

10003860 Vinal Gada

Employee Name : Vinal GadaManager's Name : Nikhil Joshi

Goalsheet Approval Date : 04-May-2017

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
1. Ensuring that the details required by statutory auditors is provided accurately.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	4 days	All the details required by statutory auditor and Internal Auditor were provided within 4 days of request.
2. Circulation of Balance Confirmations in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	within 15 July Within 15 Jan	Auditor sends the confirmations to the vendors in auditors format. we follow up with the respective buyers to get the vendors response on the same.
3. Responding to the internal audits relating to AP.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	1 week	Queries relating to Internal Audit were answered and adequate explanations were given on the queries. detailed explanation relating to the AP processes (Bill booking, Payment, advance mapping etc)and the balance in vendors and GRIR account was given to Delloitte auditor(Parth Sheth)
4. Implementation of Internal Audit suggestions as per Audit timelines.	Text			NA	NA	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.	4	suggestions were made by the Internal Auditor to clear the long pending open debit and credit entries in the vendor ledgers. we have cleared all the pending credit entries greater than 3 years after taking approval from CFO. we have also cleared some debit entries after taking approvals from Business and CFO.

KRA Category : Process

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. Level 2 Verification of Bills for Freight / Domestic Oil Bills / ENGG Purchase / VVF Ltd (coal project bills)	Text			Target ~ 15th working days	Target ~ 12th working days	Target ~ 7th working days	Target ~ 5th working days	Stretch Target ~ 4th working days	5 days	The bills relating to procurement of Freight, Oil,Engg Purchase, VVF LTD, Coal and Custom Duty vouchers are verified on daily basis. average

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										time to do LEVEL 2 verification of the bills was within 5 working days.
2. Monitoring Open Vendor Advances given	Text			Open Vendor less than Advances for 120 Days	Open Vendor less than Advances for 90 Days	Open Vendor less than Advances for 45 Days	Open Vendor less than Advances for 30 Days	Open Vendor less than Advances for 15 Days	4	Open advances are monitored on fortnightly basis. meetings are held with business to reduce the advances.
"3. Ensure the circulation of Balance Confirmations for vendors on half yearly basis having balances more than Rs.5 Lakhs. Reconciliation of variance based on confirmations received."	Text			"Above 30/09/2016 & Above 31/03/2017 Above 60 days from the receipt of confirmation"	"31/08/2016 & 29/02/2017 Within 45 days from the receipt of confirmation"	"31/07/2016 & 31/01/2017 Within 30 days from the receipt of confirmation"	"21/07/2016 & 21/01/2017 Within 21 days from the receipt of confirmation"	"15/07/2016 & 15/01/2017 Within 15 days from the receipt of confirmation"	3	All the balance confirmations required to be sent in the Auditors Format were forwarded to the respective buyers within the timeline. Total Confirmations Sent=167 balance confirmation received=72 Matching Balance=25 Reconciliation pending=2
4. Ensuring the IFC controls relating to AP only monthly basis. (To be reviewed on quarterly basis.)	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance	5	100% compliances to the IFC controls were observed. there was no findings or suggestions given by IFC team to implement under AP process

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
1. Review of schedules relating to vendor advances.	Text			After 15th Working day of the next month	After 13th Working day of the next month	10th Working day of the next month	9th Working day of the next month	8th Working day of the next month	5 working days	advances schedule are prepared within 2 working days after closing of the period. advances tracker is maintained within 5 working days from the month end and reviewed with the manager for monthly comparison. after reviewing the business are asked to close the advances for which material is received or Project service is completed
2. Creditors Schedule Preparation & Review of Creditors , GRIR, Creditors Advances	Text			6th Working day from Closure of FI Module	5rd Working day from Closure of FI Module	2nd Working day from Closure of FI Module	1st Working day from Closure of FI Module	NA	4	creditor schedule which includes GRIR advances LC etc is prepared within 1 working day after closing of the finance period. the creditor schedule of VVF LTD and VVF(I) Ltd is prepared separately and both the schedules are reviewed with the manager and sent to respective teams such as MIS treasury GL and others.
3. Checking Reverse Charge Mechanism for Corporate, Sion & Kutch Plants.	Text			With in 4 Day from closure of MM Module.	With in 3 Day from closure of MM Module.	With in 2 Day from closure of MM Module.	With in 1 Day from closure of MM Module.	1st Half of 1st working day from closure of MM Module	2 days	Reverse charge mechanism for Corporate, sion & kutch plants is prepared BY Sameer and

