

10003212 Sonali Chitale

Employee Name : Sonali Chitale Manager's Name : Abhay Bhudolia

Goalsheet Approval Date : 05-May-2017

KRA Category : Process

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	Actual achievement of year end	Appraisee comment on actual achievement
Monthly closure of Provisions for expenses, Prepaid Expenses, Deposits, Pending OBD, Focus Product Scheme/FMS, ICD/Loans to Subsidiaries, Other Loans & Advances transactions	Text			.	.	4th working day	3rd working day	2nd working day	2nd working day except provisions (3rd working day)	All the monthly closing entries are given on or before 2nd working day.
Loans and advances & provisions relevant schedules	Text			.	.	7th working day	6th working day	5th working day	Within 3 working days of period closure	During audit, the schedules were little delayed. For rest of the periods, schedules were prepared by 6th working day.
Preparations and Review of Monthly expenses GL account related to IT expenses and Bank commission charges for VVF (India) Limited and VVF Limited.	Text			.	.	7th working day	6th working day	5th working day	Review by 2nd working day for any prepaid entries	IT expenses and Bank guarantee/loan processing charges are reviewed while preparing prepaid charge off entries
Review of IFC process related to F&A	Text			.	.	Quarterly without any failure of process	Quarterly without any failure of process	Quarterly without any failure of process	Done	All samples were provided to internal audit team for review and explanations given wherever required
4. Monthly review & closure of accounts of small group companies	Text			.	.	4th working of the next month	3rd working day	2nd working day	3rd working Day	Review is done on monthly basis
5 Preparation & review of VVF Limited financials	Text			.	.	6th working day	5th working day	4th working day	By 5th working day (next day after period is closed)	Trial balance is reviewed for any pending entries during monthly closing.

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Preparations of Related Party Schedule of VVF Ltd.	Text			.	.	15th working day	12th working day	10th working day	Quarterly by 20th of next month	Related party schedule is prepared quarterly for the purpose of board meeting.
2. Monthly Segment Reporting of VVF India Ltd.	Text			.	.	7th working day	6th working day	5th working day	By 5th working day (next day after period is closed)	Segment Reporting is prepared and circulated within 2 working days of period closure
3 Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text			.	.	2nd working day	1st working day	Same day	Completed as and when bill is received	Power invoices and related provisions are prepared till Dec16. After Dec16, the same is handed over to colleague.
4. Monthly Forex MIS	Text			.	.	8th working day	7th working day	6th working day	By 5th working day (next day after	FOREX MIS is prepared and

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	Actual achievement of year end	Appraisee comment on actual achievement
									period is closed)	circulated within 2 working days of period closure.

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Preparation of Data for Board Meeting	Text			.	.	25th of the next month at the end of quarter	22th of the next month at the end of quarter	20th of the next month at the end of quarter	Quarterly basis by 20th of next month	Prepared on quarterly basis
2.Assisting for closure of Internal Audit relating to Corporate accounts	Text			.	.	As per agreed plan	As per agreed plan	As per agreed plan	NA	Internal audit not yet conducted for Accounts
3 Foreign Travel Advance - Handling of cash, accounting and schedule & follow up for pending settlement	Text			.	.	To keep all the foreign travel advances within 30 days ageing	To keep all the foreign travel advances within 15 days ageing	To keep all the foreign travel advances within 10 days ageing	Closed within 2 days of receipt of requisition / settlement statement	It is ensured that the foreign travel advance is outstanding not more than 15 days
4 Preparation & Review of monthly schedules for VVF Limited	Text			.	.	8th working day	7th working day	6th working day	Done	Schedule prepared and reviewed YTD Feb17
5 Assiting in preparations of ABP	Text			.	.	28_02_2016	15_02_2016	31_01_2016	Done for VVF Limited	Prepared and completed independently
6. Special Assignments	Text			.	.	As & when needed	As & when needed	As & when needed	Completed in time	1. Special Purpose Audit for Green science & VVF Lifescience done in time. 2. Preparation of expense schedules for VVF India Ltd. (Handover from Ami)

KRA Category : Customer

KRA Weightage : 40 _

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Statutory Audit of VVF Limited including IFC without any audit qualifications.	Text			.	.	15.08.2016	31.07.2016	20.07.2016	By July End.	Audit handled & completed independently without any qualifications.
2 Assisting in Consolidation of VVF Limited accounts	Text			.	.	31.08.2016	15.08.2016	31.07.2016	By November	The completion and signing was delayed on account of late receipt of financials from foreign subsidiaries
3 Statutory Audit of small group companies including IFC	Text			.	.	31.07.2016	15.07.2016	30.06.2016	By june	Audit was completed by June end. Signing was delayed on

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	Actual achievement of year end	Appraiser comment on actual achievement
										account of IFC requirements.
4 Assistance in XBRL Filing of VVF Limited	Text			.	.	31.10.2016	15.10.2016	30.09.2016	closed within 2 days after receipt of XBRL output	
5 Assisting in Preparation of schedules relating to Tax Audit of VVF Limited.	Text			.	.	30.11.2016	31.10.2016	30.09.2016	Completed at the time of audit	
6. Assisting in closure of Statutory audit of VVF India Ltd.	Text			.	.	15.08.2016	31.07.2016	15.07.2016	Completed on time	

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:- I had to complete audit of 8 small group companies and for VVF Limited standalone. Also, I had to consolidate the accounts of VVF Limited and 2 other group companies. Consolidation was a new requirement since last F.Y. 16-17, which I had done independently. All these activities were done without hampering monthly closing activities.
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:- 1. Participating & providing feedback for product evaluation conducted by R&D team 2. Taking handover from Ami after she left the organisation
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:- Innovation: Co-ordinating with IT team to incorporate MIRO FI document numbers in ZGLINE (GL) Report itself (The work is in process).; to reduce the time taken in getting the document numbers manually which is required for providing documents for audit samples.
Example2:-
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:- Ownership and Accountability : Independently closing of audit for VVF Limited and group companies. Independently completed consolidation of accounts for VVF Ltd. for first time.
Example2:- Team work: Handed over power invoices & provisions and explaining the process to colleague and extended support during his work.

Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Sonali Chitale	Manager's name	Abhay Bhudolia
Employee Code	10003212	Year	2016-2017

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	To improve on my interpersonal behaviour	Yes	Had enrolled for program to be conducted on 31st Aug. However, the same was postponed due to some unforeseen circumstances. Could not enroll for revised date, since I had to complete the consolidated financials of VVF Limited
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To be more disciplined in work as per agreed timeline.	Yes	Had enrolled for program to be conducted on 31st Aug. However, the same was postponed due to some unforeseen circumstances. Could not enroll for revised date, since I had to complete the consolidated financials of VVF Limited
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health	EHS Team	1			

	and Safety *					
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKR AO PATIL	0.5			
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
12	The Super Manager	Amit Sanas	1			

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name	Program Completed	Reviews
1				undefined	undefined
2					

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs					

2	Coaching through leader in own function for functional inputs					
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Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	Not Applicable
Project Status Comments	