

10000677 Smitha Balakrishnan

Employee Name : Smitha BalakrishnanManager's Name : Premesh Dave

Goalsheet Approval Date : 04-May-2017

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
As per IDP Enclosed	Text			3	gradually implementing on my work.

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
PROCESSING ALL ONLINE PAYMENT FOR ALL THE VVF & GROUP COMPANIES. LAISONING WITH BANKS.	Text			.	.	i) Bank statement daily ii) Statutory payment before due date.	.	.	5	processed all on time before the due date without fail.
ACCOUNT OPENING, CLOSING, ADDITION & DELETION OF SIGNATURES, AVAILING NET BANKING OF VVF	Text			.	.	Within 10 days from the date of request	.	.	5	All account opening and closing with respect to all compliances
COMPLYING & UPDATING OF KYC IN ALL THE BANKS.	Text			.	.	Every 6 months _ Within 5 working days	.	.	5	updated the KYC of all the VVF & group companies
AUDIT CLEARANCE	Text			.	.	Within 15 working days from year end.	.	.	5	Cleared all the audit related queries.

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
Lodgement of Documents	Text			.	..	Submission on the same day and Bank reference and dispatch number within 2 working days	.	.	3	Able to lodge for all the realised Invoices
Reporting of Collection and taking credit	Text			.	.	Credit to be received on the same wrking day	.	.	5	All the reporting of the collections are made in time.
FIRC - Follow-up and closure	Text			.	.	FIRC to be received within 3 working days and Closure within 2 working days from lodgement of documents.	.	.	5	All the FIRC is released from bank and submitted for closure for invoices lodged with another bank on time.
BRC	Text			.	.	BRC to be uploaded within 2 working days by the Bank. Siting the same in DGFT by 5 working days.	.	.	2	Able to release the BRCs 76% BRC for
Pre-shipment and Post shipment credit	Text			.	.	Taking Preshipment within 4 working days from the date of booking of order.	.	.	5	Availed EPC with the subvention benefit of 3% and closed all the pre and postshipment loan on time

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
EXPORT Freight and other expenses including commission. CONFIRMING THE TRANSACTION WITH SWIFT MESSAGE.	Text			.	.	Within 2 working days from the date of request	.	.	5	All the remittance done in time and enteries closed in the system.
Treasury Advisory payments and entries	Text			.	.	Within 1 working day	.	.	5	all payments service enteries and po closed with release of payments
ALL FUND TRANSFER ENTERIES	Text			.	.	Within 1 working day	.	.	5	All standing instruction fund transfer enteries posted on time.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:-
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:-
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:- I always maintained that trust, people approach me for helping them. I direct them in a proper way with the appropriate process.
Example2:-
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:

Example1:-Taken the ownership to close all the old XOS and shipping Bill outstanding in all the Banks appearing in their AD Bank since 2007 - 2016. The team involved were Taloja Plant Excise department, Exim Department. This has been cleared from time to time as we received the datas from the banks due to which company didn't had a huge number of SHIPPING Bill appearing in the caution list.

Example2:-

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

Employee Name	Smitha Balakrishnan	Manager's name	Premesh Dave
Employee Code	10000677	Year	2016-2017

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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	Help getting things where external help is required	Yes	This has to implemented on the job
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	ok	No	already attended in last F.Y 2015-16
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	No	not applicable
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5	ok	No	not applicable

	and cGMP **					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	Help improve coordination for achieving team goals	No	Attended another program - INFLUENCING SKILL. I COULDN'T ATTEND THE GIVEN PROGRAM AS I WAS SICK WHEN THE PROGRAM WAS CONDUCTED.
12	The Super Manager	Amit Sanas	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	Program Completed	Reviews
1				undefined	undefined
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	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

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Project Title	
Review date	1st Oct 2016
Target end date	30/Sep/2016
Project scope	Clear all the old BRC / FIRC's starting from 2004 till date
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Clearing all the old BRC's / FIRC's
What is the employee expected to learn from this project	How to close the cases in the absence of sufficient documents. Think out of the box.
Reviewer(s) name	Anand Kasturi
Project Status	Not Completed
Project Status Comments	60% completed - balance pending 40% which will take another 3 months time as some are pending due to Bank Reference Number missing information given is mismatching.