

Employee Name : Rahul Gawankar  
Manager's Name : Premesh Dave  
Goalsheet Of Year: 2017-2018

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : LETTER OF CREDIT- INLAND & FOREIGN**

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
Verifying the LC Drafts & establishing LC's with bank	Days	30		9	7	5	4	2
Local LC Bill Discounting / Import Buyers Credit	Days	25		9	7	5	4	2
Verification of LC Charges, Interest on Bills, Byuers credit charegs etc	Days	25		9	7	5	4	2
Verification of LC Charges, Interest on Bills, Byuers credit charegs etc	Days	10		9	7	5	4	2
Back Up copies	Days	10		9	7	5	4	2

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Outward remittance in Foreign Currency**

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
Import freight / Other Import remittances	Days	60		9	7	5	4	2
Ensuring all the accounting and internal policy compliances before making any Import remittances	Days	40		9	7	5	4	2

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Operations**

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

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : IDP**

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
Interpersonal skills	Days	50		9	7	5	2	1
Effective time management and execution	Days	40		9	7	5	2	1
online / e-Advice from bank for LC related charges / Online access to bank advices ( Do not consider for advices which is already online )	Days	10		9	7	5	2	1

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : MIS,Audit,Banking Relationship 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
Monthly MIS	Days	40		20	15	10	5	2
Internal Audit & Statutory Audit	Days	10		20	15	10	5	2
Handling of banks query or any other information sought	Days	15		20	15	10	5	2
Inter department information	Days	15		20	15	10	5	2
Accounting of Bank to Bank RTGS,Charges related to Import and Inland LCs,Charges related to Buyers Credit,Retirement of LC/Buyers Credit.	Days	20		20	15	10	5	2

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

Employee Name	Manager's name	Employee ID	Year
Rahul Gawankar	Premesh Dave	10004028	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

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	
Project Status Comments	