

Employee Name : Hemant Sawant Manager's Name : Hemant Sawant
Goalsheet Approval Date : 09-Dec-2016

KRA Category : Process
KRA Weightage : 25 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Bank Reconciliations of BOI /SVCB on daily basis and other major Bank accounts fortnightly	Text			-	-	10th & 25th every month	9th & 24th every month	8th & 23rd every month
2. Follow up for Bank Statements/ Bank Advices	Text			-	-	Within 3 working day	Within 2 working day	Within 1 working day
3. Follow up & co-ordination with other stakeholders	Text			-	-	Within 1 week after circulating recon entries	Within 3 days after circulating recon entries	Within 2 days after circulating recon entries
4. Emailing final Bank Reco to all concern person	Text			-	-	10th & 25th every month	9th & 24th every month	8th & 23rd every month
5. Monthly Report on BRS Status.	Text			-	-	10th of every month	9th of every month	8th of every month

KRA Category : Business
KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1.Completion of IDP	Text			-	-	31st Dec'16	31st Dec'16	31st Dec'16

KRA Category : Business
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1.Uploading & keeping record of Journal Entries	Text			-	-	3rd Day with 95% accuracy	2nd Day with 98% accuracy	Same Day with 100% accuracy
2.Cash Voucher checking	Text			-	-	3rd Day with 95% accuracy	2nd Day with 98% accuracy	Same Day with 100% accuracy

KRA Category : Customer
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Vendor RTGS/NEFT payments - VVFI & VVFL	Text			.	.	After 2 days	Next Day	Same Day
2. Confirmation of all RTGS done during day before RTGS Timeline	Text			.	.	After 2 days	Next Day	Same Day
3. Reporting of all Payments / Collections	Text			.	.	Next Day	Same Day	Same Day
4. Daily report on Cheques issued but not cleared to Traesury	Text			.	.	Next Day	Same Day	Same Day
5.Octroi Collection, Any ST/IT Refund confirmation, Import Payment Entry	Text			.	.	3rd Day	2nd Day	1st Day

KRA Category : Customer
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1.Handling BRS related Audit activities-Internal Audit	Text			.	.	Within a week	Within 2days	Same Day
2.Handling BRS related Audit activities- Statutory Audit	Text			.	.	Within a week	Within 2days	Same Day
3.Bank related queries in Sales Tax & I.T.	Text			.	.	3rd Day	Within 2days	Same Day