

10002903 SUNIL DESAI

Employee Name : SUNIL DESAI 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
Posting all cash vouchers with proper GL and CC account	Text			.	.	.	Next day after voucher received	Same day when voucher received	Daily	Posting all cash vouchers with proper GL & CC & proper authorisation.
Follow-up and clear the advances with Requisitioner.	Text			.	.	Fortnightly	Once in a week	Twice in a week	Weekly	Follow up with employee for on account advances and get it cleared immediately
Sending Daily physical cash Balance	Text			.	.	Twice in a week	Thrice in a week	Daily	Twice in a week	Sending physical cash balance and on account advance list twice a week
Cash Certificate.	Text			.	.	3rd Working day of every month	2nd Working day of every month	1st Working day of every month	1st working day of every month	Sending cash certificate to HO on 1st working day of every month in the morning
Surprise Cash Audit Certificate.	Text			.	.	.	On 2nd week of the Month	On 3rd week of the Month	On 2nd or 3rd week of the month	Sending surprise cash audit certificate on 2nd or 3rd week of every month

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
Preparing Material received at Plant without Purchase Order	Text			.	.	Monthly	Fortnightly	Weekly	Monthly	Sending material received at Plant without PO list on a monthly basis
While Preparing GRIR report maintaing bills received without document.	Text			.	.	Monthly	Fortnightly	Weekly	Weekly	Maintaining Without documents file while preparing GRIR report
Preparing Tax code Report	Text			.	.	Monthly	Fortnightly	Weekly	Daily	Informing buyer or taking approval to change tax code while bill booking to clear GRIR

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
All Purchase and Service bills will be processed accurately of Taloja Plant after checking all mandatory fields.	Text			.	.	On or before 6th Working day and to be sent H.O. at 7th Working day	On or before 5th Working day and to be sent H.O. at 6th Working day	On or before 4th Working day and to be sent H.O. at 5th Working day	On or before 5th working day	All purchase bill processed accurately after checking all mandatory fields and service bills with deduction of TDS and work contract tax accurately
Preparing GRIR Report of Taloja Plant	Text			.	.	Monthly	Fortnightly	Weekly	Fortnightly	Preparing GRIR Report of Taloja Plant and sending it to Buyer to clear GRIR as on date
Taking print of Document & sending it to Ho for payment with Proper Approval.	Text			.	.	Twice a week	Thrice a week	Daily	Daily	Taking printout of documents and Sending it to Ho for payment with proper approval
Bills not received file send to Purchase Department	Text			.	.	Monthly	Fortnightly	Every Monday	Every Week	Bills not received file sending to Purchase department to follow up for bills to clear GRIR as on date
Follow up with Excise for part II pending and QC related with concerned Person.	Text			.	.	Weekly	Twice a week	Daily	Daily	Follow up with Excise for part II pending and QC related to concerned requisitioner for QC pending

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
Bank Reconciliation Report	Text			.	.	Weekly & Monthly	Twice in a week	Daily	Weekly	Sending Bank Reconciliation statement to HO on weekly basis
Ageing of Vendor Advances and sending it to Purchase Department	Text			.	.	Monthly	Fortnightly	Weekly	Monthly	Sending vendor debit balance list to purchaser to follow up for bills to clear advances taken on daily basis and as and when required
Ageing of Employee Advances and sending to Raghupathy.	Text			.	.	Monthly	Fortnightly	Weekly	Monthly	Sending Employee advance list to Raghupathy and confirming advances as on monthly basis.
Weekly review of SAP vs Physical stock for Engg materials and report differences	Text			.	.	By Saturday of every week	By Friday of every week	By Thursday of every week	Weekly	Physical stock verification for engineering material

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

Employee Name	SUNIL DESAI	Manager's name	AVIK BANERJEE
Employee Code	10002903	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	Need training in Interpersonal Skill to communicate and understand properly.	Yes	State my path, and explore other path and then move to action for discussion and solving problems or queries
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	How to utilise time and complete the given task within Time Limit.	Yes	Prioritise the work and complete the assignments on time.
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	ASHOKR AO PATIL	0.5			

	Practices (GMP +) and cGMP **					
10	Influencing 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	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	Slow moving /Non moving inventory reduction
Review date	30/09/2016

Target end date	31/Mar/2017
Project scope	Inventory of Taloja plant.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock Taloja –Rs 8.5Cr within 31.03.2017
What is the employee expected to learn from this project	Working capital Optimisation
Reviewer(s) name	Avik Banerjee
Project Status	Completed
Project Status Comments	Around 1.08 crore IV posted for Engineering goods due to differences in physical stock and SAP stock