

Employee Name : Rohit Sonawane
 Manager's Name : Premesh Dave
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 40
KRA Description : " MIS & Accounts "

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 monthly MIS of LC (Local/Import) / Interest finance charges / processing fees	Text			Failure to comply due date without any valid reason	On or before 2nd of Next Month	On or before 1st of Next Month	On or before 1st of Next Month	On or before 1st of Next Month
Provisioning of Prepaid & Accrued Interest on LC , BC, EPBG & ECB	Text			Failure to comply due date without any valid reason	On or before 2nd of Next Month	On or before 1st of Next Month	On or before 1st of Next Month	On or before 1st of Next Month
Compliances of Sanction Terms	Text			Failure to comply due date without any valid reason	10th working day of the next Month	7th working day of the next Month	7th working day of the next Month	7th working day of the next Month
Monitroing of entire Cash credit , Letter of credit limit / Bank guarantee	Text			Failure to comply due date without any valid reason	Weekly	Daily basis	Daily basis	Daily basis
Debt MIS	Text			Failure to comply due date without any valid reason	7th working day of the next Month	5th working day of the next Month	5th working day of the next Month	5th working day of the next Month

KRA Category : Customer
KRA Weightage : 15
KRA Description : Credit facility compliances

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
Submission of renewal information to banks	Days			7	4	3	2	1
Submisison of FFR etc	Text			Did not filled the FFR	Missed the due date	On Due Date	Before due date	Before due date
Operation banking relationship	Text			Monthly	Fortnightly	Weekly	Twice a week	Daily
Banking covenants compliances	Text			Did not filled the Covenants	Monthly	Monthly	Monthly	Monthly
Accounting of FD, FD Interst & TDS entries in SAP	Text			after 2nd Month Closing	after Month Closing	As & when required.	As & when required.	As & when required.

KRA Category : Process
KRA Weightage : 25
KRA Description : 3rd day of next month

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
ODI & FDI REPORTINGS OF INDIAN COMPANIES TO FOREIGN SUBSIDIARY AND VICE VERSA.	Text			reporting within 20 days	reporting within 10 days	reporting within 7 days	reporting within 7 days	reporting within 7 days
SDS REPORTING OF THE FOREIGN ENTITIES UNDER THE UIN	Text			Within 10 Days	Within 7 Days	Within 5 Days	Within 5 Days	Within 5 Days
REPORTING OF CHANGES IN THE FOREIGN ENTITY.	Text			Within 10 Days	Within 7 Days	Within 5 Days	Within 5 Days	Within 5 Days
APR AND FLA FILING FOR ALL THE INDIAN AND FOREIGN ENTITIES	Text			Delayed by 10 Days	Delayed by 5 Days	FLA by 15 July & APR by 31 Dec	FLA by 15 July & APR by 31 Dec	FLA by 15 July & APR by 31 Dec
AUDIT CLEARANCE OF THE ABOVE	Text			with queries	With Minimum Queries	Compliance of Audit without any adverse remark	Compliance of Audit without any adverse remark	Compliance of Audit without any adverse remark

KRA Category : People
KRA Weightage : 20
KRA Description : Fixed deposit / SAP

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
SAP Budget uploading / Tracking of finance budget expenses	Text			Within 3 Days	Within 2 Days	Within 1 Days	Same day	Same day
Transfer of expenses allocation between finance charges	Text			Within 3 Day	Within 2 Days	as when required	as when required	as when required
Tracking of Fixed deposit and its timely accounting	Text			After 10 days	After 5 days	Real time tracking	Real time tracking	Real time tracking
Interest calculation on all fixed deposit, accrual, TDS reconciliation	Text			5rd day of next month	3rd day of next month	1st day of next month	on last day of month	on last day of month

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

Employee Name	Manager's name	Employee ID	Year
Rohit Sonawane	Premesh Dave	10003286	2017-2018

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 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	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	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

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Project Title	SAP BASED DEBT MODULE
Review date	30-09-2016
Target end date	30/Aug/2016
Project scope	Developing a DEBT Module in SAP, which will give accurate Debt Position, Accurate monthly Interest working, and repayment schedule of all Loans.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Completion of the modules by Dec-16
What is the employee expected to learn from this project	How to automate processes that consume significant amount of manpower, which will help improve efficiency and increase accuracy.
Reviewer(s) name	Anand Kasturi
Project Status	
Project Status Comments	