

Employee Name : Adil Anklesaria  
 Manager's Name : Anand Kasturi  
 Goalsheet Of Year: 2017-2018

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Cash Flow & Working Capital Fund Management**

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
Cash Flow Planning to ensure smooth business operations	Days	50		20	15	12	10	8
Optimum allocation of scarce resources for ongoing daily business activities	Percentage	25		130	120	110	100	90
Active Cash Management to ensure funding of obligations in planned manner and reduction in interest cost	Days	25		7	5	2	1	0

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Banking & Internal Operations**

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
Ensure timely repayment of loans and interest funding as per management plan	Days	20		10	5	2	1	0
Maintain Loan and Interest MIS with SAP & Reconciliation entries	Days	40		10	5	3	2	1
Circulate Monthly Stock Statement, Legal Compliance Certificate and Insurance Data	Days	20		20	15	10	9	8
Audit - Internal, Statutory, Bank & others	Percentage	20		100	90	85	75	50

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : Developing Indonesia Cash Flow and assistance in maintaining**

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
Develop cash flow reporting structure for Indonesia	Date	35		31/Dec/2017	30/Sep/2017	31/Jul/2017	30/Jun/2017	31/May/2017
Cash Flow Planning to ensure smooth business operations	Days	35		20	15	12	10	8
Active Cash Management to ensure funding of obligations in planned manner	Days	15		7	5	2	1	0
Follow-up and review of Indonesia cashflow	Days	15		7	5	2	1	0

**KRA Category : Process**

**KRA Weightage : 25**

**KRA Description : Foreign Exchange Risk Management**

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
Maintain Net Open FX Exposure as per FX Risk Management Policy	Days	15		10	5	2	1	0
Daily & month-end activities - SAP entries and working for provision on Fwd. Contrs., MTM and allocation of premium. FX Monthend Reports	Days	35		30	15	3	2	1
Forex Review Meeting with Management	Days	35		30	20	12	10	8
Banking & Compliance - Booking and Cancellation of forward contracts as per instructions / FX policy. Co-ordinate with banks for FX booking, cancellation, reporting, forward contract notes/franking, compliances / certificates, follow-up for credit of profit to bank account	Days	15		30	15	3	2	1

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

Employee Name	Manager's name	Employee ID	Year
Adil Anklesaria	Anand Kasturi	10000681	2017-2018

*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**

	Name of program	Faculty	Days	Please explain why
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No				the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	need to focus on how to work with colleagues and how to get work done from them as need higher interaction for data from Indonesia and other colleagues
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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
1			
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

Project Title	
Review date	
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	
Project Status Comments	