

10002896 Jyoti Thorat

Employee Name : Jyoti ThoratManager's Name : Madhulika Pathak

Goalsheet Approval Date : 24-Apr-2017

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. Prepration of Data Formats	Text			.	.	20th Jan'2017	15th Jan'2017	12th Jan'2017	5	Completed data before 12th Jan 2017
2.ABP Data updation & Circulation	Text			.	.	20th Feb'2017	14th Feb'2017	8th Feb'2017	5	Completed data before 8th feb 2017
3.Monthly ABP P&L	Text			.	.	31st March'2017	20th March'17	15th March'17	5	Completed data before 15th March 2017

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. Divisional P&L for PCP	Text			.	.	7th woking day	6th Working day	5th Working day	5	Completed data on 5th working day
2.Inventory Ageing Report	Text			.	.	7th woking day	6th Working day	5th Working day	5	Completed data on 5th working day
3.Detailed MIS Reports (CMB &CPD)	Text			.	.	9th Working day	8th Working day	7th woking day	5	Completed data on 7th working day
4.Monthly Data for PE	Text			.	.	10th Working day	9th Working day	8th Working day	5	Completed data on 8th working day
5.Monthly Trends (as per costing & as per financial)	Text			.	.	10th Working day	9th Working day	8th Working day	5	Completed data on 8th working day
6.Working for Activity Rate	Text			.	.	20th of working day	19th of working day	18th Working day	5	Completed data before 18th working 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	Actual achievement of year end	Appraisee comment on actual achievement
1. Sales Variance reports for VVF (India) Ltd.	Text			.	.	4th woking day	3rd Working day	2nd Working day	5	Completed report within 2 working days
2.Overhead Variance report for VVF (India) Ltd.	Text			.	.	7th woking day	6th Working day	5th Working day	5	Completed report on time within 1 working days
3.Product & Customer wise report for PCP	Text			.	.	3.Product & Customer wise report for PCP	8th Working day	7th woking day	5	Completed report on time within 7th working days
4.Weekly sales report	Text			.	.	Weekly	Weekly	Weekly	5	Completed report on time.

KRA Category : People

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	Actual achievement of year end	Appraisee comment on actual achievement
1.Completion of IDP	Text			.	30th Nov 2016	31st Oct 2016	15th Oct 2016	30th Sept 2016	4	Need to discuss

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Cost Sheet break up from SAP for Statutory Audit	Text			.		As per requirement within 3 working days	As per requirement within 2 working days	As per requirement within 1 working days	4	Completed report on time as per requirement
2. Various data for Treasury	Text			.		Within 3 working days	Within 2 working days	Within 1 working days	5	Completed report on time as per requirement within 1 working day
3.Data for LOP/ Insurance	Text			.		Need basis.	Need basis.	Need basis.	5	Completed report on time as per requirement within 1 working day
4. Other reports as per requirement	Text			.		As per requirement	As per requirement	As per requirement	5	Completed report on time as per requirement within 1 working day
5. Reporting of Daily collection/payment *	Text			.		Need basis.	Need basis.	Need basis.	5	Completed report on time as per need basis
6. Anti-dumping data for sales of 2012-13 to 2016-17	Text			.		Need basis.	Need basis.	Need basis.	5	Completed report on time as per need basis
7. Excise Provision for Inventory in	Text			.		Need basis.	Need basis.	Need basis.	5	Completed report on time as per

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