Following are the options for increment:

Option 1 - Volume Based increment

1) Shipment Cleared:

85% 1 day

95% 2 day  Rs 1500 per month

x>= 5% for more than 2 days then no increment

2) Billing Advice:

Same day: 95% of the time

Rs 2000/- per month  per person (max team of 2)

Debit: x>=3days Rs 50 per file Branch

Debit: x>= 1days Rs 50 per file for MBOI/mbai

3) Billing Scrutiny

- Average 200 files per day must be passed

- MBOI/MBAI = 95% of the time x<=1 days

- Other branches = 95% of the time x<=3 days

Rs 2000/- per month per person (max team of 2)

4)  Draft

- Average 25 files per day must be passed

10% incentive on CTC per month

5) Draft Check

- 95% of files must be cleared same day

- If any file exceeds more than 3 days,  incentive will not be applicable

10% incentive on CTC per month

6) Final Type

-  95% of files must be cleared same day

- If any file exceeds more than 3 days,  incentive will not be applicable

10% incentive on CTC per month

7) Final Check

 - 95% of files must be cleared same day

- If any file exceeds more than 3 days, incentive will not be applicable

- Rs 100/- debit per bill return

10% incentive on CTC per month

8) Dispatch

-95% of files must be cleared same day

- If any file exceeds more than 3 days, incentive will not be applicable

Report required for files which are kept on hold in terms of amount, average days, count of files

9) Rejection

- Rs 50/- debit per file per person to all previous stages

- LR x<=7 days ; x<= 15 days

- Receipt x<=3days

- PCD Ack x<=1 day