

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. Providing Corporate overheads expense provisions for Monthly closing	Text			5th Working day from Closure of MM Module	4th Working day from Closure of MM Module	3rd Working day during month end	2nd Working day during month end	1st Working day during month end
2. Computing Reverse Charge Mechanism for VVF Limited & Details of Foreign remittance of VVF India Ltd to IDT team.	Text			4th Working day from closure of MM Module.	3rd Working day from Closure of MM Module	2nd Working day from Closure of MM Module	1st Working day from Closure of MM Module	.
3. Monitoring the advances given for Insurance and transfer the same to prepaid expenses	Text			5th Working day from Closure of MM Module	4th Working day from Closure of MM Module	3rd Working day during month end	2nd Working day during month end	1st Working day during month end
4.Confirmation of entries relating to hedging of commodities with Oil Procurement team.	Text			5th Working day during month end	4th Working day during month end	3rd Working day during month end	2nd Working day during month end	1st Working day during month end

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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. Ensuring that the details required by statutory auditors is provided accurately as per agreed timelines.	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 Payment vouchers relating to Vendors, Payrol and statutory payments like ESIC, PF, as per requirements of the 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. 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
4. 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 : Business  
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.Ensure timely booking of all Over Head Bills along with checking for accounting entries i.e tax codes,TDS, GL etc.and make payment as per allocations.	Text			Target _ 15th working days_ Error Free	Target _ 12th working days _ Error Free	Target _ 7th working days _ Error Free	Target _ 5th working days _ Error Free	Stretch Target _ 4th working days_ Error Free
2. Monitoring & Resolving the issues realting to expense bills & vouchers (GL Code / Cost Center / Budget Issues)	Text			Target _ 12th working days	Target _ 8th working days	Target _ 5th working days	Target _ 3rd working days	Stretch Target _ 2nd working days
3. Preparing cheques and accounting payments entries in the system as per allocations	Text			Target _ 7th working days	Target _ 5th working days	Target _ 3rd working days	Target _ 2nd working days	Stretch Target _ 1st working days
*4.Statutory payments and Mapping or clearing of the open items relating to it in respective GL at the time of payment. (VAT Payable,CST,WCT, Service Tax, PF, ESIC etc)	Text			-	-	As per due dates	"As per due dates (Entry posting on the same day)"	-
5.Ensuring on-line entries relating to hedging of commodities.	Text			Target _ 15th working days_ Error Free	Target _ 12th working days _ Error Free	Target _ 7th working days _ Error Free	Target _ 5th working days _ Error Free	Stretch Target _ 4th working days_ Error Free

#### 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
1.Circulation of Daily report for cheques and RTGS payments	Text			-	-	On Daily basis	On daily basis	-
2. Review and closing the vendor advances relating to Overheads	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
3. Open GRIR Clearing for Corporate & Sewree plant.	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	Streach Target _ 60 Days for Domestic Bills
4. Weekly circulation of GRIR report relating to Corporate, Sion and Sewree	Text			-	-	Every Friday	Every Friday	-