10000619 Sunita Kalgutkar

Employee Name : Sunita KalgutkarManager's Name : Pratyaya Chakrabarti

Goalsheet Approval Date: 17-Apr-2017

KRA Category : Customer KRA Weightage : 30 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance	O	Weightage	7 4.40	Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator		Wolginago		у	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance	Improvement	1 Chomance	T Chomanoc	1 Chomanoc	or your ond	achievement
				renomiance						achievement
description										
Ensure timely	Text			Not Available	4	I ensure to submit				
submission of vouchers (Mobile,					1					all the vouchers at the earliest in
Tour Expenses,					1					Accounts
Car & Petrol					1					Accounts
Expenses, LTA /					1					
Local & Misc.					1					
Expenses) of all					1					
employees after					1					
evaluating their entitlement with					1					
Company Policies.					1					
Submission of	Text			Not Available	4	Immediately after				
Project Proposals									· .	taking signature I
which comes for					1					ensure to submit
signature till it gets					1					documents to
processed					1					concerned person
					1					with record.
					1					Procedure page
					l				I	attached just for information.
					1					Maintaining since
					<u> </u>					2014
Follow up with	Text			Not Available	4	Ensure to hand				
Accounts					1					over and deposit
Department &					1					their money
ensure timely					1					without any further
payments of all Sion based					1					delay with record.
employees					1					
Follow up with	Text			Not Available	4	Try not to keep				
Accounts										any voucher
Department &					1					pending more than
ensure timely					1					a day with me
payments of all					1					
Synergy					1					
employees either by Cheque or cash					1					
by depositing in					1					
their respective					1					
banks along with					1					
email intimation										
Managing all	Text			Not Available	4	Without detay				
Budget transfers in					1					
SAP System					1					
					1					
Updating &	Text			Not Available	4	As soon as				
Managing					I				1	possible
Unplanned				I	I	I			I	1
Budgets &					1					
Suppliments in					1					
SAP alongwith co- ordination to					l				I	
ensure timely					l				I	
executions.		<u> </u>			L					
Providing	Text			Not Available	4	Timely execution				
	Ī				l				I	
				I	I	I			I	1
Support - Like Co-				1	ı	I			I	I
Support - Like Co- ordinating									I	1
Support - Like Co- ordinating Meetings, Full &										
Support - Like Co- ordinating Meetings, Full & Final Settlements										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees,										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting										
Complete Admn Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co-										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers,										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers, printers, pendrive										
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers, printers, pendrive etc. etc.)	Toy			Not Available	Met Amileble	Not Available	Not Available	Not Available	4	At the extinct
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers, printers, pendrive etc. etc.)	Text			Not Available	4	At the earliest.				
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers, printers, pendrive etc. etc.) Processing all Legal Bills (Dhruy	Text			Not Available	4	Can't upload -				
Support - Like Co- ordinating Meetings, Full & Final Settlements of Employees, supporting New Employees in getting Visiting Cards / Co- ordination with IT for computers, printers, pendrive etc. etc.)	Text			Not Available	4					

KRA Category : Business

KRA Weightage: 20_

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Co-ordination with Travel Desk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest
Effective co- ordination with Functional Heads for the Monthly / Fortnightly / Weekly - Oleo Chemicals, CMB, R&D, CPD & numerous other Meetings	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time

KRA Category : Process KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Co-ordination with Travel Desk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Well in time
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	At the earliest.

KRA Category : Process KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Working as a Centre point between VVF International Companies and COB / Supply Chain, Production & Development, QC & Marketing Departments to receive and dispatch consignments / parcels from time to time	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	As and when required.
Converting PDF files into XLS - MEP Bid 2016 RFQ (PF Formulations) as & when receiving from Dinesh Nambiar	Text			Not Available	Not Available	Not Available	Not Available	Not Available	4	Try to convert all the files as soon as possible.

