

10000789 Nikhil Joshi

Employee Name : Nikhil JoshiManager's Name : Gajendra Palo

Goalsheet Approval Date : 09-May-2017

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	Appraiser comment on actual achievement
"1. Statutory audit completion of VVF (India) Limited without any qualification (With IFC), includes 1. Preparation of financial statements & notes to accounts, 2. Consolidation of Financials 3. Planning & co-ordination with auditors & internal team. 4. Analytical review of the financials. 5. Fixed Assets and Investment impairment analysis. 6. Resolution of all audit queries. 7. Providing details."	Text			"Completion by 30_ September _16"	"Completion by 31_ August _16"	"Completion by 15_ August _16"	"Completion by 31_ July _16"	"Completion by 30_ June _16"	The statutory audit including consolidation is completed on 26- September-16	The statutory audit was completed in the month of September-16. It got delayed due to preparation of consolidated Financials Statements, which was prepared for first year. Rest all the details were submitted before 15-August-16.
2. Review details for Tax Audit / Transfer Pricing along with required schedules of VVF (India) Limited and checking of XBRL Filing details.	Text			"Completion by 30_ November _16"	"Completion by 30_ November _16"	"Completion by 31_ October _16"	"Completion by 30_ September _16"	"Completion by 31st Aug'16"	Submitted before 30-November. The details are verified within 3 working days after receipt from legal team.	The XBRL details provided by legal team are reviewed immediately, and ensured the necessary changes in the same.
3. Providing schedules related to Balance Sheet and Profit and Loss Accounts and sign off.	Text			"As per agreed internal audit plan. Reply _ Within 60 working days."	"As per agreed internal audit plan. Reply _ Within 45 working days."	"As per agreed internal audit plan. Reply _ Within 30 working days."	"As per agreed internal audit plan. Reply _ Within 15 working days."	"As per agreed internal audit plan. Reply _ Within 7 working days."	Reply - Within 7 working days.	The related schedules and explanation required is provided to Internal audit team as per the agreed timelines.
"4. Handling the internal audits relating to AP and AR. Reply to Internal Audit draft report relating to AP and AR. Implementation of Internal Audit suggestions as per Audit timelines"	Text			< 80% of the suggestions.	80% of the Suggestions	93% of the Suggestions	95% of the Suggestions	100% of the Suggestions	100% of the Suggestions	The explanation / response to Internal audit observation is provided within agreed timelines. 100% Suggestions given by audit team is implemented . 1. Meeting with Business team for receipt of balance confirmations. 2. Charge off of vendor advances or credit balances with necessary approvals.

KRA Category : Process

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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.All the non defective bills will be processed accurately.	Text			Target _ 15st working days	Target _ 12th working days	Target _ 7th working days	Target _ 5th working days	Stretch Target _ 4th working days	processed within 5 working days	Ensured all Non defective bills the bills are processed within 5 working days during the entire year.
2.Open Vendor Advances given	Text			Open Vendor less than Advances for 120 Days	Open Vendor less than Advances for 90 Days	Open Vendor less than Advances for 45 Days	Open Vendor less than Advances for 30 Days	Open Vendor less than Advances for 15 Days	Open Vendor less than Advances for 30 Days	The open advances more than 30 days are reviewed and discussed with respective purchase / logistics team and cleared. Also taken necessary explanation and reason for the open vendor advances.
"3.AR review :- Customer overdue review reduction for greater than 30 days for Oleo & PCP Compliance relating to Companies Act for Customer Advances "	Text			"Customer Overdue Greater than 60 Days Should be Zero Compliance Greater 12 Months "	"Customer Overdue Greater than 45 Days Should be Zero Compliance 12 Months "	"Customer Overdue Greater than 30 Days Should be Zero Customer Advances Compliance 9 Months "	"Customer Overdue Greater than 30 Days Should be Zero Customer Advances Compliance 6 Months "	"Customer Overdue Greater than 15 Days Should be Zero Compliance 3 Months "	Customer OD greater than 30 days on 31-March-17 is 1.25 crs,	The customer overdue greater than 30 days are discussed with the respective Oleo & CMB marketing and business finance team periodically. Also taken provision / Charge off entries after approval from business head for amount which is not going to come.
"4. Ensure the circulation of Balance Confirmations for vendors and customers on half yearly basis having balances more than Rs.5 Lakhs. Reconciliation of variance based on confirmations received."	Text			"Above 30_09_2016 & Above 31_03_2017 Above 60 days from the receipt of confirmation"	"31_08_2016 & 29_02_2017 Within 45 days from the receipt of confirmation"	"31_07_2016 & 31_01_2017 Within 30 days from the receipt of confirmation"	"21_07_2016 & 21_01_2017 Within 21 days from the receipt of confirmation"	"15_07_2016 & 15_01_2017 Within 15 days from the receipt of confirmation"	Circulated on or before 21-07-2016 & 21-01-2017. The reconciliations are completed within 21 days.	The balance confirmations are circulated twice in a year in July-16 and January-17. Reconciliation is done after receipt of confirmations within 21 days and communicated to the vendors.
5. Ensuring the IFC controls relating to AR-AP only monthly bais. (To be reviewed on quarterly basis.)	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance	90% Compliance	The IFC documents are reviewed quarterly. The same are also reviewed along with internal audit team, provided samples for all the controls and ensured all controls are effective.

