

10000876 Ajay Sharma

Employee Name : Ajay SharmaManager's Name :

Goalsheet Approval Date : 06-Apr-2017

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
All Bills /cheque / Credit note /Debit note Verification for Baddi (1st Level)	Text			.	.	100% error free	.	.	All invoices, Debit ,Credit note booked error free, accurately and timely.	
GRIR liability closure (except oil bills)	Text			.	.	60 working days for domestic bills	45 working days for domestic bills	30 working days for domestic bills		
Follow up with plant Persons for proper disposal of online rejections/Qc rejections/returns	Text			.	.	12th of Every Month	10th working day of next month	8th working day of next month		
All JV verification prepared by Subordinates	Text			.	.	within 2 working days	within 1 working days	.		
Open Advances Closure including employee advances As per PO Terms	Text			.	.	with in 30 days	with in 20 days	with in 15 days		

KRA Category : People

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
Completion of IDP Targets for self	Text			.	.	As per IDP	.	.		

KRA Category : Customer

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
Ensuring Timely and proper entry in accounting books of vat/Tds/Service tax/WCT/Entry Tax & circulation of compliance report	Text			.	.	With in 10 working days of month & 30 working days of quarter	With in 7 working days of month & 20 working days of quarter	With in 5 working days of month & 15 working days of quarter		
Ensuring Timely deposit of Statuary Dues & Filing VAT/WCT/Entry Tax returns	Text			.	.	with in due date	.	.		
All Sale tax issuable (C F & H ,E form Issue)	Text			.	.	with in 10 days after confirmation	with in 7 days after confirmation	with in 5 days after confirmation		
Sale tax form pendency report preparation and circulation	Text			.	.	fortnightly basis (15th & 30th working day)	fortnightly basis (10th & 20th working day)	fortnightly basis (5th & 10th working day)		
Sale tax assessment of 2011-12 to be completed	Text			.	.	31st jan_2017,	31st dec_2016,	30th Nov_2016,		

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
Getting Bank reconciliation done on daily basis, Follow ups for Bank statements, Advices etc, Clearing Up open Bank Recon Items	Text			.	.	Daily basis	.	.		
Cash reconciliation ensuring matching with SAP Balance	Text			.	.	Daily basis	.	.		
Arrangement of funds from HO as per requirement	Text			.	.	Daily basis	.	.		
Ensure Budget variations are Highlighted immediately to management for approval and corrective action	Text			.	.	By 10th working day after close of month	By 7th working day after close of month	.		

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
Ensuring monthly closing & review of books of accounts without any major deviation.	Text			.	.	By 4th working day	By 3rd working day	.		
All balance sheet schedules including GIT, Provisions , Overhead Details	Text			.	.	7th working day of the month	6th working day of the month	5th working day of the month		
All the required information for the completion of statutory/Internal audit and sign off: Cut off purchase/sale samples ,Inventory physical verification etc)	Text			.	.	with in 4 working days after communication	with in 3 working days after communication	with in 2 working days after communication		
Excise vs finance Sale reco circulation on Monthly basis	Text			.	.	with in 12working days after communication	with in 10 working days after communication	with in 7 working days after communication		
Random physical checking of stock items (atleast ten)	Text			.	.	Every Month	.	.		
Compiling the Physical vs Actual stock report with follow up from plant users	Text			.	.	8th of Every Month	.	.		

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

Employee Name	Ajay Sharma	Manager's name	
Employee Code	10000876	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			
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 +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	So as to strengthen my skills for higher roles	undefined	

*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				undefined	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	Charles Carvalho	1	31/Mar/2017	undefined	
2	Coaching through leader in own function for functional inputs		Array			

Part C: Development through action learning projects

Project Title	Slow moving /Non moving inventory reduction
Review date	30/09/2016
Target end date	31/Mar/2017

Project scope	Inventory of baddi plant
Project exclusions	Engg stores & spares
Project deliverables (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock
What is the employee expected to learn from this project	Working capital Optimisation
Reviewer(s) name	Madhulika Pathak
Project Status	Not Applicable
Project Status Comments	