

Employee Name : Vinal GadaManager's Name : Vinal Gada
Goalsheet Approval Date : 01-Dec-2016

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
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
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
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
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.

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
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
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
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 confmrations 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*
4. Ensuring the IFC controls relating to AP only monthly bais. (To be reviewed on quarterly basis.)	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance

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
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
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
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
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

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
*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*
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
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.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.