

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 5 days. Apr within 120 days of receipt of singed BS	Delayed by 5 days. Apr within 90 days of receipt of singed BS	FLA by 15 July. Apr within 60 days of receipt of singed BS	FLA by 15 July. Apr within 45 days of receipt of singed BS	FLA by 15 July. Apr within 30 days of receipt of singed BS
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			
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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	Interest Cost Reduction
Review date	31.03.2018
Target end date	31.03.2018
Project scope	Interest Cost reduction of Rs.1.00 Crs
Project exclusions	Bank MCLR Reductions
Project deliverables (Target at rating 3: good solid performance)	At rating 3 project deliverable is saving of interest by Rs.1.00 Crs.
What is the employee expected to learn from this project	Optimum utilisation of Funds & explore new cheap sources of Finance
Reviewer(s) name	Premesh Dave
Project Status	

Project Status Comments	
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