

10000695 Sunita Parkar

Employee Name : Sunita Parkar Manager's Name : Madhulika Pathak

Goalsheet Approval Date : 24-Apr-2017

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) Divisional Profitability	Text			.	.	7th woking day	6th Working day	5th Working day	4	Within 6th working day. Depend on FI period closing
2) Oleo MIS Docket	Text			.	.	9th Working day	8th Working day	7th woking day	4	Within 8th working day. Depend on FI period closing
3)VVF Ltd. P&L with Overhead Shedule	Text			.	.	11th woking day	10th Working day	9th Working day	4	Within 10th working day. Depend on FI period closing

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) Circulation of Data Formats & Time Lines	Text			.	.	20th Jan'2017	15th Jan'2017	12th Jan'2016	5	Circulated on 10th January'17
2) Final Circulation of the ABP	Text			.	.	20th Feb'2017	14th Feb'2017	8th Feb'2017	4	Final approval is pending from BU head
3) Final Circulation of the ABP-VVF Ltd.	Text			.	.	31th March'17	20th March'17	15st March'2017	5	File is circulated on 15th march17 pending for final approval from BU head
4) Yearly Budget Upload	Text			.	.	31st March'16	28th March15	23rd March'17	5	Uploaded on 22nd March2017 without error
5) Release of Supplimentary Budget	Text			.	.	Within 2 working days from requirement	Within 1 working days from requirement	Half day/Immediate	5	Some requirement is on urgent basis and most of the time User is always in hurry.

KRA Category : People

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			3	Some urgent assignment came in between

KRA Category : Customer

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) Data for Safeguard Duty	Text			.	.	with 7 workingdays from requirement	with 5 workingdays from requirement	with 3 workingdays from requirement	5	Being Critical and crucial assignment priority given fully on this.
2) Data for Treasury	Text			.	.	Need basis	Need basis	Need basis	5	Within same or 1 working day, depend on user's requirement.
3) Data for Anti Dumping	Text			.	.	Need basis	Need basis	Need basis	5	Being Very Critical and crucial assignment priority given fully on this .
5)Any other Special Project	Text			.	.	Need basis	Need basis	Need basis	5	Data for Company overview, Town hall and as per requirement by management.

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) Costing Release/NRV of All Plant	Text			.	.	Within 5 working days	Within 3 working days	Within 2 working days	4	As it is a monthly time bound activity .Lots of manual working and different error in each month.
2) Plant wise CAS-4 Certification - Quaterly	Text			.	.	27th woking day	25th Working day	20th Working day	4	Within 25th working day,
3) Mapping of New GL in Location wise report	Text			.	.	Within 2 working days from requirement	Within 1 working days from requirement	Immediate	5	always immediate.
4) Segment Reporting of VVF(India) Ltd. & VVFL	Text			.	.	with 7 workingdays from requirement	with 5 workingdays from requirement	with 3 workingdays from requirement	5	Given on same day of request.
5) Maintenance of records for Cost Audit-VVFI & VVFL	Text			.	.	30th Sept'2016	31st Aug'2016	15th Aug'2016	5	On 20th July '2016 draft report is given.