

10002981 Kailash Kandoi

Employee Name : Kailash Kandoi Manager's Name : Nikhil Joshi

Goalsheet Approval Date : 26-Apr-2017

**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 - Preparing & Review of customer ageing reports on weekly basis for management, Banks etc.	Text			.	.	Every Tuesday on weekly basis	Every Monday on weekly basis	.	Done on weekly basis on Monday	Proper & accurate customer overdue report related to business is circulated to management after review and verification.
2 - Clearing of open items after proper approvals from the business.	Text			.	.	within 03 working day after proper approvals	within 02 working day after proper approvals	within 01 working day after proper approvals	Details are provided to the business team & after approval the same are cleared with in 1 working day.	All the open line items for which details are available are cleared in the system.
3 - Providing details of customer ledger to the Marketing team as per requirements	Text			.	.	within 3 working day	within 2 working day	within 1 working day	As per the requirements the details are prepared & provided	Customer details / ledger required is provided to marketing team or to the customer as per the request within 3 working days.
4 - Preparing of Debit / credit notes as per requirement	Text			within 8 working days after proper approvals & backups	within 5 working days after proper approvals & backups	within 3 working day after proper approvals & backups	within 2 working day after proper approvals & backups	within 1 working day after proper approvals & backups	Proper details and backup are taken from the business team & also ensure any tax implication is also taken care.	Debit / Credit notes are raised after checking proper backups, approvals & tax implications within 3 working days after the receipt of complete backup documents.
5 - Preparing weekly or as required overdue payable report of PCP & Engineering vendors	Text			.	.	By Tuesday on weekly basis	By Monday on weekly basis	.	prepared as per the requirements	Prepared till September 2016

**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
1 - Customer overdue review reduction for greater than 30 days for Oleo & PCP	Text			*Customer Overdue Greater than 60 Days Should be Zero *	*Customer Overdue Greater than 45 Days Should be Zero *	*Customer Overdue Greater than 30 Days Should be Zero *	Customer Overdue Greater than 30 Days Should be Zero	Customer Overdue Greater than 15 Days Should be Zero	Overdue more than 30 days as on March 2017 is 85 Mio	As on March 2016 Debtors outstanding more than 30 days excluding Henkel / Jyothy was 154.55 Mio where as in March 2017 it is 49.88 Mio
2 - Compliance relating to Companies Act for Customer Advances	Text			*Compliance Greater 12 Months *	Compliance 12 Months	Customer Advances Compliance 9 Months	Customer Advances Compliance 6 Months	Compliance 3 Months	Details have been provided to the respective business team	Pending approvals from the business team for further process
3 - Ensuring the IFC controls relating to Debtors to be reviewed on quarterly basis.	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance	In IFC process 90% of the compliance are implementation	Process is revived during the year on quarterly basis and samples are provided to the internal audit team for review as per the requirements.
4 - Monthly meeting with	Text			.	With in 15 working days	With in 12 working days	With in 10 working days	.	Reduction in overdue receivable	Regular Mails, call & meeting were

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
business team PCP & Oleo to discuss the customer overdue collection plan										conducted to reduce the outstanding.

**KRA Category : Business**  
**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
1 - Ensure accounting and reporting of all customers invoices, collections, debit - credit notes on regular basis before MM period closing	Text			NA	NA	On 2nd working day of every month	On 1st working day of every month	NA	All sales, Debit / credit have been properly and timely accounted on system on or before 1st working day.	The reports for open OBD & invoices are circulated during & at month end to ensure all the sale invoices are booked into the system by taking follow up with dispatch team at various plants & Exim team.
2 - Closing the debit notes of Synergy on monthly basis and making provisions for COB and CMB expenditure as per approvals and backup available	Text			NA	Before MM period closing	On 4th working day after the receipt & approvals	On 3rd working day after the receipt & approvals	On 2nd working day after the receipt & approvals	Done with in 1 working day after receipt of approval.	After checking the available provision in system debit notes are accounted. Schedules for the actual expenses against the provision available is also maintained.
3 - Ensuring booking and forwarding the details relating to Service Tax & Follow-up of details of TDS deducted by Customers.	Text			NA	Before statutory due dates	Within 4 working days after the month end	Within 3 working days after the month end	Within 2 working days after the month end	details were provided with in 02 working days	The service tax details relating storage & processing charges are provided after checking and verification to the Indirect Tax team as per the given deadlines. Follow up is also taken for the TDS deducted by customers on payment received against storage / rental income & freight charges.
4 - Intercompany Reconciliations	Text			NA	NA	Within 5 working day from the receipt of conformation	Within 3 working day from the receipt of conformation	Within 2 working day from the receipt of conformation	Done with in 1 working day	All inter / group co reconciliations are done on monthly basis and conformation for the same is also taken.
5 - Preparation of the Debtors / expenses, provision and other Income schedule on monthly basis for Statutory MIS reporting & stock statement to bank	Text			5th Working day from closure of FI Module	4th Working day from closure of FI Module	3rd Working day from closure of FI Module	2nd Working day from closure of FI Module	NA	Done with in 03 to 04 working day from closure of FI module.	The schedule relating to debtors is prepared and circulated within 1 working day after closing the period. Other schedules like other Income, Commission Payable, Synergy & CMB provisions are prepared as per the deadlines.