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"1.Revaluation accounting of foreign exchange gain / loss accurately on monthly basis. Reviewing and Providing the JV's & provisions."	Text			"10th working day _ Error Free"	"6th working day _ Error Free"	"4th working day _ Error Free"	"3rd working day _ Error Free"	"2nd working day _ Error Free"	3rd working day - Error Free	The revaluation of Debtors,Creditors and GRIR is reviewed and completed within 3 working days during the month end process.
2. Reports related to Forex / Debtors & Creditors ageing.	Text			"Target _ 15th working day"	"Target _ 10th working day"	"Target _ 8th working day"	"Target _ 6th working day"	"Streach Target _ 5th working day"	Target - 6th working day	1. During the entire year, the Debtors and Creditors Schedule is reviewed and circulated within 1 working day after closing of period during the month end process. 2. Forex report is reviewed within 3-4 working days after month end. 3.

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										Other monthly schedules like Freight Provision, Freight Expenses, Other Income, Commission Payable etc. are reviewed within 4-5 working days after closing of period in the month end.
3. Open items in Debtors & Creditors	Text			Target _ 25% of the total debtors & creditors	Target _ 25% of the total debtors & creditors	Target _ 15% to 20% of the total debtors & creditors	Streach Target _ 10% of the total debtors & creditors	Streach Target _ 5% of the total debtors & creditors	5% of the total debtors & creditors	All the open line items for which details are available are cleared in the system. Few credit line items are open in the customer ledger.
4. Open GRIR balances	Text			Target Above _ 180 Days for Domestic Bills and Above 180 Days for Import bills.	Target _ 120 _ 180 Days for Domestic Bills and _ 120 _ 180 Days for Import bills.	Target _ 120 Days for Domestic Bills and 120 Days for Import bills.	Target _ 90 Days for Domestic Bills and 90 Days for Import bills.	Streach Target _ 60 Days for Domestic Bills and 60 Days for Import bills.	90 Days for Domestic Bills and 90 Days for Import bills.	Ensured that all open the GRIR are not more than 90 days. The GRIR is closed by taking rigorous follow up with Purchase and Logistic team for receipts of bills.
*5.Clearing of MODVAT / customs clearing accounts. "	Text			"Target Above _ 180 Days for Domestic Bills and Above 180 Days for Import bills."	Target _ 120 _ 180 Days for Domestic Bills and _ 120 _ 180 Days for Import bills.	Target _ 120 Days for Domestic Bills and 120 Days for Import bills.	Target _ 90 Days for Domestic Bills and 90 Days for Import bills.	Streach Target _ 60 Days for Domestic Bills and 60 Days for Import bills.	90 Days for Domestic Bills and 90 Days for Import bills.	The MODVAT / CUSTOMS entries are cleared on monthly basis.

#### KRA Category : People

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. Completion of IDP. (Development of Module relating to Exim on the net FOB realisation and BRC Staus.)"	Text			-	-	30_Sep_16	31_Aug_16	31_Jul_16	28-February-17	The BRC module developed and transported into the production environment. It was transported into Production environment in February-17. There was delay in development of module as other IDP project developments were planned earlier by IT team.
"2. Ensuring training to all team members is completed as per IDP. (At least one for the quarter based on performance.)"	Text			-	-	-	-	-	-	The team members have attended training organised by HR team and Indirect Tax team as per their IDP.
"2. Encouraging award and recognition as per the performance. (At least one for the quarter based on performance.)"	Text			-	-	-	-	-	-	Based on performance, the team members were considered for R&R during the year.
3. Providing on job learning opportunities and mentoring to the members.	Text			-	-	-	-	-	-	Provided on job learning opportunities to the team members during the year by giving additional responsibilities after resignation of colleague in areas of Expenses Provisions, Related Party transactions, Notes to Accounts in Financials etc.

