

10000683 Raksha Gawde

Employee Name : Raksha GawdeManager's Name : Nikhil Joshi

Goalsheet Approval Date : 04-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
1 Open GRIR clearing related to PCP	Text			Target Above _ 180 Days for Domestic Bills	Target _ 120 _ 180 Days for Domestic Bills	Target _ 120 Days for Domestic Bills	Target _ 90 Days for Domestic Bills	Stretch Target _ 60 Days for Domestic Bills	Cleared GRIR with in 60 days	GRIR prior to 31.01.2017 cleared before 31.03.2017. In case of GRIR related to Sion, requested Store persons to submit invoices directly to me, this help in delay and misplace of invoices and able to clear GRIR. And done 7 meetings to clear GRIR
2 Open Advances related to PCP monitoring & clearing	Text			.	.	Should not be greater than 90 days	Should not be greater than 60 days	Should not be greater than 30 days	Advances cleared with in 60 days	Normal advances cleared with in 60 days. But some vendor which are out of my control i.e in case of debit balances due to online rejections debit note having recovery issue (no dealing with Vendors)able to clear 3 out of 10 Vendors after various follow ups. 12 meetings plus various emails & phone calls done for this
3 Ensure timely booking of RM-PM bills of Sion & Sewree along with checking for accounting entries i.e tax codes,TDS, GL etc.	Text			Target _ 15th working days	Within 12 working days	Target _ within 7 working days	Target _ withing 5 working days	Stretch Target _ within 4 working days	Done within 4 days	Additional bills of PCP Marketing booked. Trying to book invoices on same day.
4 Monitoring & Resolving the issues realting to bills	Text			Target _ 15th working days	Target _ 12th working days	Target _ 7th working days	Target _ 5th working days	Stretch Target _ 4th working days	with in time 7 days	To clear issues sent email to buyers as well as to users or from whom to get it done e.g. to store person etc.
5 Ensuring the payment of bills as per Allocation provided.	Text			.	Providing available clear bills for preperation of cheques within 5th working days of allocation given	Providing available clear bills for preperation of cheques _ Target _ 3rd working days of allocation given	Providing available clear bills for preperation of cheques _Target_ 2nd working days of allocation given	Providing available clear bills for preperation of cheques _ StretchTarget _ 1st working day of allocation given	Done with in1 day	Forwarded documents for payment immediately after receipt of allocation

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. Ensuring that the details required by statutory auditors related to PCP is provided accurately.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	Provided Within a week	Details provided and explain to auditors for my vendor as well as some part of Geeta vendors. As quantum of the required details are

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										large, took more days, but it was done on top priority & immediately
2. Showing subsequent PCP vendor payments for opening & Closing balance as per the requirement of auditors.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	Provided Within 3 days	Explain/shown details to auditors which they require for PCP Vendors as well as in absence of Geeta her vendors also
3. Circulation of Balance Confirmations related to PCP in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	Provided Within 2 days	Balance confirmation letters given to auditors as per their prescribed format immediately to circulate to vendors
4. Responding to the internal audits relating to AP.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	Provided immediately.	Provided and explain the details as per their requirement
5. Implementation of Internal Audit suggestions as per Audit timelines.	Text			-	-	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.	Start implementation with in 30 days	Implemented on Fortnightly meetings to clear GRIR & Advances - Since June 2016 - 7 meeting done with PCP team

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 Ensure the circulation of Balance Confirmations for PCP vendors on half yearly basis having balances more than Rs.5 Lakhs.	Text			"Above 30_09_2016 & Above 31_03_2017"	"31_08_2016 & 29_02_2017"	"31_07_2016 & 31_01_2017"	"21_07_2016 & 21_01_2017"	"15_07_2016 & 15_01_2017"	Circulated within 15 days	Circulated balance confirmation letters for June 2016 on 15.07.2016 and Dec.2016 on 13.01.2017
2 Ensure to get the balance confirmations from vendors.	Text			-	-	"30_09_2016 & 31_03_2017"	"31_08_2016 & 29_02_2017"	"15_08_2016 & 15_02_2017"	Balance confirmations - For June 2016 - Recd.45%. For Dec.2106 - till date recd. 63% Confirmations.	Balance confirmations for June 2016 - Sent 51, Reply recd. for 23, For Dec. 16 - Sent 49, reply recd. for 31.
3 Reconciliation of variance based on confirmations received.	Text			Above 60 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation	For June 2016 - 96% Reco done, For Dec. 2106 - till date 84% reco done.	For June 2016 - Bal. confirmations - Out of 51 sent, reply recd. for 23, Match - 5, Diff. - 18, Reco done - 17, Under process - 1 (due to Non receipt of further information), For Dec. 2016 - Out of 49 sent, Reply recd. for 31, Match - 5, Diff - 26, Reco done - 21, Under process - 3, (Require further details), Pending 2 as recd. recently.

