

Employee Name : Sonali ChitaleManager's Name : Sonali Chitale  
Goalsheet Approval Date : 07-Dec-2016

**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
Monthly closure of Provisions for expenses, Prepaid Expenses, Deposits, Pending OBD, Focus Product Scheme/FMS, ICD/Loans to Subsidiaries, Other Loans & Advances transactions	Text			.	.	4th working day	3rd working day	2nd working day
Loans and advances & provisions relevant schedules	Text			.	.	7th working day	6th working day	5th working day
Preparations and Review of Monthly expenses GL account related to IT expenses and Bank commission charges for VVF (India) Limited and VVF Limited.	Text			.	.	7th working day	6th working day	5th working day
Review of IFC process related to F&A	Text			.	.	Quarterly without any failure of process	Quarterly without any failure of process	Quarterly without any failure of process
4.Monthly review & closure of accounts of small group companies	Text			.	.	4th working of the next month	3rd working day	2nd working day
5 Preparation & review of VVF Limited financials	Text			.	.	6th working day	5th working day	4th working day

**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. Preparations of Related Party Schedule of VVF Ltd.	Text			.	.	15th working day	12th working day	10th working day
2. Monthly Segment Reporting of VVF India Ltd.	Text			.	.	7th working day	6th working day	5th working day
3 Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text			.	.	2nd working day	1st working day	Same day
4. Monthly Forex MIS	Text			.	.	8th working day	7th working day	6th working day

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. Preparations of Related Party Schedule of VVF Ltd.	Text			-	-	15th working day	12th working day	10th working day
2. Monthly Segment Reporting of VVF India Ltd.	Text			-	-	7th working day	6th working day	5th working day
3 Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text			-	-	2nd working day	1st working day	Same day
4. Monthly Forex MIS	Text			-	-	8th working day	7th working day	6th working day

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. Preparation of Data for Board Meeting	Text			-	-	25th of the next month at the end of quarter	22th of the next month at the end of quarter	20th of the next month at the end of quarter
2.Assisting for closure of Internal Audit relating to Corporate accounts	Text			-	-	As per agreed plan	As per agreed plan	As per agreed plan
3 Foreign Travel Advance - Handling of cash, accounting and schedule & follow up for pending settlement	Text			-	-	To keep all the foreign travel advances within 30 days ageing	To keep all the foreign travel advances within 15 days ageing	To keep all the foreign travel advances within 10 days ageing
4 Preparation & Review of monthly schedules for VVF Limited	Text			-	-	8th working day	7th working day	6th working day
5 Assiting in preparations of ABP	Text			-	-	28_02_2016	15_02_2016	31_01_2016
6. Special Assignments	Text			-	-	As & when needed	As & when needed	As & when needed

KRA Category : Customer

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
1 Statutory Audit of VVF Limited including IFC without any audit qualifications.	Text			-	-	15.08.2016	31.07.2016	20.07.2016
2 Assisting in Consolidation of VVF Limited accounts	Text			-	-	31.08.2016	15.08.2016	31.07.2016
3 Statutory Audit of small group companies including IFC	Text			-	-	31.07.2016	15.07.2016	30.06.2016
4 Assistance in XBRL Filing of VVF Limited	Text			-	-	31.10.2016	15.10.2016	30.09.2016
5 Assisiting in Prepration of schedules relating to Tax Audit of VVF Limited.	Text			-	-	30.11.2016	31.10.2016	30.09.2016
6. Assisting in closure of Statutory audit of VVF India Ltd.	Text			-	-	15.08.2016	31.07.2016	15.07.2016