STANDARD FORM OF SOP

SF 7.4B: Process to draw samples for verifying incentive payment on retention and career progression

Document verification

Documents will be verified for all the candidates.

Physical verification

Physical verification will be done on a sample basis. The sample size and procedure for drawing samples is as follows:

- As payment of incentives is done as per instalments, samples will also be drawn for each instalment.

- After an instalment is released, a PIA should give an indicative number for whom incentives will be claimed in the next instalment. This number is only an estimate; the number can be changed as per situational needs.

- The sample will be fixed based on the above number subject to maximum of 50. However, if the population is less than 50, then sampling will be 100%.

- From the available tracking data, system will generate a list of candidates who fulfil the criteria for payment of incentive to the PIA.

- The sample of 50 will be distributed over different months in proportion to the candidate who become eligible for each of the incentive against the total projected number of candidates.

    o For ex: if 'x' is indicative number of total candidates eligible for incentive and 'y_n' is the no. of candidates eligible for incentives in month 'n'. then the sample will be : $50 *(y_n/ x)$

- If 'z' is the total number of candidates for whom incentives is claimed during the instalment, we have three scenarios:

    o If 'x=z ', then the total sample is 50, no further samples need to be verified.

    o If 'x>z', then the total sample verified is less than 50 and hence additional samples will be drawn from the remaining population such that the total samples are 50.

    o If 'x<z', then the proportion will be taken such that, samples of 50 will be generated and then the rest of the candidates for the incentive payment will be taken to the next instalment.

An example is illustrated below.

Sample size: S=50

Indicative no. of eligible candidates: x=100

Actual no. of eligible candidates: Z

Months	Different cases of actual eligible candidates (Z)				Cumulative	sample distribution (S)				Cumulative
	Z=40	Z=75	Z=100	Z=125		S1	S2	S3	S4	
1	10	20	40	40	40	5	10	20	20	20
2	10	15	20	20	60	5	7.5	10	10	30
3	15	15	10	10	70	7.5	7.5	5	5	35
4	5	5	20	20	90	2.5	2.5	10	10	45
5	0	20	10	35	125	0	10	5	17.5	62.5
Total	40	75	100	125		20	37.5 (say 38)	50	62.5 (say 63)	
Additional samples to be verified in the last month						20	12.5 (say 12)	0	-12.5 (say 12)	
Total samples						40	50	50	50	