

Employee Name : Dnyaneshwar Wadekar
 Manager's Name : Dhananjay Kelkar
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 40
KRA Description : DEBTORS OVERDUE TRACKING,TOTAL COLLECTION DETAILS REPORTING ,ASSISTANCE IN PROVISION FOR BAD DEBTS ETC.

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.Timely Followup for payment as per the Customers' Due date. Initiating for remittance through RTGS for Immediate recover	Text			Not Sent	fortnightly sent	on weekly basis	with in 3 days	on daily basis
2. Account reconciliation with the customers . Followup for confirmation of balance . Informing the concerned manager regarding overdue payment and follow up for the same	Text			informed after one month	with in 15 dyas	with in 7 days	with in 3 days	on the same day
3.Requesting to the customer for PDC /RTGS, payment and organising to collect the same.	Text			After 5 days	After 2 days	on daily basis/same days after receipt of credit recd details	if nothing is pending for accounting at the end of half month f.y	if nothing is pending for accounting at the end of full f.y
4.Reporting of OD status to the concerned Dept. manager	Text			not sent	list made but not approved	once in a year	twice in a year	once in every qtr

KRA Category : Business
KRA Weightage : 20
KRA Description : OTHER ADMINISTRATIVE ACTIVITY SUPPORT FUNCTIONS

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. Co ordination of forms (Road Permit) for the purpose of dispatch and assuring proper documentation of the same.	Text			within 1 week	within 3 or 4 week	2 or 3 days	within 1 or 2day	on same day
2. Proper followup of Payment receipt and deposit of PDC cheque as well as current as per the date . Reporting of daily collection to accounts dept and ensuring that no credit recd amt to be left for accounting. Made collection report in the absence of Ms.Rekha	Text			3 or 4 days`	within 3 day	2 days	within 1 day	on the same day
3. Prepare Sales Inquiry, sales contract ,Sales Order for VVF I Ltd. Taloja, Baddi unit (SAP) in the absence of Mr. Swapnil Mhatre.	Text			within 1 week	within 3 or 4 days	within 2 or 3 days	within 1 or 2 days	on the same day
4. Arrenging Transportation Planing for Taloja factory and Sion in the absence of Mr. Prashant . Also preapare TMS no. in SAP Systems for smooth dispatch..	Text			within 4 or 5 days	within 3 days	within 2 days	within 1 day	on the same day

KRA Category : Process

KRA Weightage : 20

KRA Description : All Domestic Documents forwarding to Customer

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. Forwarding and followup all domestics documents after dispatch from Taloja Unit intimating the customer about the despatch details for the purpose of insurance immediately.	Text			not done	within 1 week	three days	within 2 days	on same day
2. keeping a record of all billing documents, couriering the invoices to the customers, and ensuring that they receive them on time.	Text			not done	within 15 days	within 1 week	within 2 days	Same day of Receipt of Invoices
3. Arranging Documents, Certificate of Analysis , Lorry Receipt etc. required by customer.	Text			not done	within 10 days	within 5 days	within 2 days	Same day as per require by customer.
4 Follow up with the customer for acknowledge for Documents.	Text			not made	within 10 days	once in every week with OD report and seprate mail to MM no sooner we know about short receipt	sorted out immediately	recovered money
5 . Arranging Scan copy ,and photo copy with company stamp and sign. With Original documents to Godrej Industries or Valia and Vikhroli . Unit. As per there Required.	Text			not regularised inspite of confirmations received.	regularised with delay of more than 1 month	within 7 days after receipt of confirmation regarding reason and approval.	within 5 days	Same day of Receipt of Invoices.

KRA Category : Customer

KRA Weightage : 20

KRA Description : For the sales effected by VVF delhi as well as M/s. KSN Business Associates (VVF Agent) for north india, the Outstanding, and followup. Reconciliation with Sr. Manager.

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. Payment outstanding Statement forwarded to the KSN Delhi on weekly basis	Text			Not done	within 10 working days	within 7 working days	within 5 working days	within 3 working days
2. Co ordinate with Sales Manager for the Customer Outstanding Status.. Followup for confirmation of balance . Informing the concerned manager regarding overdue payment and follow up for the same	Text			not done	within 10 working days	within 7 days after receipt of invoice/DN in case of not provisioned commission payment 1 week time	within 5 days	within 3 days
3.Collection of outstanding and due payment as per the due date .	Text			not done	done six monthly	once in every qtr before finish of next qtr 1st month	once in every qtr before finish of next qtr 1st month (15th)	once in every qtr before finish of next qtr 1st month (1st week)

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

Employee Name	Manager's name	Employee ID	Year
Dnyaneshwar Wadekar	Dhananjay Kelkar	10000721	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					
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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	