

10000619 Sunita Kalgutkar

Employee Name : Sunita Kalgutkar Manager's Name : Pratyaya Chakrabarti

Goalsheet Approval Date : 17-Apr-2017

KRA Category : Customer

KRA Weightage : 30

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	Appraiser comment on actual achievement
Ensure timely submission of vouchers (Mobile, Tour Expenses, Car & Petrol Expenses, LTA / Local & Misc. Expenses) of all employees after evaluating their entitlement with Company Policies.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	I ensure to submit all the vouchers at the earliest in Accounts
Submission of Project Proposals which comes for signature till it gets processed	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Immediately after taking signature I ensure to submit documents to concerned person with record. Procedure page attached just for information. Maintaining since 2014
Follow up with Accounts Department & ensure timely payments of all Sion based employees	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Ensure to hand over and deposit their money without any further delay with record.
Follow up with Accounts Department & ensure timely payments of all Synergy employees either by Cheque or cash by depositing in their respective banks along with email intimation	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Try not to keep any voucher pending more than a day with me
Managing all Budget transfers in SAP System	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Without delay
Updating & Managing Unplanned Budgets & Supplements in SAP alongwith co-ordination to ensure timely executions.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	As soon as possible
Providing Complete Admn Support - Like Co-ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co-ordination with IT for computers, printers, pendrive etc. etc.)	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Timely execution
Processing all Legal Bills (Dhruv Liladhar & Co, L. P. Agarwal, Mukul Rohatgi, R. A	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest. Can't upload - huge file

KRA Category : Business

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
Co-ordination with Travel Desk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest
Effective co-ordination with Functional Heads for the Monthly / Fortnightly / Weekly - Oleo Chemicals, CMB, R&D, CPD & numerous other Meetings	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time

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	Actual achievement of year end	Appraisee comment on actual achievement
Co-ordination with Travel Desk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest.

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	Actual achievement of year end	Appraisee comment on actual achievement
Working as a Centre point between VVF International Companies and COB / Supply Chain, Production & Development, QC & Marketing Departments to receive and dispatch consignments / parcels from time to time	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	As and when required.
Converting PDF files into XLS - MEP Bid 2016 RFQ (PF Formulations) as & when receiving from Dinesh Nambiar	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Try to convert all the files as soon as possible.

KRA Category : Business

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
Co-ordination with Travel Desk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Timely execution
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest
Effective co-ordination with Functional Heads for the Monthly CMB, Quality, CPD & numerous other Meetings	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time
Timely co-ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.)	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Timely execution
Generating Daily Sales Report and forwarding as per requirement.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Ensure to send every morning
Maintaining records / Summary of IBIS Data (Chapter 34 - Import & Export for Noodles) - Monthly	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Till November 2016. Stopped receiving data thereafter.
Timely follow-up & co-ordination with HOD's to Nominate names for Categorised Awards	Text			Not Available	Not Available	Not Available	Not Available	Not Available	3	HR Directly interacts with HODs. I am just submitting singed award in HR
Will try for one article (atleast quarterly) from CMB Team for Rumble	Text			Not Available	Not Available	Not Available	Not Available	Not Available	3	Except one or two, no one seems interested

