

10003620 Shruthi Poovani

Employee Name : Shruthi PoovaniManager's Name : Nikhil Joshi

Goalsheet Approval Date : 24-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
1. Ensure the circulation of Balance Confirmations for vendors and customers on half yearly basis as per the Balance Confirmation SOP.	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"	Circulated the letters by 21st jan'17	Letters circulated to 36 vendors.
2. Ensure to get the balance confirmations from vendors and customers, by taking follow up with respective buyers.	Text			.	.	"30_09_2016 & 31_03_2017"	"31_08_2016 & 29_02_2017"	"15_08_2016 & 15_02_2017"	Ensured to get the confirmation for 8 vendors	Frequently following up for pending balance confirmations with the respective buyers.Confirmation as on 31.12.16 pending for 28 vendors
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 30 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation	I have done the reconciliation within 21 days of receipt	Out of the received balance confirmation letters, reconciliation done for all vendors whose letters were received till 31.3.17
4. Intercompany Reconciliations (VVF Indonesia)	Text			.	.	Within 7 working day from the receipt of conformation	Within 5 working day from the receipt of conformation	Within 2 working day from the receipt of conformation	Reconciliation done as on 31.3.17.	Reconciled the balances till 31.3.17 within 2 working days.

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. Ensure timely booking of Import-Material purchases,custom duty vouchers.	Text			15th working day	12th working day	7th working day	5th working day	4th working day	Bills booked within 4th working day	Ensured that the bill booking is done with proper tax & G/L codes.
2. Level 2 checking of Engineering, spares bills & payment vouchers pertaining to taloja.	Text			15th working day	12th working day	7th working day	5th working day	4th working day	Level 2 done within 5 working days	Level 2 100% done for bills received till 31.3.17.
2. Monitoring & Resolving the issues realting to bills	Text			Within 15 working days	Within 10 working days	Within 7 working days	Within 5 working days	Within 2 working days	resolving the queries while bill booking & level 2 within 4 working day.	resolving the queries after taking follow ups with buyers.
3. Processing the Bills relating to IT, Kutch-1, Kutch-2	Text			15th working day	12th working day	7th working day	5th working day	4th working day	processing the bills within 4th working day.	Ensured that the bill booking is done with proper tax & G/L codes
4. Ensuring the filing of all vouchers relating to Import purchases,custom duty vouchers,I.T, Kutch-1,Kutch-2, engineering purchases of taloja.	Text			.	.	on the same day	.	.	Ensuring the filing is done on the same day.	Daily the documents are given for filing.

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
1.Following up with the Engineering team for the closure of open advances by conducting meeting & circulating the MOM for the same.	Text			Open Vendor less than Advances for 120 Days	Open Vendor less than Advances for 90 Days	Open Vendor less than Advances for 60 Days	Open Vendor less than Advances for 45 Days	Open Vendor less than Advances for 30 Days	Advances closed till jan'17.	Meeting the purchaser for obtaining target closure dates for open GRIR & advances. Out of the total advances of approximately Rs 4.08 crores towards engineering & projects, advances of Rs 3.82 lacs pending till jan'17. Also import advances of Rs 3.83 crores closed.
2.Processing the allocation of taloja engineering,spares vendors,Import,customer duty after receiving allocation.	Text			Within 7 working days of allocation given	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 days of allocation given	Within 1 day of allocation given	Removing the payment within 3 working days	sometimes payments done on the same day depending on the urgency.
"3.Clearing the open GRIR liabilities for I.T,kutch, Import, Taloja "	Text			Target Above _ 180 Days for Domestic Bills and Above 180 Days for Import bills.	Target _ 120 _ 180 Days for Domestic Bills and _ 120 _ 180 Days for Import bills.	Target _ 120 Days for Domestic Bills and 120 Days for Import bills.	Target _ 90 Days for Domestic Bills and 90 Days for Import bills.	Stretch Target _ 60 Days for Domestic Bills and 60 Days for Import bills.	Open GRIR for: 1)Taloja-completed tilldec'16 2)Import:100% GRIR cleared till march'17 3) I.t/Kutch 1& 2:Closed GRIR till Feb'17	GRIR liability for I.T,Kutch 1 & 2 closed till Feb'17. For taloja, the GRIR liability closed till dec'16 by march'17

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
1. Ensuring that the details required by statutory auditors is provided accurately and completion of statutory audit and sign off.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement	I have ensured that relevant documents are provided to the auditors on time.	Have followed up & provided the documents.I have prepared the TOC & TOD completely for Import & Taloja related items & explained the same to the auditors.
2. Showing subsequent 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 Week from date of requirement	4 days from date of requirement	3 days from date of requirement	Provided the details within 4th working day.	I have shown necessary payment details to the auditors in our SAP system.
3. Circulation of Balance Confirmations for Capital and Maintenance vendors in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement	Circulated the letters within 4th working day.	I have circulated the balance confirmation letters & followed up for their balances, also reconciled the same.
4. Responding to the internal audits relating to Capital and Maintenance vendors transactions.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement	Responded to auditors within 4th working day	I have provided them necessary documents.

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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.	Implemented the suggestions in our process	Implemented the suggestions given by auditors.