

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 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	Streach 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 _

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 _

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 _

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