

Employee Name : Shridhar Chonkar
 Manager's Name : Anil Ajmera
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 40
KRA Description : Fixed Asset

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
1. Fixed Asset monthly closing (VVF India and VVF Ltd)	Text	25		3rd working day	2nd working day	1st working day but schedule are on 3rd day	1st working day and schedule are on 2nd working day	1st working day with all the schedule
2. Fixed Asset Financial closing (VVF India and VVF Ltd)	Text	25		Activities over by 30Apr17	Activities over by 21Apr17	All the activities should be over by 15th April	All the activities should be over by 07 Apr 17, thereafter no SAD or any other JV	All the activities should be closed by 04th working day in April, thereafter no SAD and no other JV
3. Fixed Asset Capitalisation, Transfer, Sale timely completion (VVF India and VVF Ltd)	Text	25		Capitalisation, sale and transfer more than 3 months	Capitalisation, sale and transfer 2 to 3 month	Capitalisation, sale and transfer within 1 to months	Capitalisation, sale and transfer within one month	Capitalisation, sale and transfer within 15 days
4. Internal Audit, Statutory Audit and IFC of Fixed Asset (VVF India and VVF Ltd)	Text	25		Audit completion time 4 weeks	Audit completion time 2 to 3 week	Timely completion 2 week in each review and only 2 to 3 minor observations	Completion within 2 weeks and only recommendation, no observation	Completion within 2 weeks but no observations and no recommendation

KRA Category : Customer
KRA Weightage : 20
KRA Description : Customer delight

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
Key Performance Indicators (KPI) Description	Text	40		within 1 week	3 working day	2 working day but no complian	next day but no complian from user	Same day and no complain from users
2. Project Stock reconciliation	Text	30		Signed sheet in 2nd week	Signed sheet in 1st week	Signed sheet in 1st week and deviation not more than 2 times in a year	Signed sheet in 1st week and deviation observed are corrected in the same month and should not repeat	Signed sheet in 1st week and no deviation at any time
3. Physical verification of fixed Assets	Text	30		All activities delayed by 4 weeks	All activities delayed by 3 weeks	All activities are delayed by 2 week	All activities delayed by 1 week	verification completed within 15 days of Baddi and 7 days of Daman, Reports will be issued within 20 days and 15 days respectively and will be signed by all respective person with 1 month and 21 days respectively

KRA Category : Process
KRA Weightage : 20
KRA Description : Process improvement

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
1. Phiscal verification of Inventory of Taloja, Baddi (Half yearly)	Text	25				Inventory verification as per schedule	Inventory verification as per schedule, Report release within one week after field work	Inventory verification done as per schedule, report release in one week and corrective action got implemented within 1 month
2. Maintenance of ITGC (Internal review to be done in Jul-17)	Text	25		Internal Review done in Jul17 and deviation highlighted by Aug17	Internal Review Done in Jul17, Deviation highlighted by 15th Aug 17	Internal Audit Review done in Jul17, Deviation highlighted by 15th Aug and corrective action taken	Internal Audit Rreview done in Jul17, deviation highlighted by 15th Aug , corrective action taken and no audit observation highlighted by IA and Statutory audit team	Internal Audit Review done in Jul17, deviation highlighted by 15th Aug , corrective action taken and no audit observation highlighted by IA and Statutory audit team, Recommendation and implementation done for improvement
3. Maintenance of Application controls	Text	25		Internal Review done in Jul17 and deviation highlighted by Aug17	Internal Review Done in Jul17, Deviation highlighted by 15th Aug 17	Internal Audit Review done in Jul17, Deviation highlighted by 15th Aug and corrective action taken	Internal Audit Rreview done in Jul17, deviation highlighted by 15th Aug , corrective action taken and no audit observation highlighted by IA and Statutory audit team	Internal Audit Review done in Jul17, deviation highlighted by 15th Aug , corrective action taken and no audit observation highlighted by IA and Statutory audit team, Recommendation and implementation done for improvement
4. Stock statement to Banks, Insurance company	Text	25		by 15th	by 12th	by 10th	2nd week but before 10th	With 1 day after closing and confirmation of MIS

KRA Category : People
KRA Weightage : 20
KRA Description : Training and Development of self and team

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
1.Cash voucher (2nd level authorisation)	Text	50				There should be no mistake after 2nd level check	No mistake after 2nd level check and no complaints from user (Max 10 monor complaints in a year)	No mistake after 2nd level check and no complaints from user and updated list of signing authority (Specimen sheet will be ready by 30th Jun)
2. Training to team members (Rubina)	Text	50				Full trained and no supervision required		Full trained, no supervision required and taken additional responsibility for self other than above

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

Employee Name	Manager's name	Employee ID	Year
Shridhar Chonkar	Anil Ajmera	10002480	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

	Name of program	Faculty	Days	Please explain why the training is needed
No				

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	To communicate at different level at various location.
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	