

Employee Name : Abhay Bhudolia  
 Manager's Name : Gajendra Palo  
 Goalsheet Of Year: 2016-2017

**KRA Category : Process**

**KRA Weightage : 40**

**KRA Description : Monthly Accounts 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
1.Ensuring monthly closing and review Books of Accounts for VVF India and VVF Ltd without any major deviation.	Text			.	.	5th working day	4th working day	3rd Working day
2. Analytical Review of Monthly Schedules of Balance Sheet like Deposits, Prepaid, Loans & Advances for Subsidiaries, Provision for Expenses etc.	Text			.	.	9th working day	8th working day	7th working day
3.Ensuring Quarterly closing and review Books of Accounts for VVF India and VVF Ltd. without any major deviations	Text			.	.	7th working day	6th working day	5th Working day
4.Review of IFC process on Quarterly	Text			.	.	Quarterly without any major deviations	Quarterly without any major deviations	Quarterly without any major deviations
5. Implementations of Internal audit suggestions	Text			.	.	90%	95%	98%

**KRA Category : Business**

**KRA Weightage : 20**

**KRA Description : Overseas Subsidiary Financials**

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 Providing Support & review of Subsidiaries financials with schedules for Indonesia & Singapore	Text			.	.	12th working day	11th working day	10th working day
2. Reductions of Finance overhead costs	Text			.	.	5%	8%	10%
3. Assisting in completion Statutory Audit of foreign Subsidiary Accounts.	Text			.	.	30.09.2016	31.08.2016	31.07.2016
4. Adherence & Sign off Monthly & Quarterly compliance for Finance & Accounts team.	Text			.	.	.	.	Monthly 15th of next month & Quarterly 25th next month
5. Preparation of ABP Finance & CSS Overhead	Text			.	.	31st Mar 17	29th Feb 17	31st Jan 17
6. Reductions of Advances/Overdues & deposits	Text			.	.	As per agreed	As per agreed	As per agreed

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Statutory Compliance and Annual Budgeting**

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. Completion of IDP shared with Hemant Deshmukh- GST	Text			-	-	As per IDP Plan	As per IDP Plan	As per IDP Plan
2. Support team to complete their IDP	Text			-	-	As per IDP Plan	As per IDP Plan	As per IDP Plan
3. Ensure SAP support issue in FI, PS, FA etc modules	Text			-	-	within 5 working days	within 4 working days	within 3 working days
3. To provide SAP training to SAP users3. To provide SAP training to SAP users	Text			-	-	31.12.2016	30.11.2016	31.10..2016
5. Any other assignment given from time to time	Text			-	-	-	-	-

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Statutory Audit / Tax Audit for Group Companies in India**

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.Completion of Statutory Audit of Synergy including IFC without any audit qualifications and satisfied all audit queries & sign off.	Text			-	-	31.08.2016	15.08.2016	31.07.2016
1.Completion of VVF India Limited Audit including IFC & consolidations without any audit qualifications and satisfied all audit queries & sign off.	Text			-	-	15.08.2016	31.07.2016	30.06.2016
3.Completions of Statutory Audit for VVF Limited and all Small Group companies without any qualifications and satisfied all audit queries & sign off	Text			-	-	15.08.2016	31.07.2016	30.06.2016
4.Assisting in completion of Tax audit for all VVF group companies	Text			-	-	31.10.2016	30.09.2016	31.08.2016

Employee Name	Manager's name	Employee ID	Year
Abhay Bhudolia	Gajendra Palo	10001469	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	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

\*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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs				Yes	Anil has given lot of guidance on risk management like 1. Internal Finance Control 2. SOD compliance 3. Risk Based audit plan 4. Delegation of Authority.
2	<b>Coaching</b> through leader in own function for <b>functional</b>				Yes	Mentoring done by Charles, He explained me about other

	inputs					strengths which does not come in TOP 5
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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 Completed
Project Status Comments	GST project work is in progress. It got delayed due to changes in law and timeline by Government. At present our new target date for completion of project is 1st Jul 2017