

Employee Name : Shruthi Poovani  
 Manager's Name : Shruthi Poovani  
 Goalsheet Approval Date : 01-Dec-2016

**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 vendors and customers on half yearly basis as per the Balance Confirmation SOP.	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 and customers, by taking follow up with respective buyers.	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 30 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation
4. Intercompany Reconciliations (VVF Indonesia)	Text			-	-	Within 7 working day from the receipt of conformation	Within 5 working day from the receipt of conformation	Within 2 working day from the receipt of conformation

**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. Ensure timely booking of Import-Material purchases,custom duty vouchers.	Text			15th working day	12th working day	7th working day	5th working day	4th working day
2. Level 2 checking of Engineering, spares bills & payment vouchers pertaining to taloja.	Text			15th working day	12th working day	7th working day	5th working day	4th working day
2. Monitoring & Resolving the issues realting to bills	Text			Within 15 working days	Within 10 working days	Within 7 working days	Within 5 working days	Within 2 working days
3. Processing the Bills relating to IT, Kutch-1, Kutch-2	Text			15th working day	12th working day	7th working day	5th working day	4th working day
4. Ensuring the filing of all vouchers relating to Import purchases,custom duty vouchers,I.T,Kutch-1,Kutch-2, engineering purchases of taloja.	Text			-	-	on the same day	-	-

**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.Following up with the Engineering team for the closure of open advances by conducting meeting & circulating the MOM 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
2.Processing the allocation of taloja engineering,spares vendors,Import,custom duty after receiving allocation.	Text			Within 7 working days of allocation given	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 2 days of allocation given	Within 1 day of allocation given
*3.Clearing the open GRIR liabilities for I.T,kutch, Import, Taloja "	Text			Target Above _ 180 Days for Domestic Bills and Above 180 Days for Import bills.	Target _ 120 _ 180 Days for Domestic Bills and _ 120 _ 180 Days for Import bills.	Target _ 120 Days for Domestic Bills and 120 Days for Import bills.	Target _ 90 Days for Domestic Bills and 90 Days for Import bills.	Streach Target _ 60 Days for Domestic Bills and 60 Days for Import bills.

**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. Ensuring that the details required by statutory auditors is provided accurately and completion of statutory audit and sign off.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
2. Showing subsequent 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 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
3. Circulation of Balance Confirmations for Capital and Maintenance vendors in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
4. Responding to the internal audits relating to Capital and Maintenance vendors transactions.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week 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.