

Employee Name : Sonali Chitale
 Manager's Name : Abhay Bhudolia
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Monthly Closing Activity

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
Monthly closure of Provisions for expenses, Prepaid Expenses, Deposits, Pending OBD, Focus Product Scheme/FMS, ICD/Loans to Subsidiaries, Other Loans & Advances transactions	Text			-	-	4th working day	3rd working day	2nd working day
Loans and advances & provisions relevant schedules	Text			-	-	7th working day	6th working day	5th working day
Preparations and Review of Monthly expenses GL account related to IT expenses and Bank commission charges for VVF (India) Limited and VVF Limited.	Text			-	-	7th working day	6th working day	5th working day
Review of IFC process related to F&A	Text			-	-	Quarterly without any failure of process	Quarterly without any failure of process	Quarterly without any failure of process
4. Monthly review & closure of accounts of small group companies	Text			-	-	4th working of the next month	3rd working day	2nd working day
5 Preparation & review of VVF Limited financials	Text			-	-	6th working day	5th working day	4th working day

KRA Category : Business

KRA Weightage : 20

KRA Description : Management Reporting

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. Preparations of Related Party Schedule of VVF Ltd.	Text			-	-	15th working day	12th working day	10th working day
2. Monthly Segment Reporting of VVF India Ltd.	Text			-	-	7th working day	6th working day	5th working day
3 Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text			-	-	2nd working day	1st working day	Same day
4. Monthly Forex MIS	Text			-	-	8th working day	7th working day	6th working day

KRA Category : Customer

KRA Weightage : 20

KRA Description : 0

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 Data for Board Meeting	Text			-	-	25th of the next month at the end of quarter	22th of the next month at the end of quarter	20th of the next month at the end of quarter
2.Assisting for closure of Internal Audit relating to Corporate accounts	Text			-	-	As per agreed plan	As per agreed plan	As per agreed plan
3 Foreign Travel Advance - Handling of cash, accounting and schedule & follow up for pending settlement	Text			-	-	To keep all the foreign travel advances within 30 days ageing	To keep all the foreign travel advances within 15 days ageing	To keep all the foreign travel advances within 10 days ageing
4 Preparation & Review of monthly schedules for VVF Limited	Text			-	-	8th working day	7th working day	6th working day
5 Assisting in preparations of ABP	Text			-	-	28_02_2016	15_02_2016	31_01_2016
6. Special Assignments	Text			-	-	As & when needed	As & when needed	As & when needed

KRA Category : Customer

KRA Weightage : 40

KRA Description : Statutory Audit of VVF Limited and Group Companies FY 16

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 Statutory Audit of VVF Limited including IFC without any audit qualifications.	Text			-	-	15.08.2016	31.07.2016	20.07.2016
2 Assisting in Consolidation of VVF Limited accounts	Text			-	-	31.08.2016	15.08.2016	31.07.2016
3 Statutory Audit of small group companies including IFC	Text			-	-	31.07.2016	15.07.2016	30.06.2016
4 Assistance in XBRL Filing of VVF Limited	Text			-	-	31.10.2016	15.10.2016	30.09.2016
5 Assisting in Preperation of schedules relating to Tax Audit of VVF Limited.	Text			-	-	30.11.2016	31.10.2016	30.09.2016
6. Assisting in closure of Statutory audit of VVF India Ltd.	Text			-	-	15.08.2016	31.07.2016	15.07.2016

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

Employee Name	Manager's name	Employee ID	Year
Sonali Chitale	Abhay Bhudolia	10003212	2016-2017

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 14001, OHSAS 18001 **	EHS Team	0.5	To improve on my interpersonal behaviour
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	To be more disciplined in work as per agreed timeline.
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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			
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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	Not Applicable
Project Status Comments	

