

Employee Name : Rekha Deshmukh  
 Manager's Name : S. Sriram  
 Goalsheet Of Year: 2016-2017

**KRA Category : Business**  
**KRA Weightage : 20**  
**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.Preparation of overdue outstanding and reviewing on weekly basis.	Text			not sent	fortnightly sent	on weekly basis.	within 3 days	on daily basis
2. Informing the concerned manager regarding overdue payment and follow up for the same	Text			informed after 1 month from Due date	informed after 15 days	within 7 days	within 3 days	on the same day
3.Reporting of daily collection to accounts dept and ensuring that no credit recd amt to be left for accounting.	Text			after 2 days	on next 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.Preparation of w/off & w/back list provision for bad debts etc	Text			not sent	list made but not approved	once in a year	twice in a year	once in every qtr

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : CUSTOMER ACCOUNT RELATED ISSUES**

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
Reconciliation with customer if any difference in outstanding amt	Text			not done	within 1 week	three days	within 2 days	on same day
Processing refund request after checking receipt of required forms	Text			not done	within 15 days	within 1 week	within 5 days	within 3 days
Arranging required documents required sales tax assessment by customer.	Text			not done	within 15 days	within 7 days	within 5 days	within 3 days
Short receipt issues communication.	Text			not done	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
Regularisation of short receipt through issue of proper debit and credit note	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	within 3 days

**KRA Category : Process**  
**KRA Weightage : 20**  
**KRA Description : 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
Preparation of collection plan on a monthly basis	Text			To be implemented from October 2016 and regularly on a Monthly basis	To be implemented from September 2016 and regularly on a Monthly basis	To be implemented from August 2016 and regularly on a Monthly basis	To be implemented from August 2016 and regularly on a Monthly basis	To be implemented from August 2016 and regularly on a Monthly basis
Reviewing Cr period on a Qtrly basis	Text			To be implemented from December 2016 and tracking on a quarterly basis	To be implemented from November 2016 and tracking on a quarterly basis	To be implemented from October 2016 and tracking on a quarterly basis	To be implemented from September 30, 2016 and tracking on a quarterly basis	To be implemented from August 31, 2016 and tracking on a quarterly basis
providing the weekly plan status to accounts Dept	Text			not done	within 10 days	within 7 days	within 2_3 days	on 1st day of the week
Providing an outline expense on Annual Budget preparation,	Text			Not done	within 3 weeks	within 2 weeks	within 1 week	within 2_3 days

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Not Available**

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
Assisting in Foreign Travel related documentations for Dr Gaikwad, Preparation of travel statements processing of Tel/ Mobile bills	Text			15 days	within 10 days	within 7 days	within 2_3 days	within 1 day
Coordinating with CHEMEXCIL and all Govt Bodies for appointments and other related work	Text			10 days	within 1 week	2_3 days	within 1 day	on the same day
AAISTING Dr Gaikwad for all Secretarial functions	Text			Not Available	Not Available	Not Available	Not Available	daily basis

**KRA Category : Process**  
**KRA Weightage : 20**  
**KRA Description : Commission,Discount,Debit & Credit note processing,Short receipt issues,LC documents tracking**

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.Preparation Commission and discount approval and report on monthly basis. Clearing of Discount payable G/L	Text			not done	within 10 working days	within 7 working days	within 5 working days	within 3 working days

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
2.Ensuing that commissions should be accounted with proper supporting document from Vendor's and providing all details and necessary approvals to accounts dept	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.checking G/L account of commission payable if anything pending for transfer to respective vendor A/c	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)
4.Checking of Lc and preparation & submission of documents as per Lc terms to Bank A/c	Text			not done	late submission	within 21 days	within 10 days from supply	within a week
5.Tracking of Lc bill payment receipt from Finance dept and necessary action for discrepancy issues /Extra charges deducted by bank etc.	Text			not done	after 10 days	within 7 days from due date of LC BILL	within 3 days from due date of LC BILL	next day

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

Employee Name	Manager's name	Employee ID	Year
Rekha Deshmukh	S. Sriram	10000729	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills( only AGM & above)	Charles Carvalho	2	Day to day work is done extensively on Excel
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	

12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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	<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>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	

<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	Completed
<b>Project Status Comments</b>	