

10000690 Hemant Sawant

Employee Name : Hemant SawantManager's Name : Madhulika Pathak

Goalsheet Approval Date : 20-Apr-2017

KRA Category : Process

KRA Weightage : 25 _

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. Bank Reconciliations of BOI /SVCB on daily basis and other major Bank accounts fortnightly	Text			.	.	10th & 25th every month	9th & 24th every month	8th & 23rd every month	8th & 23rd every month	In the F.Y.2016-17, due to cash shortage in operation VVF India used BOI,Kotak, Dena & OBC Banks for payments and vvf ltd used SVCB, BOI, Kotak for payments so to know the actual cheques issued but not cleared position, I have to run 3 to 4 banks some time.
2. Follow up for Bank Statements/ Bank Advices	Text			.	.	Within 3 working day	Within 2 working day	Within 1 working day	Within 1 working day	Follow up through mail & telephone most of the time bankers were busy in daily routine so gave on 3rd-4th day
3. Follow up & co-ordination with other stakeholders	Text			.	.	Within 1 week after curculating recon entries	Within 3 days after curculating recon entries	Within 2 days after curculating recon entries	Within 2 days after curculating recon entries	For this I have to rigorously follow up with 4 persons who are daily busy in there routine work
4. Emailing final Bank Reco to all concern person	Text			.	.	10th & 25th every month	9th & 24th every month	8th & 23rd every month	8th & 23rd every month	8th report some time got delayed due to month closure work but 23rd report always given before time
5. Monthly Report on BRS Status.	Text			.	.	10th of every month	9th of every month	8th of every month	9th of every month	Average taken

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
1.Completion of IDP	Text			.	.	31st Dec'16	31st Dec'16	31st Dec'16	NA	NA

KRA Category : Business

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.Uploading & keeping record of Journal Entries	Text			.	.	3rd Day with 95% accuracy	2nd Day with 98% accuracy	Same Day with 100% accuracy	Same Day	This activity is very critical & important so done on daily basis also take confirmation from entry owner.
2.Cash Voucher checking	Text			.	.	3rd Day with 95% accuracy	2nd Day with 98% accuracy	Same Day with 100% accuracy	Same Day	Cash voucher is also a critical & important so done on daily basis.

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. Vendor RTGS/NEFT payments - VVFI & VVFL	Text			.	.	After 2 days	Next Day	Same Day	Same Day	Even some times RTGS/NEFT payments done within 10 minutes
2. Confirmation of all RTGS done during day before RTGS Timeline	Text			.	.	After 2 days	Next Day	Same Day	Same Day	Commitment to vendors so there should not be delay of confirmation
3. Reporting of all Payments / Collections	Text			.	.	Next Day	Same Day	Same Day	Same Day	Payment is very sensitive issue in company so always need alertness for payment, & collections also informed on daily basis.
4. Daily report on Cheques issued but not cleared to Traesury	Text			.	.	Next Day	Same Day	Same Day	Same day (1st Day)	Some times it has delayed due to other unplanned important priorities so taken on 2nd day/3rd day/weekly.
5.Octroi Collection, Any ST/IT Refund confirmation, Import Payment Entry	Text			.	.	3rd Day	2nd Day	1st Day	1st Day	Octroi, ST/IT refund collection always informed on time. As soon as Bank advice provided by treasury import payments accounted immediately.

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.Handling BRS related Audit activities-Internal Audit	Text			.	.	Within a week	Within 2days	Same Day	Same Day	Resolved on same day
2.Handling BRS related Audit activities-Statutory Audit	Text			.	.	Within a week	Within 2days	Same Day	Same Day	Resolved on same day

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
3.Bank related queries in Sales Tax & I.T.	Text			.	.	3rd Day	Within 2days	Same Day	Within 2 days	Mostly old records so resolved within 2-3 days