**KRA Category : Business**  
**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
1 - Showing subsequent collections for opening and closing customer balances as per the requirement of auditors.	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	4 days from date of requirement	Completed the activities within 5 - 7 working days of the requirement.	Completed the Statutory audit for FY 2015-16 by 30-June-2016
2 - Preparing the TOD / TOC for receivables and providing explanations for Nature of Transactions	Text			3 Weeks from date of requirement	2 Weeks from date of 1 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	Completed the activities within 5 - 7 working days of the requirement.	Completed the Statutory audit for FY 2015-16 by 30-June-2016
3 - Circulation of balance confirmations as per requirement of auditors & reconciliation of the same on receipt of conformations	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	Completed the activities within 2 - 3 working days of the requirement.	Completed the Statutory audit for FY 2015-16 by 30-June-2016
4 - Responding to the audits ( Statutory & Internal ) requirements relating to AR.	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	Completed the activities within 5 - 7 working days of the requirement.	Completed the Statutory audit for FY 2015-16 by 30-June-2016
5 - Explaining the AR walkthrough, process & debtors transaction as per sheduled prepared	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	Completed the activities within 2 - 3 working days of the requirement.	Completed the Statutory audit for FY 2015-16 by 30-June-2016

**KRA Category : Customer**  
**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
1 - Ensure the circulation of Balance Confirmations for customers on half yearly basis having balances more than Rs.5 Lakhs.	Text			"Above 30_09_2016 & Above 31_03_2017"	"31_08_2016 & 29_02_2017"	"31_07_2016 & 31_01_2017"	"21_07_2016 & 21_01_2017"	"15_07_2016 & 15_01_2017"	conformation were rolled out within 15 days	As per the policy, conformation are rolled out twice in a year June and December. In July 121 and January 126 conformation were circulated.
2 - Follow ups to get the balance confirmations from customers.	Text			.	.	"30_09_2016 & 31_03_2017"	"31_08_2016 & 29_02_2017"	"15_08_2016 & 15_02_2017"	Mails have been sent & call were given for speedy reply.	The balance conformations circulated are communicated to the respective marketing team & follow up is taken with the respective marketing team. Reply to conformations were received within 15 - 30 days from 28 customers for June 2016 and 42 customers for December 2016.
3 - Reconciliation of variance based on conformations received from customers	Text			Within 60 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 30 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation	Done with in 02 - 03 working days	For June 2016 Variations found in 14 customers for which conformations were received out of same 14 customers are reconciled. For December 2016 Variations found in 14 customers for which conformations were received out of same 14 customers are reconciled.

## Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

**Answer:-**1 - I am interacting & coordinating with the marketing team where we need to support the business & ensure compliance to complete the transactions in time. 2 - Generations of reports relating to accounts receivable helps company in collecting the money on time as per agreed payment terms which reduces the burden of working capital on the company. 3 - Completing the year end audit as per the specified timelines is statutory compliance required for multiple authorities.

2. I have gone the extra mile to help my colleagues/team/organization by:

**Answer:-**1 - I have taken additional responsibility to complete the level-2 checking of vendor bills relating to Import of Materials, Freight and Marketing bills. ( activity done till Sep 2016 ) 2 - I am also preparing the weekly PCP creditors overdue report & overdue report for Engineering creditors required to management.( activity done till Sep 2016 ) 3 - Preparing statement of transaction with related party for quarterly board meeting & Audit.

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

**Example1:-**We have been sharing our Legers and details with clients as per their requirements inspiet of they not willing to do so.

**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:-**By providing accurate & timely information related to customer

**Example2:-**By preparing statement of transaction with related party.

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

<b>Employee Name</b>	Kailash Kandoi	<b>Manager's name</b>	Nikhil Joshi
<b>Employee Code</b>	10002981	<b>Year</b>	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			
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	ok	Yes	usefull information was gained in terms of safety
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	No	Not applicable
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	ok	No	Not applicable

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	Training of service tax, tax code, GST, VAT	1	rajeev.chaubal@vvfild.com?RajeevChaubal	No	Due to GST tax module to be implemented in India, training is yet to be conducted.
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	

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	Not applicable