

Employee Name : Raksha Gawde
 Manager's Name : Nikhil Joshi
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : "MONITORING GRIR AND VENDOR ADVANCES & INVOICE BOOKING OF SION AND SEWREE PLANT FOR REPAIRS AND MAINTENANCE"

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 Open GRIR clearing related to PCP	Text			Target Above _ 180 Days for Domestic Bills	Target _ 120 _ 180 Days for Domestic Bills	Target _ 120 Days for Domestic Bills	Target _ 90 Days for Domestic Bills	Stretch Target _ 60 Days for Domestic Bills
2 Open Advances related to PCP monitoring & clearing	Text			-	-	Should not be greater than 90 days	Should not be greater than 60 days	Should not be greater than 30 days
3 Ensure timely booking of RM-PM bills of Sion & Sewree along with checking for accounting entries i.e tax codes,TDS, GL etc.	Text			Target _ 15th working days	Within 12 working days	Target _ within 7 working days	Target _ withing 5 working days	Stretch Target _ within 4 working days
4 Monitoring & Resolving the issues realting to bills	Text			Target _ 15th working days	Target _ 12th working days	Target _ 7th working days	Target _ 5th working days	Stretch Target _ 4th working days
5 Ensuring the payment of bills as per Allocation provided.	Text			-	Providing available clear bills for preparation of cheques within 5th working days of allocation given	Providing available clear bills for preparation of cheques _ Target _ 3rd working days of allocation given	Providing available clear bills for preparation of cheques _Target_ 2nd working days of allocation given	Providing available clear bills for preparation of cheques _ StretchTarget _ 1st working day of allocation given

KRA Category : Business

KRA Weightage : 20

KRA Description : PROVIDING ASISSTANCE DURING STATUTORY AND INTERNAL AUDIT AS PER THE REQUIREMENTS OF AUDITORS

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. Ensuring that the details required by statutory auditors related to PCP is provided accurately.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement
2. Showing subsequent PCP vendor payments for opening & Closing balance as per the requirement of auditors.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement
3. Circulation of Balance Confirmations related to PCP in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement
4. Responding to the internal audits relating to AP.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement
5. Implementation of Internal Audit suggestions as per Audit timelines.	Text			-	-	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.

KRA Category : Customer

KRA Weightage : 20

KRA Description : RECONCILIATIONS OF VENDORS AND OBTAINING BALANCE CONFIRMATIONS

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 Ensure the circulation of Balance Confirmations for PCP vendors on half yearly basis having balances more than Rs.5 Lakhs.	Text			"Above 30_09_2016 & Above 31_03_2017"	"31_08_2016 & 29_02_2017"	"31_07_2016 & 31_01_2017"	"21_07_2016 & 21_01_2017"	"15_07_2016 & 15_01_2017"
2 Ensure to get the balance confirmations from vendors.	Text			-	-	"30_09_2016 & 31_03_2017"	"31_08_2016 & 29_02_2017"	"15_08_2016 & 15_02_2017"
3 Reconciliation of variance based on confirmations received.	Text			Above 60 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation

KRA Category : Business

KRA Weightage : 40

KRA Description : LEVEL II CHECKING AND PAYMENT OF PCP INVOICES OF BADDI & DAMAN PLANT

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 Checking of all PCP RM PM bills as Level II checking (Baddi & Daman Plant)	Text			More than 15 working days	Target _ within 10 working days	Target _ within 7 working days	Target _ within 5 working days	Stretch Target _ within 4 working days
2 Monitoring & Resolving issues relating to bills	Text			More than 15 working days	Target _ within 10 working days	Target _ within 7 working days	Target _ within 5 working days	Stretch Target _ within 4 working days
3 Ensuring the payment of PCP RM PM as per allocation provided (providing documents for Cheque preparation)	Text			-	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 working days of allocation given	Within 1 working day of allocation given
4 Ensuring the payment of PCP RM PM as per allocation provided (providing documents for Cheque preparation)	Text			-	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 working days of allocation given	Within 1 working day of allocation given

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

Employee Name	Manager's name	Employee ID	Year
Raksha Gawde	Nikhil Joshi	10000683	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

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No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	Anant Pednekar	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
1	Training of service tax, tax code, GST, VAT	1	rajeev.chaubal@vvfltd.com?R ajeiv Chaubal
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	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	Not Applicable
Project Status Comments	