

Employee Name : Kailash KandoiManager's Name : Kailash Kandoi
Goalsheet Approval Date : 01-Dec-2016

KRA Category : Process
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 - Preparing & Review of customer ageing reports on weekly basis for management, Banks etc.	Text			.	.	Every Tuesday on weekly basis	Every Monday on weekly basis	.
2 - Clearing of open items after proper approvals from the business.	Text			.	.	within 03 working day after proper approvals	within 02 working day after proper approvals	within 01 working day after proper approvals
3 - Providing details of customer ledger to the Marketing team as per requirements	Text			.	.	within 3 working day	within 2 working day	within 1 working day
4 - Preparing of Debit / credit notes as per requirement	Text			within 8 working days after proper approvals & backups	within 5 working days after proper approvals & backups	within 3 working day after proper approvals & backups	within 2 working day after proper approvals & backups	within 1 working day after proper approvals & backups
5 - Preparing weekly or as required overdue payable report of PCP & Engineering vendors	Text			.	.	By Tuesday on weekly basis	By Monday on weekly basis	.

KRA Category : Process
KRA Weightage : 15 _

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 - Customer overdue review reduction for greater than 30 days for Oleo & PCP	Text			*Customer Overdue Greater than 60 Days Should be Zero *	*Customer Overdue Greater than 45 Days Should be Zero *	*Customer Overdue Greater than 30 Days Should be Zero *	Customer Overdue Greater than 30 Days Should be Zero	Customer Overdue Greater than 15 Days Should be Zero
2 - Compliance relating to Companies Act for Customer Advances	Text			*Compliance Greater 12 Months *	Compliance 12 Months	Customer Advances Compliance 9 Months	Customer Advances Compliance 6 Months	Compliance 3 Months
3 - Ensuring the IFC controls relating to Debtors to be reviewed on quarterly basis.	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance
4 - Monthly meeting with business team PCP & Oleo to discuss the customer overdue collection plan	Text			.	With in 15 working days	With in 12 working days	With in 10 working days	.

KRA Category : Business
KRA Weightage : 15 _

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 accounting and reporting of all customers invoices, collections, debit - credit notes on regular basis before MM period closing	Text			NA	NA	On 2nd working day of every month	On 1st working day of every month	NA
2 - Closing the debit notes of Synergy on monthly basis and making provisions for COB and CMB expenditure as per approvals and backup available	Text			NA	Before MM period closing	On 4th working day after the receipt & approvals	On 3rd working day after the receipt & approvals	On 2nd working day after the receipt & approvals
3 - Ensuring booking and forwarding the details relating to Service Tax & Follow-up of details of TDS deducted by Customers.	Text			NA	Before statutory due dates	Within 4 working days after the month end	Within 3 working days after the month end	Within 2 working days after the month end
4 - Intercompany Reconciliations	Text			NA	NA	Within 5 working day from the receipt of conformation	Within 3 working day from the receipt of conformation	Within 2 working day from the receipt of conformation
5 - Preparation of the Debtors / expenses, provision and other Income schedule on monthly basis for Statutory MIS reporting & stock statement to bank	Text			5th Working day from closure of FI Module	4th Working day from closure of FI Module	3rd Working day from closure of FI Module	2nd Working day from closure of FI Module	NA

KRA Category : Business

KRA Weightage : 15 _

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 - Showing subsequent collections for opening and closing customer balances 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	4 days from date of requirement
2 - Preparing the TOD / TOC for receivables and providing explanations for Nature of Transactions	Text			3 Weeks from date of requirement	2 Weeks from date of 1 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 as per requirement of auditors & reconciliation of the same on receipt of conformations	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 audits (Statutory & Internal) requirements relating to AR.	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 - Explaining the AR walkthrough, process & debtors transaction as per sheduled prepared	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

KRA Category : Customer

KRA Weightage : 15 _

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 customers 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 - Follow ups to get the balance confirmations from customers.	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 conformations received from customers	Text			Within 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