

10000692 Rohan Raul

Employee Name : Rohan RaulManager's Name : Nikhil Joshi

Goalsheet Approval Date : 24-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
1 - Clearing of open entries relating to collection in bank statement.	Text			Within 8 days from the date of request	Within 5 days from the date of request	Within 3 days from the date of request	Within 2 days from the date of request	Within 1 day from the date of request	Bank statement is reviewed on daily basis and follow up for unaccounted / unconfirmed collections is being reported to respective department for details & backup	Done on daily basis
2 - open entries are being send to marketing team to get the customer bill details/approvals and followup for the same, clearing of customer open item (Debit/credit)	Text			Within 60 days from the date of receipt of bill details & approvals	Within 45 days from the date of receipt of bill details & approvals	Within 30 days from the date of receipt of bill details & approvals	Within 15 days from the date of receipt of bill details & approvals	Within 7 days from the date of receipt of bill details & approvals	After receiving the conformation & bill details for open credits in bank statement the same is accounted	Done on daily basis
3 - Preparing the manual DN/CN and maintaining the database of DN-CN in excel sheet.	Text			Before MM period closing	Within 5 days from the date of request	Within 3 days from the date of request	Within 2 days from the date of request	Within 1 day from the date of request	Done as per the requirements	Debit / Credit notes are raised after checking proper backups & approvals and list of the same is maintained for reference purpose
4 - Booking of export commission and filling documents of the same. (Manually if any after approvals...)	Text			Within 8 days from the date of receipt of bill	Within 5 days from the date of receipt of bill	Within 3 days from the date of receipt of bill	Within 2 days from the date of receipt of bill	Within 2 day from the date of receipt of bill	Done with in 01 working day	Commission on export sales are booked on receipt of invoice form the agent after checking the documents & necessary approvals from the respective marketing team.
5 - Properly Filing of Debit & Credit Notes	Text			Within 5 Working Days	Within 4 Working Days,	Within 3 Working Days,	Within 2 Working Days,	Within 1 Working Day,	Filing is up to date	Proper filling has been maintained for respective Debit / Credit notes raised & collection (advice / Cheque)

KRA Category : Business

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	Actual achievement of year end	Appraisee comment on actual achievement
1 - Preparation of divisional collections list (Local & export) and same is reported to the management & other concerned departments	Text			Within 3 Working Day	Within 2 Working Day	Next working day by End of the day	Next working day by first half	By end of the same day	done on daily basis	Daily collections reports are prepared based on the collection details received from treasury team & cheques received from marketing team.
2 - Ensure that the cheque received from various departments get deposited on time. To review the bank statement to check the credits received.	Text			Within 3 Working Day	Within 2 Working Day	Next working day by End of the day	Next working day by first half	By end of the same day	done on daily basis	All the cheque received get deposited on next working day & bank statements for credits received is reviewed on daily basis

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	Appraiser comment on actual achievement
3 - Ensuring that the collections received have been duly accounted (bills are being mapped after receive the bill details) along with export collection temporary entries and passing other entries like octroi refund and claim received from insurance co. etc	Text			Within 15 Working Days	Within 8 Working Days	Within 3 Working Days	Within 2 Working Days	Within 1 Working Day	Entries are posted within one working day	All domestic collections are posted on daily basis & export collections entries are posted on receipt of advice from treasury team
4 - To ensure the temp entries (11005089) are cleared before month end with accurate accounting of bank charges and Exchange gain / loss. And follow up with treasury team to get the export realisation advices	Text			Within 8 Working Days, after the receipt of advice	Within 5 Working Days, after the receipt of advice	Within 3 Working Days, after the receipt of advice	Within 2 Working Days, after the receipt of advice	Within 1 Working Day, after the receipt of advice	Export collection are posted within two working days from the receipt of advice	Export temp collection entries are cleared on receipt of advice from bank on regular basis. proper follow up & details are provided to the treasury team for the same
5 - Filling the documents related to daily collections, export advices etc.	Text			Within 5 Working Days	Within 4 Working Days,	Within 3 Working Days,	Within 2 Working Days,	Within 1 Working Day,	documents are filed on regular basis	After posting the collection entries all the documents with proper backup are filed on timely basis

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	Appraiser comment on actual achievement
1 - Circulation of balance confirmations as per requirement of auditors & reconciliation of the same on receipt of confirmations	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	The details will be provided with in timelines	Audit for the financial year 2016-2017 has not been started yet. The details will be provided to the auditors as per the time lines and requirements
2 - Responding to the audits (Statutory & Internal) requirements relating to AR. (In the absence of kailash Kandoi)	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	The details will be provided with in timelines	Audit for the financial year 2016-2017 has not been started yet. The details will be provided to the auditors as per the time lines and requirements
3 - Ensuring the IFC controls relating to Debtors to be reviewed on quarterly basis.	Text			50% Compliance	70% Compliance	85% Compliance	90% Compliance	100% Compliance	there are no deviation in the process of implementation	Process have been followed as per the requirements
4 - Monthly meeting with business team PCP & Oleo to discuss the customer overdue collection plan	Text			.	With in 15 working days	With in 12 working days	With in 10 working days	.	Reduction in overdue receivable	Regular Mails, call & meeting were conducted to reduce the outstanding.

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 - Generating of Overdue & Ageing Reports and Customers Ledgers on Weekly Basis.	Text			Within 4 Working Days,	Within 3 Working Days,	Every Teusday on weekly basis (CMB report to be circulated in first half & others by end of the day)	Every Teusday on weekly basis (CMB report to be circulated in first half & others by end of the day)	Every Monday on weekly basis (CMB report to be circulated in first half & others by end of the day)	Segmental overdue reports are generated on every week and is circulated to respective department for followup for payment & estimating future cash flow Customer ledger is provide as and when required	Done on regular basis every week
2 - Showing subsequent collections for opening and closing customer balances as per the requirement of auditors.	Text			3 Weeks from date of requirement	2 Weeks from date of requirement	1 Weeks from date of requirement	4 days from date of requirement	3 days from date of requirement	The details will be provided with in timelines	Audit for the financial year 2016-2017 has not been started yet. The details will be provided to the auditors as per the time lines and requirements
3 - Preparation of the Debtors Schedule for VVF Limited / expenses & provision schedule on monthly basis for Statutory MIS reporting & stock statement to bank	Text			5th Working day from closure of FI Module	4th Working day from closure of FI Module	3rd Working day from closure of FI Module	2nd Working day from closure of FI Module	.	Done on monthly basis	schedule are provided with in 02 working days

KRA Category : Customer
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 - Ensure the circulation of Balance Confirmations for customers on half yearly basis having balances more than Rs.5 Lakhs.	Text			"Above 30_09_2016 & Above 31_03_2017"	"31_08_2016 & 29_02_2017"	"31_07_2016 & 31_01_2017"	"21_07_2016 & 21_01_2017"	"15_07_2016 & 15_01_2017"	conformation were rolled out within 15 days	As per the policy conformation are rolled out twice in a year June and December. In July 121 and January 126 conformation were circulated.
2 - Ensure to get the balance confirmations from customers.	Text			.	.	"30_09_2016 & 31_03_2017"	"31_08_2016 & 29_02_2017"	"15_08_2016 & 15_02_2017"	Reply from 28 customers were received in June 2016 & 41 in Dec 2016.	Mails & follow up are done
3 - Reconciliation of variance based on confirmations received.	Text			Within 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	Done as per the variance & details provided	Done as per details provided