

Employee Name : Sunita Kalgutkar Manager's Name : Sunita Kalgutkar  
Goalsheet Approval Date : 05-Dec-2016

**KRA Category : Customer**  
**KRA Weightage : 40 \_**

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
Ensure timely submission of vouchers (Mobile, Tour Expenses, Car & Petrol Expenses, LTA / Local & Misc. Expenses) of all employees after evaluating their entitlement with Company Policies.	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Submission of Project Proposals which comes for signature till it gets processed	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Follow up with Accounts Department & ensure timely payments of all Sion based employees	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Follow up with Accounts Department & ensure timely payments of all Synergy employees either by Cheque or cash by depositing in their respective banks along with email intimation	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Managing all Budget transfers in SAP System	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Updating & Managing Unplanned Budgets & Suppliments in SAP alongwith co-ordination to ensure timely executions.	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Providing Complete Admn 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	Not Available	Not Available	Not Available	Not Available
Processing all Legal Bills (Dhruv Liladhar & Co, L. P. Agarwal, Mukul Rohatgi, R. A	Text			Not Available	Not Available	Not Available	Not Available	Not Available

**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
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
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

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
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

KRA Category : Process  
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
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
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

KRA Category : Process  
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
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
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

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
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
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
Effective co-ordination with Functional Heads for the Monthly CMB, Quality, CPD & numerous other Meetings	Text			Not Available	Not Available	Not Available	Not Available	Not Available
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	Not Available	Not Available	Not Available	Not Available
Generating Daily Sales Report and forwarding as per requirement.	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Maintaining records / Summary of IBIS Data (Chapter 34 - Import & Export for Noodles) - Monthly	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Timely follow-up & co-ordination with HOD's to Nominate names for Categorised Awards	Text			Not Available	Not Available	Not Available	Not Available	Not Available
Will try for one article (atleast quarterly) from CMB Team for Rumble	Text			Not Available	Not Available	Not Available	Not Available	Not Available