

Employee Name : Smitha Balakrishnan
 Manager's Name : Premesh Dave
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 40
KRA Description : EXPORT

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
Lodgement of Export document - bank ref no	Days	25		30	20	10	5	2
ensure export collection as per the due date	Days	25		5	4	3	2	1
Reporting of Collection and taking credit & E-FIRC closure	Percentage	15		10	30	60	80	100
E-BRC uploading of the realised Bills	Percentage	25		10	30	60	80	100
Availing Pre & Post shipment Loan	Value	10	835	< 576.15	584.5 to 793.25	801.6 to 876.75	885.1 to 1077.15	1160.65

KRA Category : Customer
KRA Weightage : 15
KRA Description : BANKING & KYC DOCUMENTATION OF VVF & GROUP COMPANIES

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
PROCESSING ALL ONLINE PAYMENT FOR THE VVF & GROUP COMPANIES. LIASONING WITH BANK	Text	25		5	4	3	2	1
ACCOUNT OPENING	Days	25		45	30	25	20	10
ACCOUNT CLOSING	Days	15		7	6	5	4	3
ADDITION AND DELETION OF SIGNATURE + ONLINE NET BANKING FACILITY & COMPLYING & UPDATING OF KYC IN ALL BANKS	Days	25		45	30	25	20	15
AUDIT CLEARANCE	Days	10		5	4	3	2	1

KRA Category : Process
KRA Weightage : 20
KRA Description : DOMESTIC INLAND BILLS / FOREX OPERATION

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
EXPORT Freight and other expenses including commission. CONFIRMING THE TRANSACTION WITH SWIFT MESSAGE.	Days	30		5	4	3	2	1
Treasury Advisory payments and entries	Days	10		5	4	3	2	1
ALL FUND TRANSFER ENTERIES	Days	10		5	4	3	2	1
INLAND BILL LODGEMENT, DISCOUNTING AND CLOSURE OF REALISATION	Days	50		8	7	6	5	4

KRA Category : Process
KRA Weightage : 15
KRA Description : ACCOUNTING & AUDITING

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
ACCOUNTING FOR ALL EXP RELATED TO EXPORT/ PACKING CREDIT INTEREST BRS ITEMS	Days	40		5	4	3	2	1
ARRANGING EXPORT ADVICES	Days	10		5	4	3	2	1
MONTH END SCHEDULE RELATED TO EPXORT/ PACKING CREDIT/ INTEREST EXPENSES/ BANK CHARGES/ LOCAL BILL DISCOUNTING.	Days	50		5	4	3	2	1

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

Employee Name	Manager's name	Employee ID	Year
Smitha Balakrishnan	Premesh Dave	10000677	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			
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	
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	