMs / DGMs of Super 'A' Branches / IA cells  
All Principal Officers / Section Heads in HO  
All General Managers  
Library

Executive Directors - for information.