Employee Name : Shruthi Poovani
Manager's Name : Nikhil Joshi
Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 20
KRA Description : CIRCULATION OF REPORT & MAKING PAYMENTS

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.Processing payments based on the allocation received	Text			7th working day	5th working day	3rd working day	2nd working day	Within the same day
2 Taking Follow up for the open advances & ensuring the closure of the same.	Text			.	.	"Every Friday (On Weekly Basis)"	"Every Friday (On Weekly Basis)"	.
3..Clearing the open GRIR liabilities	Text			Above 180 days	Above 120 days	Upto 120 days	Upto 90 days	Upto 60 days

KRA Category : People
KRA Weightage : 20
KRA Description : STATUTORY AUDIT,INTERNAL AUDIT & RELATED ACTIVITIES.

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. Ensuring that the details required by statutory auditors is provided accurately and completion of statutory audit and sign off.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
2. Showing subsequent vendor payments for opening & Closing balance as per the requirement of auditors.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
3. Circulation of Balance Confirmations for Capital and Maintenance vendors in the auditor's format.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
4. Responding to the internal audits relating to Capital and Maintenance vendors transactions.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Week from date of requirement	4 days from date of requirement	3 days from date of requirement
5. Implementation of Internal Audit suggestions as per Audit timelines.	Text			.	.	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.

KRA Category : Business
KRA Weightage : 40

KRA Description : PROCESSING BILLS & LEVEL 2

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.Ensure timely booking of Import-Material purchases,custom duty vouchers,Project bills, I.T,Kutch 1 & 2 .	Text			15th working day	12th working day	7th working day	5th working day	4th working day
2. Monitoring & Resolving the issues realting to bills	Text			Within 15 working days	Within 10 working days	Within 7 working days	Within 5 working days	Within 2 working days
3. Level 2 checking of Engineering, spares ,maintainence bills & payment vouchers pertaining to taloja.	Text			Within 7 working days of allocation given	Within 5 working days of allocation given	Within 3 working days of allocation given	Within 5 working days	Within 1 day of allocation given
4. Ensuring the filing of all vouchers relating to capital vendors.	Text			.	.	on the same day	.	.

KRA Category : Customer
KRA Weightage : 20
KRA Description : BALANCE CONFIRMATION & RECONCILIATION.

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. Ensure the circulation of Balance Confirmations for vendors and customers on half yearly basis as per the Balance Confirmation SOP.	Text			Upto 30th Sept 2017 & 31st March 2018	31st August 2017 & 29th feb 2018	31st July 2017 & 31st jan 2018	21st June 2017 & 21 st Jan 2018	15th July 2017 & 15th Jan 2018
2. Ensure to get the balance confirmations from vendors and customers, by taking follow up with respective buyers.	Text			.	.	Upto 30th Sept 2017 & 31st March 2018	31st August 2017 & 29th feb 2018	31st July 2017 & 31st jan 2018
3. Reconciliation of variance based on confrmations received.	Text			Above 60 days from the receipt of confirmation	Within 45 days from the receipt of confirmation	Within 30 days from the receipt of confirmation	Within 21 days from the receipt of confirmation	Within 15 days from the receipt of confirmation

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

Employee Name	Manager's name	Employee ID	Year
Shruthi Poovani	Nikhil Joshi	10003620	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

No	Name of program	Faculty	Days	Please explain why the training is needed
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	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	It will help in my day to day interaction with different department.
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	