

Employee Name : AJAY MHATRE
 Manager's Name : AVIK BANERJEE
 Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 15
KRA Description : Misc Assignment

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
Details provided to Internal as well as Statutory Auditor	Days			5	4	3	2	1
Internal and External and Bank Auditors for Stock taking activities	Days			5	4	3	2	1
Vendor Opening details and GST Update	Days			5	4	3	2	1
NSSO - Production and Rate update -monthly	Days			13	12	11	10	9
Scrap sale Collection cheques/ Demand Draft send to HO	Days			5	4	3	2	1

KRA Category : People
KRA Weightage : 25
KRA Description : General Ledger

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
Preparation of Monthly Provision working sheet and Monthly Provision Vs Actual Posting and also Utility Consumption report	Days			5	4	3	2	1
Safeguard details & Excise vs SAP sales register Reco	Days			12	11	10	9	8
Contract Workers Usage Actual Vs. Budget	Days			10	8	7	6	5
Sales Ledger Vs Sales Register Reco	Days			13	12	11	10	9
Preparation of statement for Reverse Charge Mechanism	Days			5	4	3	2	1

KRA Category : Business
KRA Weightage : 40
KRA Description : Reports

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
Inventory Ageing Report and Inventory reconciliation Statement Oil Stock	Days			6	5	4	3	2
Analysis and review of Budgeted GL and highlight the Abnormal Expenses	Days			6	5	4	3	2
Reports related for Talaja Presentation-Processing cost, NG Analysis, Slow Moving Inventory, Contract Workers, etc	Days			10	9	8	7	6
Annual Budget Process FY 2017-2018-Collection and Compiling	Text			end of jan	end of jan	end of jan	Process starts from Mid Jan	Process starts from Mid Jan
Monthly Book vs. Physical Stock statement preparation	Text			Annually	Half Yrly	Half Yrly	Qtrly	Monthly

KRA Category : Process
KRA Weightage : 20
KRA Description : Accounts 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
MIRO Invoices for Payment process (Monthly Expenses)	Days			7	6	5	4	3
Monthly Statutory Payments, Employee related Payments (PF,PT,ESIC,Outside Loan,VVF Society) and Local purchases	Days			7	6	5	4	3
Processing all Material and Service related invoices with thoroughly Check - PO details, Tax related details, QC, Pending GRN, Part-II, and Tax Query	Days			6	5	4	3	2
Canteen & Contract vendor Monthly deduction	Days			5	4	3	2	1
RCM Payment related Entries and mapping with GL Codes	Days			9	8	7	6	5

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

Employee Name	Manager's name	Employee ID	Year
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AJAY MHATRE	AVIK BANERJEE	10001944	2017-2018
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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	Yes
5	Getting Things Done		1	Yes
6	The Super Manager	Amit Sanas	2	Yes
7	Six Thinking Hats		1	Yes
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					
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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	
Project Status Comments	