

Employee Name : Sameer Deshmukh

Manager's Name : Nikhil Joshi

Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Assisting in Internal and Statutory Audit.

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 that the details required by statutory auditors is provided accurately as per agreed timelines.	Days	25		5	4	3	2	1
2 Showing subsequent Payment vouchers relating to Vendors, Payrol and statutory payments like ESIC, PF, as per requirements of the Auditors.	Days	25		5	4	3	2	1
3. Responding to the internal audits relating to AP.	Days	25		5	4	3	2	1
4. Implementation of Internal Audit suggestions as per Audit timelines.	Days	25		5	4	3	2	1

KRA Category : Customer

KRA Weightage : 20

KRA Description : Month Closing Activities

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 Corporate overheads expense provisions for Monthly closing.	Days	30		5	4	3	2	1
2.Computing Reverse Charge Mechanism for VVF Ltd & details of foreign remittance of VVF India Ltd to IDT team.	Days	30		5	4	3	2	1
3.Monitoring the advances given for Insurance & transfer the same to prepaid expenses.	Days	20		5	4	3	2	1
4.Close open BRS entries.	Days	20		5	4	3	2	1

KRA Category : Business
KRA Weightage : 40
KRA Description : Accounts of overheads bill for HO/Sion & Sewree plants

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.Ensure timely booking of all Over Head Bills along with checking for accounting entries i.e tax codes, TDS, GL etc.and make payment as per allocations.	Days	25		5	4	3	2	1
2. Monitoring & Resolving the issues realting to expense bills & vouchers (GL Code / Cost Center / Budget Issues)	Days	20		5	4	3	2	1
3. Preparing cheques and accounting payments entries in the system as per allocations	Days	25		5	4	3	2	1
4.Statutory payments and Mapping or clearing of the open items relating to it in respective GL at the time of payment. (VAT Payable,CST,WCT, Service Tax, PF, ESIC etc)	Days	20		5	4	3	2	1
5.Ensuring on-line entries relating to hedging of commodities.	Days	10		5	4	3	2	1

KRA Category : People
KRA Weightage : 20
KRA Description : GRIR & Venor Advances clearing & Daily payment report

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
Circulation of Daily report for cheques & RTGS payments.	Days	50		5	4	3	2	1
Review & closing the vendor advances relating to overheads.	Days	25		5	4	3	2	1
Open GRIR clearing for Corporate & Sewree plant.	Days	25		5	4	3	2	1

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

Employee Name	Manager's name	Employee ID	Year
Sameer Deshmukh	Nikhil Joshi	10000671	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			

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

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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	