10003286 Rohit Sonawane

Employee Name : Rohit SonawaneManager's Name : Premesh Dave

Goalsheet Approval Date : 04-May-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
Preparation of monthly MIS of LC (Local/Import) / Interest finance charges / processing fees	Text			.	.	On or beofre 1st of next month	.	.	Within 1 day	MIS on LC, Finance charges & processing fee is prepared within 1 day of month end.
Provisioning of Prepaid & Accrued Interest on LC , BC, EPBG & ECB	Text			.	.	On or before 3rd working day of the month	.	.	Within 1 day	Accurate provisioning of accrued & prepaid interest on LC,BC, EPBG is done within 1 day of month end
Ensure accounting of entire treasury activity & Verification of finance cost (LC Charges, Interest Advice, Processing fees etc)	Text			.	.	Accounting by : within 5 working day of transaction for all known transaction and not exceeding the 3rd working day of the month.	.	.	done on time	timely accounted entries of Interest, processing Fees and ensured that team members also close their accounting entries on time.
Monitroing of entire Cash credit , Letter of credit limit / Bank guarantee	Text			.	.	Daily basis	.	.	done on time	Real time monitored the Limits with accuracy, Quartely balance confirmation taken from bank and tallied with our o/s.
Debt MIS	Text			.	.	5th working day of the month	.	.	Done on time	Prepared monthly Debt MIS on time . Also incorporated additional data required for month ly financial reports

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
Submission of renewal information to banks	Text			.	.	Submission of renewal data within 2 days from the date of receipt	.	.	done on time	Timely submitted all the required details to banker which helped processing our various proposal for sanctioning.
Submisison of FFR etc	Text			.	.	FFR I submission within 30 days and FFR II submission within 45 days	.	.	done on time	FFR I & II submitted to banks before due dates
Operation banking relationship	Text			.	.	To work closely with banks for operation issues related to treasury activity	.	.	Has good relation with the RM	Always develop good relationship with the bankers by regularly interacting with them.
Banking covenants compliances	Text			.	.	To track all banks terms and condition and its timely compliances _ Auly_16	.	.	Complied	Banking covenants tracked and complied on time.
Accounting of FD, FD Interst & TDS entries in SAP	Text			.	.	As & when required.	.	.	done on time	Timely & accurately accounted all the FD entries of Interest earned , interest received

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
										and TDS deducted. Followed with the banks for ensuring lower deduction of TDS on FD interest, wherever charged excess correspondence done with the banker for rectification.

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
Interpersonal skills	Text			.	.	.	.	.	not attended	Could not attend training as other team members were also part of the same program.
Effective time management and execution	Text			.	.	.	.	.	training attended	training attended
"Automation of Debt outstanding report through SAP Automation Debt repayment schedule / interest calculation and monthly finance charge MIS"	Text			.	.	30th Sept 2016	.	.	done on time	Module developed in SAP.

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
SAP Budget uploading / Tracking of finance budget expenses	Text			.	.	Daily	.	.	done on time	always done on real time basis
Transfer of expenses allocation between finance charges	Text			.	.	As and when required but immediately to ensure that no expenses entry is pending due to budget issue	.	.	done on time	always done on real time basis
Tracking of Fixed deposit and its timely accounting	Text			.	.	Real time tracking of all fixed deposit and accounting within 2 days of transaction	.	.	done on time	always done on real time basis
Interest calculation on all fixed deposit, accrual, TDS reconciliation	Text			.	.	Every month before close of month ending	.	.	done on time	always done time

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
ODI & FDI REPORTINGS OF INDIAN COMPANIES TO FOREIGN SUBSIDIARY AND VICE VERSA.	Text			.	.	ODI _ manaing the entire process inlcuding trasnfer of funds and reporting _ 7 working days	.	.	done on time	Reporting done to RBI on time.
SDS REPORTING OF THE FOREIGN ENTITIES UNDER THE UIN	Text			.	.	Within 5 working days from the date of reporting.	.	.	done on time	Reporting done to RBI on time.
REPORTING OF CHANGES IN THE FOREIGN ENTITY.	Text			.	.	Within 5 working days from the date of reporting.	.	.	done on time	Reporting done to RBI on time.
APR AND FLA FILING FOR ALL THE INDIAN AND FOREIGN ENTITIES	Text			.	.	Close all FLA by July 15, 2016 and APR by 31st July 2016	.	.	done on time	Reporting done to RBI on time.
AUDIT CLEARANCE OF THE ABOVE	Text			.	.	Completion of audit without any adverse remark	.	.	done on time	Reporting done to RBI on time.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:-
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:-
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:-I always openly asked queries to my bosses and always got the solutions. This is an example of Openness.
Example2:-
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:-In all the structured transaction i have always demonstrated ownership by getting ultimate result on time.
Example2:-

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

					Program completed	Comments
Employee Name		Rohit Sonawane			Manager's name	Premesh Dave
Employee Code		10003286			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	For self development	No	Could not attend training as other team mates has also participated
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	Time Management is crucial in treasury.	Yes	Training attended
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	ASHOKRAO PATIL	0.5			
9	Good Manufacturing Practices	ASHOKRAO PATIL	0.5			

No					
10	Influencin g skills	Internal TBD	2		
11	Strengths based team building	Charles Carvalho	1		
12	The Super Manager	Amit Sanas	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					

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	SAP BASED DEBT MODULE
Review date	30-09-2016

Target end date	30/Aug/2016
Project scope	Developing a DEBT Module in SAP, which will give accurate Debt Position, Accurate monthly Interest working, and repayment schedule of all Loans.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Completion of the modules by Dec-16
What is the employee expected to learn from this project	How to automate processes that consume significant amount of manpower, which will help improve efficiency and increase accuracy.
Reviewer(s) name	Anand Kasturi
Project Status	Completed
Project Status Comments	