

Employee Name : Dnyaneshwar Wadekar  
 Manager's Name : Dnyaneshwar Wadekar  
 Goalsheet Approval Date : 21-Dec-2016

**KRA Category : People**  
**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
1.Timely Followup for payment as per the Customers' Due date. Initiating for remittance through RTGS for Immediate recovery	Text			not sent	fortnightly sent	on weekly basis.	within 3 days	on daily basis
2. Account reconciliation with the customers . Followup for confirmation of balance . Informing the concerned manager regarding overdue payment and follow up for the same	Text			informed after 1 month from Due date	within 7 days	within 7 days	within 3 days	on the same day
3.Requesting the Customer for PDC /payments and organising to collect the same.	Text			after 2 days	on daily basis/same days after receipt of credit recd details	if nothing is pending for accounting at the end of half month f.y	if nothing is pending for accounting at the end of half month f.y	if nothing is pending for accounting at the end of full f.y
4.Reporting of OD status to the concerned Dept. manager	Text			not sent	once in a year	twice in a year	twice in a year	once in every qtr

**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
1. Payment outstanding Statement forwarded to the KSN Delhi on weekly basis	Text			not done	within 10 working days	within 7 working days	within 5 working days	within 3 working days
2. Co ordinate with Sales Manager for the Customer Outstanding Status.	Text			not done	within 10 working days	within 7 days after receipt of invoice/DN in case of not provisioned commission payment 1 week time	within 5 days	within 3 days
3.Collection of outstanding and due payment as per the due date .	Text			not done	done six monthly	once in every qtr before finish of next qtr 1st month	once in every qtr before finish of next qtr 1st month (15th)	once in every qtr before finish of next qtr 1st month (1st week)

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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
1. Forwarding and followup all domestcs documents after dispatch from Taloja Unit Intimating the customer about the despatch details for the purpose of insurance Immediately.	Text			not done	within 1 week	three days	within 2 days	on same day
2. keeping a record of all billing documents, couriering the invocies to the customers, and ensuring that they receive them on time.	Text			not done	within 15 days	within 1 week	within 2 days	Same day of Receipt of Invoices
3. Arranging Documents, Certificate of Analysis , Lorry Receipt etc. required by customer.	Text			not done	within 10 days	within 5 days	within 2 days	Same day as per require by customer.
4 Follow up with the customer for acknowledge for Documents.	Text			not made	within 10 days	once in every week with OD report and seprate mail to MM no sooner we know about short receipt	sorted out immediately	recovered money
5 . Arranging Scan copy ,and photo copy with company stamp and sign. With Original documents to Godrej Industries - Valia and Vikhroli.. Unit. As per there Required.	Text			not regularised inspite of confirmations received.	regularised with delay of more than 1 month	within 7 days after receipt of confirmation regarding reason and approval.	within 5 days	Same day of Receipt of Invoices.

#### 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
1. Co ordination of forms ( Road Permit ) for the purpose of dispatch and assuring proper documentation of the same.	Text			within 1 week	within 3-4 week	2-3 days	within 1-2day	on same day
2. Proper followup of Payment receipt and deposit of PDC cheque as well as current as per the date . Reporting of daily collection to accounts dept and ensuring that no credit recd amt to be left for accounting. Made collection report in the absence of Ms.Rekha	Text			3-4 days	within 3 day	2 days	within 1	on same day
3. Prepare Sales Inquiry, sales contract ,Sales Order for VVF I Ltd. Taloja, Baddi unit ( SAP) in the absence of Mr. Swapnil Mhatre.	Text			within 1 week	within 3-4 days	within 2-3 days	within 1-2day	on same day
4. Arrenging Transportation Planing for Taloja factory and Sion in the absence of Mr. Prashant . Also preapare TMS no. in SAP Systems for smooth dispatch..	Text			within 4-5 ays	within 3 day	within 2 days	within 1	on same day