



Vruthi Consulting

NDS-Need Diagnostics Study Form

Company Name		MD/Owner Name	
Address			
Employee Numbers		Duration (hrs)	
Mail id		Mobile No:	

Please tick mark (✓) against the rating in the corresponding column
Note: 5 stand for Excellent and 1 for Poor

1. Business Management-Sales Management Aspect	Rating						
	Yes	NO	5	4	3	2	1
Is the organizational Sales team's Sales target (product segment wise) is monthly quarterly achievement always 100%?			y				
Is the Sales growth this year quarter achieved over last year?			y				
Is there sales process and Sales Monitoring system?					y		
How is the payment collection target VS achievement?						y	
2. Finance & Accounts Management							
Working capital Management: As on today are the Assets (cash on hand + Bank Balance) sufficient to meet two months operational expenses?							
Is the receivable amount from your debtors exceeding two months of your operational expenses and sales?							
Are you facing liquidity crunch due to capital locked in inventory of non moving stocks, Finished goods?							
Are there effective accounting procedures to control & monitor?							
Is Book Keeping methods are sufficient to meet industrial standards?							



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Is the operational cost over last year increased? Is there any system to control and monitor?							
3. Business Management							
During the same quarter last year, was your net profit higher than the present quarter?							
Is your business (Business Potential Vs. Actual Performance) performance is as per plan.							
Is there method for overall Business management to measure performance.							
Is there business growth plan projected for three years business plan with strategies to achieve?							
Is there Business development process to increase customer base, existing, new customer business?							
Do you have system to improve skills of sales & marketing team by selling skills training?							

4. Human Resource management a) Payroll & Grading	Rating						
	Yes	NO	5	4	3	2	1
Is there process of grading, career planning, in pay roll Management?							
Do you have Role specific JD (Job description) key deliverables Role definition, Position description?							
Is there system to link payroll to employee productivity measurement?							
Is there method to upgrade employees job with skill competency mapping & developing Job skills							
Are there monthly tools for Employees time log with productivity matrix?							
4. Human resource management b) Performance management							



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Do you have a well-defined Objectives based Performance Appraisal System to measure performance of the employee with Monthly appraisal?							
Is there employee specific dashboard – Scorecard with KRA (Key result Areas/KPI- Key performance Indicator measurement)?							
4. Human resource management c) Training & development							
Is there regular training on functional and soft skills for employees development?							
Is there managerial/Leadership Training imparted to first level and second level staffs?							
Is your organization wants the skills and attitude of staffs to be upgraded to meet your expectations?							
5. Legal Tax and statutory Compliance							
Is your Company have system to comply with all legal and statutory norms for businesses to operate successfully							
Is your organization has Statutory Compliance tracking tool for tracking and monitoring the completion status.							
Is there training and orientation given for all legal,& statutory compliance?							

Note: Free confidential NDS report as document given to you: Upon submission of this questionnaire dully completed by you, we would prepare qualitative comprehensive diagnostic study report on the current scenarios, indicating concern areas and its implications with suggestion & recommendation for