

Employee Name : Geeta Karande
 Manager's Name : Nikhil Joshi
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : INVOICE PROCESSING OF OIL & FREIGHT BILLS

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
Accounting of Oil purchase invoices, preparing vouchers in excel for 2nd level verification	Text			Target More than 5 working days	Target Within 4 working days	Target Within 3 working days	Target Within 2 working days	Target Within 1 working day
Processing payments of oil allocation as per the allocation received & providing RTGS details to Strategic Proc, Dept. by day end.	Text			Not applicable	Not applicable	Target Within 2 working days	Target Within 1 working days	Within same day
Ensure timely accounting of of Freight invoices - a) Inter unit freight , b) Domestic Sales Freight, c) Oil purchase Freight, d) Export freight e) PCP- Marketing invoices	Text			Target More than 5 working days	Target Within 4 working days	Target 7th working days	Target 5th working days	Stretch Target within 4 working days
Processing allocation received from Freight / Export / PCP- Marketing. Clearing the vendor against payment entries or bank LC entries	Text			Not applicable	Not applicable	Target within 3 days	Target within 2 days	Target within 1 day
Level 2 Checking of Taloja Oil bills	Text			Not applicable	Not applicable	Not applicable	Target within 2 days	Target within 1 day

KRA Category : Customer

KRA Weightage : 20

KRA Description : Balance Confirmation & Reconciliation of Vendors

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 the circulation of Balance Confirmations for vendors and customers on half yearly basis having balances more than Rs.5 Lakhs	Text			"Above 30 Sept 2017 and Above 31 March 2018"	"Above 31 August 2017 and Above 28 Feb 2018"	"Above 31 July 2017 and Above 31 Jan 2018"	"Above 21 July 2017 and Above 21 Jan 2018"	"Above 15 July 2017 and Above 15 Jan 2018"
Ensure to get the balance confirmations from vendors	Text			Not Applicable	Not Applicable	"Above 30 Sept 2017 and Above 31 March 2018"	"Above 31 Aug 2017 and Above 28 Feb 2018"	"Above 15 Aug 2017 and Above 15 Feb 2018"
Reconciliation of variance based on confirmations 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

KRA Category : People
KRA Weightage : 20
KRA Description : Business Dev

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
Ensuring that the details required by statutory auditors is provided accurately as per time lines	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
Showing subsequent vendor payments for opening & Closing balance as per the requirement of auditors for Freight & Oil vendors	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
Circulation of Balance Confirmations in the auditors format and Reconciling for Freight and Oil Vendors	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
Implementation of Internal Audit suggestions as per Audit timelines.	Text			NA	NA	With in 30 days from date of suggestion.	With in 21 Days from date of suggestion.	Within 1 Week from date of suggestion.
Preparation of Cheques and Passing of bills in the absence of other members of the AP Team PCP RMPM Import bills	Text			NA	NA	Target _ 3 working days	Target _ 2 working days	Stretch Target _ 1 working day

KRA Category : Process
KRA Weightage : 20
KRA Description : Month End 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
Provision entry for freight expenses with backup from user department	Text			Not applicable	Not applicable	On 3rd working day during month end	On 2nd working day during month end	On 1st working day during month end
Preparation of freight provision schedule and freight expenses schedule	Text			Not applicable	Not applicable	3 working days after FI period closed	2 working days after FI period closed	2 working days after FI period closed
Clearing of open Vendor Advances open in the system	Text			Not applicable	3rd Working day from Closure of MM Module	2nd Working day from Closure of MM Module	1st Working day from Closure of MM Module	Not applicable
Open GRIR balances	Text			Target Above 90 Days for Domestic Bills	Target 60 Days for Domestic Bills	Target 45 Days for Domestic Bills	Target 30 Days for Domestic Bills	Stretch Target 15 Days for Domestic Bills

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

Employee Name	Manager's name	Employee ID	Year
Geeta Karande	Nikhil Joshi	10000668	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			
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	Not Applicable
Project Status Comments	