

10000721 Dnyaneshwar Wadekar

Employee Name : Dnyaneshwar WadekarManager's Name : Dhananjay Kelkar

Goalsheet Approval Date : 21-Apr-2017

**KRA Category : People**

**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.Timely Followup for payment as per the Customers' Due date. Initiating for remittance through RTGS for Immediate recovery  | Text |               |       | not sent                             | fortnightly sent  | on weekly basis.  | within 3 days   | on daily basis  | on daily basis                               | Timely follow up with the customer for all payments                               |
| 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 1 month from Due date | within 7 days   | within 7 days   | within 3 days   | on the same day   | on the same day                              | Informing to the Manager regarding Overdue and follow up the same on daily basis. |
| 3.Requesting the Customer for PDC /payments and organising to collect the same.  | Text |               |       | 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 half month f.y | if nothing is pending for accounting at the end of full f.y | on same day after receipt of payment details | Request to the customer to give the payment as per due date or PDC                |
| 4.Reporting of OD status to the concerned Dept. manager  | Text |               |       | not sent                             | once in a year  | twice in a year   | twice in a year   | once in every qtr   | On weekly basis                              | Informing the concerned manager regarding overdue status.                         |

**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. 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  | with in 3 working days         | follow up with the KSN on daily basis  |
| 2. Co ordinate with Sales Manager for the Customer Outstanding Status.      | 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  | within 3 days                  | for payment follow up co ordinate with the manager on 2 , 3 days in every week |
| 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) | 2,3 time in every week         | Follow up for payment with the customer on daily basis                         |

**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. Forwarding and followup all domestics documents after dispatch from Talaja 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                          | on same day                         | forwarding all domestic documents to the customer on daily basis.                   |
| 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      | same day of receipt of invoices     | Keeping a record of documents and courier details on daily basis                    |
| 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. | same day as per require by customer | We are send all necessary documents as per customer require                         |
| 4 Follow up with the costomer for aknowledge 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                      | Twice in every week                 | Check Courier way bill details on daily basis                                       |
| 5 . Arranging Scan copy ,and photo copy with company stamp and sign. With Original documents to Godrej Industries - 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.     | Same day of Receipt of Invoices     | For payment porpouse bank required Original invoices and copy with stamp documents. |

**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. Co ordination of forms ( Road Permit ) for the purpose of dispatch and assuring proper documentation of the same.  | Text |               |       | within 1 week                  | within 3~4 week       | 2~3 days                   | within 1~2day            | on same day                 | On same day                    | Co ordinate with the customer for road permit when we dispatched the material out of Maharashtra for passing the border.                    |
| 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 |               |       | 3~4 days                       | within 3 day          | 2 days                     | within 1                 | on same day                 | on same day.                   | In the absence of Ms.Rekha daily collection reporting to account department and ensuring that no credit recd amt to be left for accounting. |
| 3. Prepare Sales Inquiry, sales contract ,Sales Order for VVF I Ltd. Talaja, Baddi unit ( SAP) in the absence of Mr. Swapnil Mhatre.  | Text |               |       | within 1 week                  | within 3~4 days       | within 2~3 days            | within 1~2day            | on same day                 | On same day.                   | In absence of Mr. Swapnil Mhatre Prepare Sales Inquiry, sales contract ,Sales Order for Talaja, Baddi unit .                                |
| 4. Arrenging Transportation Planing for Taloja factory and Sion in the absence of Mr. Prashant . Also   | Text |               |       | within 4~5 ays                 | within 3 day          | within 2 days              | within 1                 | on same day                 | On same day.                   | In absence of Mr. Prashant Arrenging Transportation Planing for Taloja factory Also   |

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|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| preapare TMS no. in SAP Systems for smooth dispatch.. |      |               |       |                                |                       |                            |                          |                             |                                | preapare TMS no. in SAP Systems for smooth dispatch.. |