

Employee Name : AVIK BANERJEE
 Manager's Name : Abhay Bhudolia
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : Flaw Less execution(Monthly closing & 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
Ensuring monthly closing & review of books of accounts without any major deviation	Text			NA	NA	By 4th working day	By 3rd working day	NA
All monthly schedules including GIT, Provisions , Overhead Details	Text			NA	NA	7th working day of the month	6th working day of the month	5th working day of the month
Response to audit Queries related to plant operation with coordination of Plant users	Text			NA	NA	with in 5 working days after communication	with in 4 working days after communication	with in 3 working days after communication
All the required information for the completion of statutory audit and sign off: Cut off purchase/sale samples ,Inventory physical verification etc)	Text			NA	NA	with in 4 working days after communication	with in 3 working days after communication	with in 2 working days after communication
Implementation of internal audit recommendation for finance function & feedback	Text			NA	NA	95% & feedback with in seven days	98% & feedback with in seven days	100% & feedback with in seven days

KRA Category : Process

KRA Weightage : 15

KRA Description : Flawless Execution (Account Payable)

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
All Credit note /debit note and Payment verification & Cheque signing	Text			NA	NA	100% error free	NA	NA
GRIR liability closure (except Freight bills)	Text			NA	NA	60 working days for domestic bills, on next day for Oil bills	45 working days for domestic bills, on the same day for Oil bills	30 working days for domestic bills, within 2hrs from the receipt of the Oil bills
Exceptional reports need to be highlighted (material without PO/original bill , detentions)	Text			NA	NA	10th working day of next month	7th working day of next month	5th working day of next month
Open Advances Closure including employee advances As per PO Terms	Text			NA	NA	with in 30 days	with in 20 days	with in 15 days

KRA Category : People
KRA Weightage : 15
KRA Description : Self & Team Development

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
Team Development with latest GST updates	Text			NA	NA	Immediate after change	NA	NA
Completion of IDP Targets for self and team	Text			NA	NA	As per IDP	NA	NA

KRA Category : Business
KRA Weightage : 40
KRA Description : Business/Plant Support

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
Operational MIS support to plant/HO Management for better cost control, (yield, wastages, utilities, conversion cost, MOM follow up, Budget vs actual.)	Text			NA	NA	By 8th working day of next month	By 7th working day of next month	By 6th working day of next month
Preparation of yearly Plant O/H Budget with coordination of all plant user	Text			NA	NA	15th Mar 2018	28th Feb2018	31st Jan 2018
Monthly review of Physical vs actual Stocks and follow up for corrective action for deviation as per SOP	Text			NA	NA	7th working day of every month	5th working day of every month	3rd working day of every month
Managing of factory Overheads with in Budget any deviation need to highlighted	Text			NA	NA	With in budget	Saving 2%	Saving 5%
Review of IFC process at plant level	Text			NA	NA	Risk control Matrix Review As per SOP	NA	NA

KRA Category : Customer
KRA Weightage : 15
KRA Description : Statuary Compliance

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 Timely and proper entry and closing of books for Tiljala Location	Text			NA	NA	By 4th working day	By 3rd working day	NA

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
All Sale tax issuable (C F & H form Issue) for Tiljala Location till June 2017	Text			NA	NA	with in 10 days after confirmation	with in 7 days after confirmation	with in 5 days after confirmation
Ensuring Timely deposit of Statutory Dues for Tiljala Location	Text			NA	NA	with in due date	NA	NA
To conduct the ST Assessment/Audit for the VAT/Entry tax and EA & CERA Audit and Hearing for Excise/Customs at Tiljala	Text			NA	NA	As per defined dates	As per defined dates	As per defined dates

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

Employee Name	Manager's name	Employee ID	Year
AVIK BANERJEE	Abhay Bhudolia	10002004	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			
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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	
Project Status Comments	