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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
Monthly financial statement compilation - VVF (India) Limited & Forex, Debt Position and other reports	Text			After 9th & 11th Working day of the next month	After 9th & 11th Working day of the next month	8th Working day of the next month	7th Working day of the next month	6th Working day of the next month	7th Working day of the next month	The monthly Balance Sheet is prepared and Circulated by the 7th Working day of next month. The Forex MIS, Debt Position and other reports are circulated separately by respective team members.
Review of schedules relating to loans and advances .	Text			After 15th Working day of the next month	After 13th Working day of the next month	10th Working day of the next month	9th Working day of the next month	8th Working day of the next month	9th Working day of the next month	The loans and advances schedules are reviewed after the month end. Maximum times are reviewed before 9th working days and discussed with respective owners. Few times the activity got delayed due to certain other priority work.
Quarterly preparation and review of Balance Sheet reconciliation / schedules	Text			After 12th Working day of the next month	After 12th Working day of the next month	12th Working day of the next month	11th Working day of the next month	10th Working day of the next month	11th Working day of the next month	The balance sheet is prepared and reviewed during quarter end by considering the board meeting. The related schedules are are reviewed and reasons are noted. The activity is completed by 11 working day of the next month.
Review of Consolidation of VVF (India) Limited, VVF Ltd and VVF Group	Text			After 14th Working day of the next month	After 14th Working day of the next month	14th Working day of the next month	13th Working day of the next month	12th Working day of the next month	13th Working day of the next month	The activity was not very disciplined through out the year due to unavailability of subsidiary Financials on time. We will try and stream line the activity in FY 17-18.
Providing Board Meeting Financials (Quarterly) for VVF(India) Ltd	Text			.	.	25 th day of the next quarter	23 rd day of the next quarter	21 th day of the next quarter	23 rd day of the next quarter	The board meeting Financials are prepared and circulated on or before 23rd of the next quarter.

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Rating Of Qualitative Goals

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

Answer:-

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

Answer:-

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

Example1:-FY 2016-17 was the first financial year for preparation of consolidated financial statement. We have completed the same without any error. (Innovation)

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:-After resignation of Ami Pathak, I ensured that the rest of the team has taken additional responsibility along with myself to

ensure the smooth functioning of Accounts department. Kailash has taken responsibility for related party transactions and inter company confirmations on monthly basis and Vinal has taken responsibility for provisions schedule & entries (Team Work) During this process the team has learned new processes and gained additional knowledge. (Developing self and team)

**Example2:-**We have accepted the challenge of processing additional bills when VVF has started procurement of oil from domestic vendors instead of import vendors. We have also provided support for Inter company purchases and Structured Financing transactions. (Customer Orientation)

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

<b>Employee Name</b>	Nikhil Joshi	<b>Manager's name</b>	Gajendra Palo
<b>Employee Code</b>	10000789	<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	NA
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			
12	The Super Manager	Amit Sanas	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	Technical Knowledge relating to VAT / CST	1	rajeev.chaubal@vvftd.com?Rajeev Chaubal	Yes	NA
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	Charles Carvalo (For strength finder leadership)	1	30/Sep/2016	Yes	NA
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	.	.	.	Yes	

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

<b>Project Title</b>	Development of Module relating to Exim on the net FOB realisation and BRC Staus.

<b>Review date</b>	31-August-16
<b>Target end date</b>	30/Sep/2016
<b>Project scope</b>	Development of Module relating to details related to • Export documentation, • Shipping bill data • Actual freight/insurance/commission paid • BRC details • Details of Licenses applied.
<b>Project exclusions</b>	Needs to be reviewed
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Online transactions along with details mentioned above.
<b>What is the employee expected to learn from this project</b>	The export and Exim related process and tracking of the same for export incentives.
<b>Reviewer(s) name</b>	Sunil Manan
<b>Project Status</b>	Completed
<b>Project Status Comments</b>	The BRC module is developed and transported into the production environment by the end of February-17. The target to implement was 30-September-16, but the target date is changed due to priority of IT team for completion of other IDP projects.