

Employee Name : Nikhil Joshi Manager's Name : Nikhil Joshi  
Goalsheet Approval Date : 05-Dec-2016

**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
"1.Statutory audit completion of VVF (India) Limited without any qualification (With IFC), includes 1. Prepration of financial staements & 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 Invetment 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"
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"
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."
"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

**KRA Category : Process**  
**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
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
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
"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 "
"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"

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
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

KRA Category : Process

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
*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*
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"
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
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.
*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.

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
*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
*2. Ensuring training to all team members is completed as per IDP. (At least one for the quarter based on performance.)*	Text			.	.	.	.	.
*2. Encouraging award and recognition as per the performance. (At least one for the quarter based on performance.)*	Text			.	.	.	.	.
3. Providing on job learning opportunities and mentoring to the members.	Text			.	.	.	.	.

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
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
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
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
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
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