

10000671 Sameer Deshmukh

Employee Name : Sameer DeshmukhManager's Name : Nikhil Joshi

Goalsheet Approval Date : 13-Apr-2017

KRA Category : Process

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. Providing Corporate overheads expense provisions for Monthly closing	Text			5th Working day from Closure of MM Module	4th Working day from Closure of MM Module	3rd Working day during month end	2nd Working day during month end	1st Working day during month end	2 working days	Preparation statement before closing month.
2. Computing Reverse Charge Mechanism for VVF Limited & Details of Foreign remittance to VVF India Ltd to IDT team.	Text			4th Working day from closure of MM Module.	3rd Working day from Closure of MM Module	2nd Working day from Closure of MM Module	1st Working day from Closure of MM Module	.	2 working days	Liability statement send to Excise team before due dt. of service tax payment.
3. Monitoring the advances given for Insurance and transfer the same to prepaid expenses	Text			5th Working day from Closure of MM Module	4th Working day from Closure of MM Module	3rd Working day during month end	2nd Working day during month end	1st Working day during month end	3 working days	Time to time collect policy copy from Risk management.
4. Confirmation of entries relating to hedging of commodities with Oil Procurement team.	Text			5th Working day during month end	4th Working day during month end	3rd Working day during month end	2nd Working day during month end	1st Working day during month end	3 working days	Inform pending entries to the respective dept. from time to time.

KRA Category : Process

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 as per agreed timelines.	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	5 working days	As per auditor requirement.
2 Showing subsequent Payment vouchers relating to Vendors, Payrol and statutory payments like ESIC, PF, as per requirements of the 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	3 days from date of requirement	5 working days	As per auditor 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	5 working days	As per auditor requirement.
4. Implementation of Internal Audit suggestions as per Audit timelines.	Text			.	..	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.	5 working days	As per auditor requirement.

KRA Category : Business
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.Ensure timely booking of all Over Head Bills along with checking for accounting entries i.e tax codes,TDS, GL etc.and make payment as per allocations.	Text			Target _ 15th working days_ Error Free	Target _ 12th working days _ Error Free	Target _ 7th working days _ Error Free	Target _ 5th working days _ Error Free	Stretch Target _ 4th working days_ Error Free	3 working days	Processing the bills within 3-4 working days.
2. Monitoring & Resolving the issues realting to expense bills & vouchers (GL Code / Cost Center / Budget Issues)	Text			Target _ 12th working days	Target _ 8th working days	Target _ 5th working days	Target _ 3rd working days	Stretch Target _ 2nd working days	3 working days	Issues are getting resolved during the bill processing.
3. Preparing cheques and accounting payments entries in the system as per allocations	Text			Target _ 7th working days	Target _ 5th working days	Target _ 3rd working days	Target _ 2nd working days	Stretch Target _ 1st working days	1 working days	Processing the payments within 2 working days.
4.Statutory payments and Mapping or clearing of the open items relating to it in respective GL at the time of payment. (VAT Payable,CST,WCT , Service Tax, PF, ESIC etc)	Text			.	.	As per due dates	*As per due dates (Entry posting on the same day)*	.	1 working days	Before due date
5.Ensuring on-line entries relating to hedging of commodities.	Text			Target _ 15th working days_ Error Free	Target _ 12th working days _ Error Free	Target _ 7th working days _ Error Free	Target _ 5th working days _ Error Free	Stretch Target _ 4th working days_ Error Free	3 working days	Inform pending entries to the respective dept. from time to time.

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.Circulation of Daily report for cheques and RTGS payments	Text			.	.	On Daily basis	On daily basis	.	1 working days	Everday circulate CHQ/RTGS/On Line payment statement.
2. Review and closing the vendor advances relating to Overheads	Text			Open Vendor less than Advances for 120 Days	Open Vendor less than Advances for 90 Days	Open Vendor less than Advances for 60 Days	Open Vendor less than Advances for 45 Days	Open Vendor less than Advances for 30 Days	5 working days	Time to Time confirm payment team for invoices.
3. Open GRIR Clearing for Corporate & Sewree plant.	Text			Target Above _ 180 Days for Domestic Bills	Target _ 120 _ 180 Days for Domestic Bills.	Target _ 120 Days for Domestic Bills	Target _ 90 Days for Domestic Bills	Streach Target _ 60 Days for Domestic Bills	5 working days	Before closing of the month.
4. Weekly circulation of GRIR report relating to Corporate, Sion and Sewree	Text			.	.	Every Friday	Every Friday	.	5 working days	Follow up done with respective dept. for invoice

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

Employee Name	Sameer Deshmukh	Manager's name	Nikhil Joshi
Employee Code	10000671	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	ok	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	ok	Yes	

	**					
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@vvfltd.com?RajeivChaubal	Yes	
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	
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	