

10000681 Adil Anklesaria

Employee Name : Adil Anklesaria Manager's Name : Anand Kasturi

Goalsheet Approval Date : 26-Apr-2017

**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
1 Cash Flow Planning to ensure smooth business operations (preparing Monthly estimates, RM Procurement Planning, Inventory Management and conducting meeting with Management)	Text			.	.	7th day of next month	.	.	4	in depth planning as per changing scenarios to ensure continuity of business
2 Optimum allocation of Scrace Resources for ongoing daily business activities	Text			.	.	Daily	.	.	4	Ensured funding availability for business and other vendors inspite of accute liquidity challenges through the year
3 Tracking Actual v/s Estimated Cash Flows	Text			.	.	Daily	.	.	4	tracking on re
4 Active Cash Management to ensure funding of banking obligations in planned manner and reduction in interest cost	Text			.	.	Daily	.	.	4	ensured bank funding as per plan to avoid untoward action
4 Internal Audit	Text			.	.	Yearly	.	.	3	provided data on time as per auditors requirements

**KRA Category : Customer**

**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 Ensure timely repayment of loans as per management plan and SAP Entry	Text			.	.	as per schedule	.	.	4	close monitoring for repayment of loans as per plan in spite of challenging situation to avoid untoward action from banks. timely posting of SAP entries and MIS provision
2 Ensure timely Interest funding as per management plan, interest calculations and working for interest on loan provisions	Text			.	.	last working day / 3rd working day of next month	.	.	3	close monitoring for interest payment as per plan in spite of challenging situation to avoid untoward action from banks. timely posting of SAP entries and MIS provision workings
3 Maintain Loan and Interst MIS	Text			.	.	2nd working day of next month	.	.	3	maintained MIS data on real time basis (with dates of devolvments) for easy monitoring planning 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
4 Circulate Monthly Stock Statement, ECB-2 Form and Insurance Data to consortium banks	Text			.	.	10th day of next month	.	.	3	decision making ECB loan fully repaid during the year
5 Update Legal Compliance Certificate	Text			.	.	Monthly	.	.	2	will ensure timely submission in next FY

**KRA Category : Customer**  
**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 Maintain cordial relation with allotted banks	Text			.	.	Monthly	.	.	4	assisted with renewal/new sanction in spite of challenges faced by the company. maintained cordial relations to ensure smooth functioning
2 Provide required information in a timely and efficient manner to banks	Text			.	.	within 3 working days	.	.	4	assisted seniors with providing all required information on time for successful renewal/new sanction in spite of challenges faced by the company. maintained cordial relations to ensure smooth operations
3 Arrange Consortium Meetings, Plant Visits and Plant inspections for banks	Text			.	.	Quarterly	.	.	3	ensured timely and successful meeting
4 Assist seniors with preparation of CMA Data	Text			.	.	Yearly	.	.	3	assisted in preparing CMA

**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 Forex Risk Management - Automation and generation of Daily FX Exposure from SAP ZFOREX	Text			.	.	Mar_17	.	.	2	completed SAP FX module except import contracts module due to personal time constraints, checking
2 Automation of Forex month-end MTM and Premia Allocation Report	Text			.	.	Mar_17	..	.	3	report automated, new requirements will be addressed in next FY

KRA Category : Process  
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 Maintain Net Open FX Exposure as per FX Risk Management Policy	Text			.	.	Daily	.	.	3	ensured maintenance in highly volatile market
2 Banking & Compliance - Booking and Cancellation of forward contracts as per instructions / FX policy. Co-ordinate with banks for FX booking, cancellation, reporting, forward contract notes/franking, compliances / certificates, follow-up for credit of profit to bank account	Text			.	.	Daily as per requirement	.	.	4	complied will full adherence
3 Internal Operational Activities - SAP Entry for FX Cancellations and working for provision on Fwd. Conds., MTM and alocation of premium. FX Monthend Reports and Statutory and Internal Audit	Text			.	.	2nd Working day of next month	.	.	4	provided MTM on time as per new requirement
4 Forex Review Meeting with Management	Text			.	.	Fortnightly	.	.	3	ensured timely meetings and adherence
5 SAP Record Updation - Maintain exposure in SAP (ZFOREX Module), update RBI Reference Rate in SAP, update FEDAI Rate in SAP	Text			.	.	2nd Working day of next month, Daily, Monthly	.	.	3	maintained