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										checked by me within 2 days. after checking the same is sent to Service tax team for payment
4.Circulation of Overdue reports for PCP / ENGG Purchase /Critical Vendors.	Text			NA	NA	Weekly as per agreed time lines on every Monday, Tuesday or Friday.	Weekly as per agreed time lines on every Monday, Tuesday or Friday.	NA	4	Overdue vendors report is prepared for PCP and ENGG divisions . overdue report is circulated on weekly basis latest by tuesday.

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"1.Revaluation accounting of foreign exchange gain / loss accurately on monthly basis. Reviewing and Providing the JV's & provisions."	Text			"10th working day ~ Error Free"	"6th working day ~ Error Free"	"4th working day ~ Error Free"	"3rd working day ~ Error Free"	"2nd working day ~ Error Free"	5	During the month end revaluation of Vendors customers and GRIR is done by applying the closing rate. JV for the same is prepared and given for posting on 2nd working day after the month end. Provision JV's are prepared on the day following the first day of the month after taking inputs from all the departments. Budget checking is done for respective provisions and in case of deficiency budget improvements is done by following up with respective owner of the budget
2. Monitoring Open items in Creditors	Text			Target ~ 25% of the total creditors	Target ~ 25% of the total creditors	Target ~ 15% to 20% of the total creditors	Streach Target ~ 10% of the total creditors	Streach Target ~ 5% of the total creditors	15	Creditors open items are cleared at the time of posting payment entry for vendor bill passing. the same is reviewed during the month end in creditors schedule
3. Monitoring Open GRIR balances	Text			Target Above ~ 180 Days for Domestic Bills and Above 180 Days for Import bills.	Target ~ 120 ~ 180 Days for Domestic Bills and ~ 120 ~ 180 Days for Import bills.	Target ~ 120 Days for Domestic Bills and 120 Days for Import bills.	Target ~ 90 Days for Domestic Bills and 90 Days for Import bills.	Streach Target ~ 60 Days for Domestic Bills and 60 Days for Import bills.	4	there are no open items prior to DEc 2016 for grii open in the system. schedule of GRIR is prepared on monthly basis as part of creditors schedule
"4.Clearing of MODVAT / customs clearing accounts. "	Text			"Target Above ~ 180 Days for Domestic Bills and Above 180 Days for Import bills."	Target ~ 120 ~ 180 Days for Domestic Bills and ~ 120 ~ 180 Days for Import bills.	Target ~ 120 Days for Domestic Bills and 120 Days for Import bills.	Target ~ 90 Days for Domestic Bills and 90 Days for Import bills.	Streach Target ~ 60 Days for Domestic Bills and 60 Days for Import bills.	4	Custom & MODVAT ACCOUNTS 14001073/75 and 33531041 are monitored on monthly basis. on month end all the transactions are verified and reconciled and the clearing entries are posted in the system. clearing of the customs account is usually done within 1st working day of the new month

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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:- created a modification in existing SAP program to extract project related overdue for vendors which helps the ENGG purchase team to allocate the funds and track the payable s.
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:- Successfully arranged a training session between the Indirect tax team (Rajeev Chaubal & Rupesh Acharekar) and the Engineering purchase team for knwoledge on creation and use of Tax codes in Purchase order
Example2:-

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

Employee Name	Vinal Gada	Manager's name	Nikhil Joshi
Employee Code	10003860	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	Constant interaction with internal colleagues and external parties.	No	NOT AVAILABLE
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			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5			

	and cGMP **					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
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	GST (Excise, Service & Sales Tax), TDS (Withholding & WCT) related training	2	rajeev.chaubal@vvf ltd.com?Rajeev Chaubal	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

Project Title	
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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	Not Applicable
Project Status Comments	