KRA Category : Business KRA Weightage : 20 _

Performance Indicator (KPI) Performance	comment on actual
Co-ordination with Travel Desk for International & Text Not Available Available Not	
Co-ordination with Text Text Text Text Text Text Text Text	1
Co-ordination with Text Travel About 1 & State 1 & State 2 & State 2 & State 3 & State	achievement
Co-ordination with Travel Desk for International & Domestic Air Travel Posk for International & Domestic Air Travel / Hotel accommodation / Visa Processing / Caar Requirements etc. Making & Making & Making & Making & Making & Mot Available Not Available	
Travel P botel accommodation / Visa Processing / Car Requirements etc. Making & Maintaining expense statements and settling records with accounts with reference to travel / I botel billed to Commodation / Visa Processing / Car Requirements etc. Not Available	Timely execution
Domestic Air Travel / Hotel accommodation / Visa Processing / Car Requirements etc. Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Not Available Not Avai	.,
Travel / Hotel accommodation / Visa Processing / Car Requirements etc. Making A Text Not Available	l
accommodation / Visa Processing / Car Requirements etc. Making & Maintaining expense statements and settling records with accounts with reference to travel / Anotal Heads for the Monthly Completing all formalities as & when attending linternational Conference (like arranging invitation, remitting fees, visa formalities as & when attending linternational Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies set). Not Available Not Avai	l
Visa Processing / Car Requirements etc. Making & Text Maintaining expense statements and settling records with accounts with reference to travel / hotel billis etc. Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & not Available Not	l
Making & Making & Making & Making & Mot Available Not Avai	l
Making & Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly CDB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign courrencies etc.) Not Available Not Avai	l
Maintaining expense statements and settling records with accounts with reference to travel / hotel bills etc. Effective co-ordination with Functional Heads for the Monthly CDB, Quality, CPD & numerous other Meetings Timely co-ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Text Not Available	At the earliest
expense statements and settling records with accounts with reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & not Available No	At the earliest
setting records with accounts with reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & not Available	l
with accounts with reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily CPD & Not Available Not A	l
reference to travel / hotel bills etc. Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all Cornelitings as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Eenerating Daily Text Not Available Available Not Available	l
Indee bills etc. Text Te	l
Effective co- ordination with Functional Heads for the Monthly CMB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Generating Sales Report and	l
Functional Heads for the Monthly CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Text Not Available Not Avai	Well in time
for the Monthly CMB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
CMB, Quality, CPD & numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
& numerous other Meetings Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
Timely co- ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
ordinating with Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Dally Text Not Available Available Not Available Not Available Not Available Not Available Not Available	
Completing all formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	Timely execution
formalities as & when attending International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
International Conference (like arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and Text Not Available Not Available Not Available Not Available Not Available Available Not Available Not Available Available Not Available Not Available Not Available	l
Conference (like a rarranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Dally Text Not Available Not Available Not Available Not Available 4 Sales Report and	l
arranging invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
invitation, remitting fees, visa formalities, foreign currencies etc.) Generating Daily Sales Report and	l
fees, visa formalities, foreign currencies etc.) Cenerating Daily Sales Report and Sales Report and	l
currencies etc.) Generating Daily Sales Report and Not Available	l
Generating Daily Text Not Available Not Available Not Available Not Available Not Available 4 Sales Report and	l
Sales Report and	Ensure to send
	every morning
forwarding as per	, , ,
requirement.	l
Maintaining Text Not Available Not Available Not Available Not Available Not Available 4	Till November
records / Summary	2016. Stopped
of IBIS Data	receiving data
(Chapter 34 -	thereafter.
import a Export of Noodles) - Monthly	l
Timely follow-up & Text Not Available Not Available Not Available Not Available Not Available 3	HR Directly
co-ordination with	interacts with
HOD's to Nominate names	HODs. I am just
Norminate names for Categorised	submitting singed award in HR
Awards Aw	
Will try for one Text Not Available Not Available Not Available Not Available 3	Except one or two,
article (atleast quarterly) from	no one seems
quarterly) from CMB Team for	interested
Rumble Rumble	ı

