Employee Name : Hemant Sawant
Manager's Name : Madhulika Pathak
Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 20
KRA Description : Monthly Reports & other developments

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. Monthly Report on BRS Status.	Text			15th of every month	12th of every month	10th of every month	9th of every month	8th of every month
2.Handling BRS related Audit activities (Internal & Statutory) Catering the requirements,queries, doccuments of the auditors	Text			Within 12 Day	Within 10 days	Within a week	Within 2days	Same Day
3.Bank related queries in Sales Tax & I.T.	Text			5th Day	4th Day	3rd Day	Within 2days	Same Day
4.SAP Implementation ECC6 : Gathering, Providing & uploading of data	Text			As & when Rquired	As & when Rquired	As & when Rquired	As & when Rquired	As & when Rquired
5.Initiated development/ improvement in BRS Report in SAP.	Text			As per any requirement	As per any requirement	As per any requirement	As per any requirement	As per any requirement

KRA Category : Process
KRA Weightage : 20
KRA Description : Cash payment Voucher Checking & follow up

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
Checking Cash vouchers	Text			After 5 days	After 3 Days	after 2 days	Next Day	Same Day
Follow up with HR & voucher owner for any queries	Text			After 5 days	After 3 days	after 2 days	Next Day	Same Day

KRA Category : Business
KRA Weightage : 30
KRA Description : BANK RECONCILIATIONS AND JOURNAL ENTRIES

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. Bank Reconciliations of DENA BANK OR BANK OF INDIA CC a/c on daily basis and other major Bank accounts reconciliaitons twice in a mohth and once for all other non-operative accounts	Text			12TH & 27TH EVERY MONTH	11th & 26th every month	10th & 25th every month	9th & 24th every month	8th & 23rd every month
2. Follow up for Bank Statements & Bank Advices	Text			5TH DAY	4TH DAY	3rd Day	2nd Day	1st Day
3. Follow up & co-ordination with other stakeholders in accounts to complete their book entries appearing in Bank Statement	Text			WITHIN 25 DAYS AFTER CIRCULATIONS RECON ENTRIES	Within 3 weeks after curculating recon entries	Within 2 weeks after curculating recon entries	Within 1 week after curculating recon entries	Within 3 days after curculating recon entries
4. Emailing final Bank Reco to all concern person	Text			12TH & 27TH EVERY MONTH	11TH & 26TH EVERY MONTH	10th & 25th every month	9th & 24th every month	8th & 23rd every month
5.Uploading & keeping record of Journal Entries (New assignment started since January 2015)	Text			5TH DAY	4TH DAY	3rd Day	2nd Day	Same Day

KRA Category : People
KRA Weightage : 30
KRA Description : Vendor RTGS payments & Cheques issued but not cleared report

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. Vendor RTGS/NEFT payments of VVF INDIA & VVF LTD	Text			After 4 days	After 3 days	After 2 days	Next Day	Same Day
2. Confirmation of all RTGS done during day before RTGS Timeline	Text			After 4 days	After 3 days	After 2 days	Next Day	Same Day
3. Reporting of all payments / customer collection during day (Oil Payments) Cheque Clearance & Boucing Details	Text			After 4 days	After 3 days	After 2 days	Next Day	Same Day
4. Daily report on Cheques issued but not cleared for fund arrangement	Text			5th Day	4th Day	3rd Day	2nd Day	1st Day
5.Octroi Collection, Any ST/IT Refund confirmation, Import Payment Entry	Text			5th Day	4th Day	3rd Day	2nd Day	1st Day

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

Employee Name	Manager's name	Employee ID	Year
Hemant Sawant	Madhulika Pathak	10000690	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

No	Name of program	Faculty	Days	Please explain why 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	
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	CMA Data Preparation for Bank Limits		anand.kasturi@vvfltd.com?Anand Kasturi
2	Monthly MIS Reports on Balance Sheet		madhulika.pathak@vvfltd.com?Madhulika Pathak

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	**Coaching** through leader in own function for **functional** inputs					
2	**Coaching** through leader in own function for **functional** 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	