Employee Name : Rohan Raul
Manager's Name : Nikhil Joshi
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : Compliances & review

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 - Circulation of balance confirmations as per requirement of auditors & reconciliation of the same on receipt of conformations	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
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
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
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	.

KRA Category : Process
KRA Weightage : 15
KRA Description : Preparing debit note, Credit notes and booking commision & other expenses, filing of documents & Clearing of open entries relating to collection in bank statement.

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 - 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
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
3 - Preparing the manual DN/CN and maintaing 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
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 1 day from the date of receipt of bill
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,

KRA Category : Business
KRA Weightage : 40
KRA Description : Ensure Accounting and Reporting of all collection advices in 2 working days after Month end.

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 - 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
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
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
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
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,

KRA Category : Business
KRA Weightage : 15
KRA Description : Generating of Overdue & Ageing Reports and Customers Ledgers on Weekly Basis and Statutory Audit related work

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 - 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 Monday on weekly basis (CMB report to be circulated in first half &others by end of the day)
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
3 - Preparation of the Debtors / 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	.
4 - Customer overdue review reduction for greater than 30 days for Oleo & PCP	Text			Customer Overdue Greater than 60 Days Should be Zero	Customer Overdue Greater than 45 Days Should be Zero	Customer Overdue Greater than 30 Days Should be Zero	Customer Overdue Greater than 30 Days Should be Zero	Customer Overdue Greater than 15 Days Should be Zero

KRA Category : Customer
KRA Weightage : 15
KRA Description : Customer reconciliation & Obtaing Balance 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
1 - Ensure the circulation of Balance Confirmations for customers on half yearly basis having balances more than Rs.5 Lakhs.	Text			Above 30.09.2017 & Above 31.03.2018	31.08.2017 & 29.02.2018	31.07.2017 & 31.01.2018	21.07.2017 & 21.01.2018	15.07.2017 & 15.01.2018
2 - Ensure to get the balance confirmations from customers.	Text			.	.	30.09.2017 & 31.03.2018	31.08.2017 & 29.02.2018	15.08.2017 & 15.02.2018
3 - Reconciliation of variance based on confrmations 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

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

Employee Name	Manager's name	Employee ID	Year
Rohan Raul	Nikhil Joshi	10000692	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		2	
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	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	Training required on GST		rajeev.chaubal@vvfltd.com?Rajeev Chaubal
2			

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	