

Employee Name : Rohit Sonawane
 Manager's Name : Premesh Dave
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 25
KRA Description : " MIS"

| 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 MIS on LC Outstanding Position | Text | | | Failure to comply due date without any valid reason | On or before 3rd of Next Month | On or before 2nd of Next Month | On or before 1st of Next Month | On or before 1st of Next Month |
| Provisioning of Prepaid & Accrued Interest on LC , BC, EPBG & ECB | Text | | | Failure to comply due date without any valid reason | On or before 3rd of Next Month | On or before 2nd of Next Month | On or before 1st of Next Month | On or before 1st of Next Month |
| Legal Compliance Report | Text | | | Failure to comply due date without any valid reason | 10th working day of the next Month | 7th working day of the next Month | 7th working day of the next Month | 7th working day of the next Month |
| Monitoring of entire Cash credit , Letter of credit limit / Bank guarantee | Text | | | Failure to comply due date without any valid reason | Weekly | Daily basis | Daily basis | Daily basis |
| Debt MIS | Text | | | Failure to comply due date without any valid reason | Within 2 working days of month closure | Within 1 working days of month closure | Immediately on month closure | Immediately on month closure |

KRA Category : Customer
KRA Weightage : 25
KRA Description : Banking Relations

| 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 |
|---|------|---------------|-------|--|--|--|--|--|
| Submission of renewal information to banks | Text | | | Within 7 day of requirement | Within 5 day of requirement | Within 3 day of requirement | Within 2 day of requirement | on same day |
| Submission of FFR I & II | Text | | | Did not filled the FFR | Missed the due date | On Due Date | Before due date | Before due date |
| Timely data for S4A Proposal | Text | | | Within 7 day of requirement | Within 5 day of requirement | Within 3 day of requirement | Within 2 day of requirement | on same day |
| Sacntion term Compliance | Text | | | Checking of Compliance within 4 Months | Checking of Compliance within 3 Months | Checking of Compliance within 2 Months | Monthly Monthly Checking of Compliance | Monthly Monthly Checking of Compliance |
| Stock Audit/ Valuation/ Visit arrangements | Text | | | Delay of 3 week | Delay of 2 week | Delay of week | As & when required. | As & when required. |

KRA Category : Process
KRA Weightage : 20
KRA Description : RBI 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 |
|--|------|---------------|-------|---|---|--|--|--|
| ODI & FDI REPORTINGS OF INDIAN COMPANIES TO FOREIGN SUBSIDIARY AND VICE VERSA. | Text | | | reporting within 20 days | reporting within 10 days | reporting within 7 days | reporting within 7 days | reporting within 7 days |
| SDS REPORTING OF THE FOREIGN ENTITIES UNDER THE UIN | Text | | | Within 15 Days from receipt of complete information from legal department | Within 10 Days from receipt of complete information from legal department | Within 7 Days from receipt of complete information from legal department | Within 5 Days from receipt of complete information from legal department | Within 5 Days from receipt of complete information from legal department |
| REPORTING OF CHANGES IN THE FOREIGN ENTITY. | Text | | | Within 15 Days from receipt of complete information from legal department | Within 10 Days from receipt of complete information from legal department | Within 7 Days from receipt of complete information from legal department | Within 5 Days from receipt of complete information from legal department | Within 5 Days from receipt of complete information from legal department |
| APR AND FLA FILING FOR ALL THE INDIAN AND FOREIGN ENTITIES | Text | | | Delayed by 10 Days | Delayed by 5 Days | FLA by 15 July & APR by 31 Dec | FLA by 15 July & APR by 31 Dec | FLA by 15 July & APR by 31 Dec |
| AUDIT CLEARANCE OF THE ABOVE | Text | | | with queries | With Minimum Queries | Compliance of Audit without any adverse remark | Compliance of Audit without any adverse remark | Compliance of Audit without any adverse remark |

KRA Category : People
KRA Weightage : 15
KRA Description : IDP

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|
| Environment Health and Safety * | Text | | | Missed Training | Missed Training | 1 Day Training | 1 Day Training | 1 Day Training |
| Prevention of Sexual Harassment * | Text | | | Missed Training | Missed Training | 1 Day Training | 1 Day Training | 1 Day Training |
| Getting Things Done | Text | | | Missed Training | Missed Training | 1 Day Training | 1 Day Training | 1 Day Training |
| Six Thinking Hats | Text | | | Missed Training | Missed Training | 1 Day Training | 1 Day Training | 1 Day Training |

KRA Category : People
KRA Weightage : 15
KRA Description : Fixed deposit / Accounting

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| SAP Budget uploading / Tracking of finance budget expenses | Text | | | Within 3 Days | Within 2 Days | Within 1 Day | Same day | Same day |
| Accounting of CC Interest & Processing Fees | Text | | | Within 3 Day | Within 2 Days | as when required | as when required | as when required |
| Tracking of Fixed deposit and its timely accounting | Text | | | After 10 days | After 5 days | Real time tracking | Real time tracking | Real time tracking |
| Interest calculation on all fixed deposit, accrual, TDS reconciliation | Text | | | 5rd day of next month | 3rd day of next month | 1st day of next month | on last day of month | on last day of month |

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

| Employee Name | Manager's name | Employee ID | Year |
|----------------|----------------|-------------|-----------|
| Rohit Sonawane | Premesh Dave | 10003286 | 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 | To Improve the skill |
| 6 | The Super Manager | Amit Sanas | 2 | |
| 7 | Six Thinking Hats | | 1 | To Improve the skill |
| 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 | |
| Project Status Comments | |

