

10000668 Geeta Karande

Employee Name : Geeta Karande Manager's Name : Nikhil Joshi

Goalsheet Approval Date : 27-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	Appraiser comment on actual achievement
Ensure the circulation of Balance Confirmations for vendors and customers on half yearly basis having balances more than Rs.5 Lakhs.	Text			"Above 30_09_2015 & Above 31_03_2016"	"31_08_2015 & 29_02_2016"	"31_07_2015 & 31_01_2016"	"21_07_2015 & 21_01_2016"	"15_07_2015 & 15_01_2016"	15th July 2016 15th Jan 2017	44 Balance Confirmation sent as of 30th June 2016 And 43 Balance Confirmation sent as of 31st Dec 2016
Ensure to get the balance confirmations from vendors	Text			.	.	"30_09_2015 & 31_03_2016"	"31_08_2015 & 29_02_2016"	"15_08_2015 & 15_02_2016"	15th Aug 2016 28th Feb 2017	35 Balance confirmation received from vendor out of 44 sent for June 16 and 15 Balance Confirmation received from vendor out of 43 sent for 31st December 2016
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	Within 15 days from the receipt of confirmation	21 Vendor Reconciliation completed out of 22 for June 16 And 5 vendor reconciliation completed out of 6 for Dec 16

**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	Actual achievement of year end	Appraiser comment on actual achievement
Ensuring that the details required by statutory auditors is provided accurately as per time lines	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	completed Within 3 days from date of requirement	Provided the flow chart for Domestic Oleo freight PO Provided PO procedure for Domestic Oil purchase Provided 56 TOD import Purchase samples Provided TOC domestic purchase samples Completed Reconciliation of HK Marine Pte Ltd as per requirement of Auditor Cleared the query for Logistic bills by providing the contract copy rate list approval for detention paid deduction for shortages or penalties
Showing subsequent vendor payments for opening & Closing balance as per the requirement of auditors (For Freight & Oil vendors)	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	Within 3 days from date of requirement	Completed on the same with along with the auditor

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
Circulation of Balance Confirmations in the auditor's format & Reconciling (For Freight & Oil Vendors)	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	Within 3 days from date of requirement	Prepared Balance confirmation letters as per the Auditors Format and done the reconciliation after reply from vendor
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.	Within 1 Week from date of suggestion.	Internal Auditor has not suggested as per my KRA
Preparation of Cheques & Passing of bills in the absence of other members of the AP Team (PCP/RMPM/Import bills)	Text			.	.	Target _ 3 working days	Target _ 2 working days	Stretch Target _ 1 working day	Within 1 day	Prepared cheques and completed the RTGS details in the system and providing the same details to AP team and Treasury the next day Also cleared the Invoices of Taloja Sion Sewree HO in the absence of other team members

#### 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
Accounting of Oil purchase invoices, preparing vouchers in excel for 2nd level verification	Text			Target _ More than 5 working days	Target _ Within 4 working days	Target _ Within 3 working days	Target _ Within 2 working days	Target _ Within 1 working day	Within 2 working days	print out of excel sheet are attached with the invoices only for DAP incoterms and are forwarded for the second level
Processing payments of oil allocation as per the allocation received & providing RTGS details to Strategic Proc, Dept. by day end.	Text			Target _ More than 5 working days	Target _ Within 4 working days	Target _ Within 2 working days	Target _ Within 1 working days	Within same day	same day or the next day	Taking ledger and forwarding the same for payments as allocation received and Providing RTGS details to Oil Proc Dept
Ensure timely accounting of of Freight invoices - a) Inter unit freight , b) Domestic Sales Freight, c) Oil purchase Freight, d) Export freight e) PCP-Marketing invoices	Text			Target _ 15th working days	Target _ 12th working days	Target _ 7th working days	Target _ 5th working days	Stretch Target _ within 4 working days	with in 2 or 3 days	Completed bills processing and gave for II nd level checking and then for payment as allocation received
Processing allocation received from Freight / Export / PCP-Marketing.	Text			.	.	Target_3 working days	Target_2 working days	Target_within 1 day	Same day or next day	Providing Vendor Ledgers for payment completed RTGS on the same day
Clearing the vendor against payment entries or bank LC entries.	Text			.	.	Target_3 working days	Target_2 working days	Target_within 1 day	On the same	Cleared the LC transaction in the system as LC advice are received and mapped against the vendor ledger

#### 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	Appraiser comment on actual achievement
Providing GTA Report -1st of next month details pertaining to last month to IDT Team	Text			5 working days after MM period closed	Within 4 working days after MM period closed	Within 2 working days after MM period closed	Within 1 working day after MM period closed	First half day of 1st working day of the month	First half of 2nd working day of the month	GTA Report for the month are forwarded to IDT Team.on the 2nd day of the month
"Provision entry for freight expenses with backup from user department Preparation of freight provision schedule and freight expenses schedule"	Text					"On 3rd working day during month end 3 working days after FI period closed"	"On 2nd working day during month end 2 working days after FI period closed"	"On 1st working day during month end 1 working days after FI period closed"	On 1st working day during month end	JV are prepared against each respective department provision & along with Monthly summary for Export Freight & domestic oleo freight
Followup with the Exim / Oil Proc. / PCP Mktg team for the closure of open advances by circulating the E-Mails 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	3 days	Continuous followup with the buyer for getting the invoices against advances given
Open Vendor Advances given	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 30 Days	Open Vendor less than Advances for 15 Days	Cleared Open Vendor advances less than Advances for 45 Days	Advances competed in time
Open GRIR balances	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.	5	Follow up with respective buyer to clear the open GRIR in the system

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

**Answer:-**Along with regular work I have handled Import Dept Bill Processing & completed & ensure timely payments Cleared all Import & Export Dept advances before 31st March 17 Cleared Grir till Dec 16 by Feb 17 & gave sheet for Mr11 in time Cleared GRIR till Jan 17 by March 17 & gave sheet for Mr11 in time Follow-up with Oil Proc Dept to get the invoices & Debit / Credit notes to clear the Grir in the system in time

2. I have gone the extra mile to help my colleagues/team/organization by:

**Answer:-**From time to time retriving documents for my culleagus for internally & clearing their doubts relating to penalty shortages Tds

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

**Example1:-**Promptly informed Exim dept Logistics Oleo Dept about allocation details immediately to ensure smooth of balance of funds

**Example2:-**

4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:

**Example1:-**Coordinating with IT team & respective dept for Tds Excise Tax code GTA codes Payment terms issue

**Example2:-**

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

<b>Employee Name</b>	Geeta Karande	<b>Manager's name</b>	Nikhil Joshi
<b>Employee Code</b>	10000668	<b>Year</b>	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**

No	Name of program	Faculty	Days	Please explain why the training is needed	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	To improve communication skill with Vendors, team mates, seniors etc.	Yes	Attended Influencing Skills
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	ok	No	Not attended due work load
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	No	Not attended due to work load
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices	ASHOKR AO PATIL	0.5	ok	No	Not attended due to work load

	(GMP +) and cGMP **					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1	Technical Knowledge relating to VAT,CST & Service tax.	2	rajeev.chaubal@vvf ltd.com?Rajeev Chaubal	Yes	Attended
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	

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	