

10001944 AJAY MHATRE

Employee Name : AJAY MHATRE Manager's Name : AVIK BANERJEE

Goalsheet Approval Date : 13-Apr-2017

**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
Documents send for Bills Discounting at HO (Sales Invoices and LR copy)	Text			.	.	Once in a week	Once in a week	Twice in a week	Not happening this year	Not done this year
Scrap sale Collection cheques/ Demand Draft send to HO	Text			.	.	When Cheque / DD receive	When Cheque / DD receive	When Cheque / DD receive	as we receive	Next day DD / Cheques send to HO for Deposit, but RTGS and Online transfer amount confirm with receivable team through Mail and give confirmation of receipt of payment to party.
Details provided to Internal as well as Statutory Auditor	Text			.	.	.	Within 2 days of requirement	Within 1 days of requirement	On Internal And External Audit	As per Auditors requirement , we provide required documents and Stock reports to them
Internal and External Auditors for Stock taking activities	Text			.	.	.	.	when Activity held at Talaja Plant	half yearly or year end activity	we associate with Internal and External auditor for taking physical Stock and Assets as per their requirements.
Vendor Opening	Text			.	.	.	Within 3 working days	Within 2 working days	Within 3 working day	Inputs taken from User, Fill Vendor master data, take approvals from Taxation team and create vendor code from IT.

**KRA Category : Business**

**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
Copper Catalyst Charge Off / Copper Catalyst Issue transfer to Prepaid	Text			.	.	3rd working day of Every Month	2nd working day of Every Month	1st working day of Every Month	NA	NA
Inventory Ageing Report and Inventory Trend Analysis	Text			.	.	Every Monday and 4th working day of Every Month	Every Monday and 3rd working day of Every Month	Every Monday and 2nd working day of Every Month	NA	NA
Inventory reconciliation Statement	Text			.	.	5th Working day of Every Month	4th Working day of Every Month	3rd Working day of Every Month	NA	NA
Safeguard details & Excise vs SAP sales register Reco	Text			..	.	6th Working day of Every Month	5th Working day of Every Month	4th Working day of Every Month	NA	NA
Annual Budget Process FY 2016-2017-Collection and Compiling	Text			.	.	15th Mar_2017	28th Feb_2017	31st Jan_2017	NA	NA

**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
Processing all Material and Service related invoices with thoroughly Check - PO details, Tax related details, QC, Pending GRN, Part-II, and Tax Query	Text			-	-	6th working day after receiving the Invoices	5th working day after receiving the Invoices	4th working day after receiving the Invoices	NA	NA
MIRO Invoices for Payment process (Cheque Printing)	Text			-	-	Once a week	Once a week	Twice a week	Twice a Week	Utility, MFG, HSK, Misc Expenses, Canteen, Vehicle, etc related invoices post through PO and O
Monthly Statutory Payments, Employee related Payments (PF,PT, ESIC,Outside Loan,VVF Society) and Local purchases	Text			-	-	6th working day after receiving the Invoices	5th working day after receiving the Invoices	4th working day after receiving the Invoices	3rd or 4th day of every month	as received Bank vouchers from HR, we process within 2 days and send to HO for Cheque and Online payments
Weekly review of SAP vs Physical stock for packing materials and report differences	Text			-	-	By Saturday of every week	By Friday of every week	By Thrusday of every week	NA	we are taking stock on internal and External audit.
RCM Payment related Entries and mapping with GL Codes	Text			-	-	-	-	After Payment (5th or 6th Day of Every Month)	6th day of every month	after receiving payment challan from Service tax team, post the payment entries. but mapping done later.

**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
Preparation of Monthly Provision working sheet	Text			-	-	3rd day of the every month	2nd day of the every month	1st day of the every month	3rd day of every month	GAS bill received on 2nd day by late evening. due to this we make provision entry on 3rd day of every month
Utility Consumption report	Text			-	-	5th day of the every month	4th day of the every month	3rd day of the every month	4th day every month	after posting Provision entry, forward Utility consumption report to all concern person.
Contract Workers Usage Actual Vs. Budget	Text			-	-	7th day of the every month	6th day of the every month	5th day of the every month	NA	NA
Monthly Provision Vs Actual Posting	Text			-	-	12th working day of Every Month	11th working day of Every Month	10th working day of Every Month	11th of every month	This working file send to Sonali Chitle
Preparation of statement for Reverse Charge Mechanism	Text			-	-	4th day of the every month	3rd day of the every month	2nd day of the every month	2nd day of Every Month	NA



<b>Employee Name</b>	AJAY MHATRE	<b>Manager's name</b>	AVIK BANERJEE
<b>Employee Code</b>	10001944	<b>Year</b>	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	Need to improve this skill for better understanding and communications while interacting with different type of people.	No	training not done
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	Learn VB-MACRO and advance Formulas for better reporting and Calculations.	Yes	
6	Environment Health and Safety *	EHS Team	1	ok	No	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	No	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Ma	ASHOKR	0.5	ok	No	

	nufacturin g Practices (GMP +) and cGMP **	AO PATIL				
10	Influencin g skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	Slow moving /Non-moving inventory reduction
<b>Review date</b>	30/09/2016

<b>Target end date</b>	31/Mar/2017
<b>Project scope</b>	Inventory of Taloja plant
<b>Project exclusions</b>	Reduction of Slow/non Moving Stock for Taloja -8.5Cr within 31.03.2017
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock for Taloja -8.5Cr within 31.03.2017
<b>What is the employee expected to learn from this project</b>	Working capital Optimisation
<b>Reviewer(s) name</b>	Avik Banerjee
<b>Project Status</b>	Select
<b>Project Status Comments</b>	