KRA Category : Business

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
1 Checking of all PCP RM PM bills as Level II checking (Baddi & Daman Plant)	Text			More than 15 working days	Target _ within 10 working days	Target _ within 7 working days	Target _ within 5 working days	Stretch Target _ within 4 working days	Done within 7 days	Target time is not continue through out the year as the persons were new and was doing lots of mistakes which need thorough checking & get correction done by guiding them on email & on phone calls. Also Additional bills received from PCP Talaja plant.
2 Monitoring & Resolving issues relating to bills	Text			More than 15 working days	Target _ within 10 working days	Target _ within 7 working days	Target _ within 5 working days	Stretch Target _ within 4 working days	Done within 7 days	Target time is not continue through out the year as the persons were new and was doing lots of mistakes, so no. of issue bills were more & get correction done by guiding them on email & on phone calls.
3 Ensuring the payment of PCP RM PM as per allocation provided (providing documents for Cheque preparation)	Text			.	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 working days of allocation given	Within 1 working day of allocation given	Done within 2/3 days (even in 1 day also)	Now receiving Two allocations one for Critical Vendor other for normal vendor at the same time, so it is very stretch full target
4 Ensuring the payment of PCP RM PM as per allocation provided (providing documents for Cheque preparation)	Text			.	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 working days of allocation given	Within 1 working day of allocation given	Done within 2/3 days (even in 1 day also)	Now receiving Two allocations one for Critical Vendor other for normal vendor at the same time, so it is very stretch full target

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

Answer:-

2. I have gone the extra mile to help my colleagues/team/organization by:

Answer:-

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

Example1:-In case excise for imported material, buyers use tax code plus manual excise, which result in two effects in Modvat clg a/c. 1 effect cleared by booking inv., but 2nd effect remains pending. These entries are needs to identify and clear at month end closing which is takes more time. When I did this activity twice, I suggested inv. booking person to clear 2nd effect of Modvat by JV at the time of bill booking & clear it which results in saving of time & Work (INNOVATION)

Example2:-I reply immediately to any query/issues, details requires to our Vendors/buyers or any person in our organisation. As I gives correct information and keep my words in any situation, all are including Vendors have trust on me. Vendors like Piramal Enterprise Ltd., Goldfield Fragrances, Weener Empire P L, special colours etc. have trust on me and approach me for any accounting or payment details. (AGILITY)

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:-Clearing of freight GRIR was tedious job as buyers put frt in PO condition, but payment was made at the time of receipt of material to transporter i.e. before making GRN, which effect in lots of DCGR pending, for that suggested baddi person to first send pending grir list to person who makes transporter payment at Baddi, who confirms abt payment status which makes easier to buyer to decide to w/off extra GRN or to get inv from transporter. This activity helps to clear GRIR within time (CUSTOMER ORIENTATION)

Example2:-Provided Check list of vendor bills processing and other guidlines to new person appointed at Baddi plant to help him in processing invoices. I always available to revert for any query to both the plant accountants at any point of time, even if I am not in office. Also help to get the things done from buyer by following up with them (TEAM WORK)

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

Employee Name	Raksha Gawde	Manager's name	Nikhil Joshi
Employee Code	10000683	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 communication skill with Vendors, team mates, seniors etc.	Yes	NA
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
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	ASHOKR AO PATIL	0.5			

	(GMP +) and cGMP **					
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	Training of service tax, tax code, GST, VAT	1	rajeev.chaubal@vvf ltd.com?Rajeev Chaubal	Yes	NA
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					

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	