

10002480 Shridhar Chonkar

Employee Name : Shridhar ChonkarManager's Name : Anil Ajmera

Goalsheet Approval Date : 18-Apr-2017

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
1. Capitalisation of Asset	Text			more than 8 weeks	6_8 weeks	4_6 weeks	Within 4 weeks	within 3 weeks	5	NA
2. Monthly Depreciation Calculation	Text			> 3 working days	2_3 working days	1st working day	1st working day with SAD entries less than 50 lakhs	1st working day with no SAD entry	NA	NA
3. Fixed Asset Schedule	Text			> 4 working days	3_4 working days	2nd working day	1st working day	1st working with 100% accuracy	NA	NA
4. IFC compliance related to FA	Text			70%	75%	85%	90%	100%	NA	NA
5. Physical verification of fixed asset (Alternate year)	Text			Non compliant of schedule	Partly compliant of schedule	Complied with schedule	Asset shortage (not more than 10 lakhs)	No asset shortage and excess	NA	NA

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	Appraisee comment on actual achievement
1. Timely uploading of Capex Budget	Text			4 days	3 days	2 days	1 day	Same day	NA	NA
2. Timely provide FA details to other functions (Target date)	Text			> 3days	delayed by 3 days	within Target date	2 days prior to Target date	3 days prior to target date	NA	NA
3. Timely/ efficient completion of Internal Audit/ External Audit	Text			.	.	No complaint from auditors	No complaint+ with limit of observations 3 nos	No Compliant+ No observation	NA	NA

KRA Category : People

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	Appraisee comment on actual achievement
1. Master Data of SAP (Vendor, Customer, Material) verification and cleaning	Text			.	Before 30.11.2016	Before 31.10.2016	Before 15.10.2016	Before 30.09.2016	NA	NA
2. Trained to Team member for independent capitalisation and all FA processes	Text			.	.	Partly trained (Only capitalisation, transfer and sale)	.	Fully trained in all activities related to department	NA	NA
3. Maintaining IFC Records (All functions)	Text			.	.	IFC documentation	IFC Documentation and follow up	IFC Documentation, follow up and controls implementation	NA	NA

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	Appraisee comment on actual achievement
1. Booked projetc stock reconciled with physical at all locations	Text			.	Month end signed report by 15th	Month end (Signed report by 5th)	Dealyed booking within 7 days	At any time	NA	NA
2. CWIP review and documentation	Text			.	.	Monthly	Fortnightly	Weekly	NA	NA
3. 2nd level bill authorisation	Text			.	.	Timely checking	Timely checking minor mistake but no financial implication	Timely checking with no mistake	NA	NA
4. Time reduction in CWIP file updation (Existing time 2 hrs)	Text			.	.	1 hrs	3/4 hrs	1/2 hrs	NA	NA