

10002295 Bhavin Malaviya

Employee Name : Bhavin Malaviya Manager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 06-May-2017

KRA Category : Customer

KRA Weightage : 15

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Procure ment OTIF for DAMAN unit	Text			Less than 91 %	93%	95%	98%	Morethan 98%	95%	as per uplodged data file we have secure average 95 % during year
2. Achieve RM inventory of 20 days	Text			22	25	20	19	18	19.7 days	As per file attached rm days 19.7days average for year 16
3. Achieve PM inventory of 15 days	Text			17	16	15	14	13	16.1	Inventory in pm is one days ahead of target but we have achived less than last year target
To impose stringent control to have a better cost reduction on consumable /Valued items	Text			Reduction Less than 6%	Reduction 8%	Reduction 10%	Reduction 12%	More than 12%	22%	Achived by stringent control on consumable achivedd good amount compare than last year

KRA Category : Business

KRA Weightage : 15

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	Actual achievement of year end	Appraisee comment on actual achievement
Reduction in manpower Utilisation	Text			<5%	6%	8%	10%	12%	10.83	Having full production target in DAL reduction achieved more than 10 % over the year
Every month After 10 th	Text			Every month before 8 th	Every month before 5 th	Every month before 5 th	Every month before 3 rd	Every month before 2 nd	83	out of 12 month 10 times we have fulfill the complinace report as per deadline
Timely updation data in system	Text			After 5 Days	After 3 _5 Days	with in 3 days	with in 2 days	1 Day	98.39%	out of 12 month 10 times we have fulfill the report as per deadline
Ageing Inventory anyalysisof inventory and Liquidation plan	Text			Every month After 15 th	Every month before 12	Every month 10 th	Every month before 8 th	Every month before 5 th	before 8	Aeging anylsysys is joitly done with account team on timely

KRA Category : Process

KRA Weightage : 40

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	Actual achievement of year end	Appraisee comment on actual achievement
Internal and External Audit compliances - EA 2000, CERA	Text			Major Observation with Duty Impact, other than interpretational nature	Major Observation with Duty Impact, other than interpretational nature	Minor observation of other than interpretational duty Impact	Minor Observation	No any observation And No duty impact	minor observation	Excise Internal EA 2000 conducted during this year and there is only minor observation finding by the excise audit party as per attached report.
External Audit compliances for state Excise (malpani Association)	Text			Major Observation with Duty Impact, other than interpretational nature	Major Observation with Duty Impact, other than interpretational nature	Minor observation of other than interpretational duty Impact	Minor Observation	No any observation And No duty impact	minor observation with out duty impact	During the financial year malpani associate audited two time fr the year and there is nly small pint observe in his audit observations.
Timely and correct submission of returns to Central Excise and State Excise	Text			-	-	on due date	-	-	on due date	we have submitted Central excise audit on timely basis. in state Excise few are delayed due to nonavailability of our State Excise officer only
Ensure to provide monthly compliance timely	Text			after 15 th working days	after 10 th working days	before 10 th working days	before 7 th working days	before 5 th working days	before 10 wrking days	majority of complinace report send to HO on or before 10 th but few dealyed
update and maintain statutory registers as per Central Excise and State Excise	Text			-	-	-	-	-	100%	we have timely upadated all statutory register as well as all books for both excise records on timely and day to day basis
timel avilment and utilisation of cenvat credit	Text			-	-	To avail all eligible credit accured by 25th within the same month	To avail all eligible credit accured by 27th within the same month	To avail all eligible credit accured by 29th within the same month	91.5	Availment of Cenvat credit on the daily basis as well taken cenvat credit before month end ontime

KRA Category : People
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Compliance automation and monitoring State Excise compliance as per the IDP Project.	Text			-	-	As scheduled in IDP	-	-	as per sheduile	IDp project completed on timely
Ensure timely completion of the teams IDP	Text			-	-	As scheduled in IDP	-	-	as per shedule completeed	IDP project cmpliance ontimely with ordination with team memebtrs

KRA Category : Process
KRA Weightage : 15 _

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	Actual achievement of year end	Appraiser comment on actual achievement
Guidance and training to team member	Text			.	.	On or before 01 mar 2017	On or before 15 Feb 2017	On or before 1 Feb 2017	time limit for implement is delayed by Government	I have taken effort to prepare your self and team member for GST implementation. in this we have taken Initiative and attended 3 GST seminar with team members.
to make understand the concept of GST to other dept owner at plant level	Text			.	.	On or before 01 mar 2017	On or before 15 Feb 2017	On or before 1 Feb 2017	on	Organised one training session at Plant level for all other related stake holder dept members to under concept of GST.
Readiness and Implementation of GST	Text			.	.	by 31st Mar 2017	after 31 March 2017	after 31 March 2017	implementation of GST Delayed up to July	As per Central Government guide line implementation of GST Delayed up to July

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

Answer:-

2. I have gone the extra mile to help my colleagues/team/organization by:

Answer:-

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

Example1:-we have Account office is on 4 th floor hence all vendors (Driver/ Local vendors) movement was Serious threat. Present office was built as temporary partition on roof, hence in rainy season heavy water leakages from side/roof.No dedicated space for server room.Innovation : Behind Parishad (Small Conference room) there was packing activity of J&J product which was discontinued before 8-9 years, Since then, the space was occupied with Old machines of J&J, lab items (Documents/chemicals, samples etc) we have has put thoughts to utilise the space for office purpose, hence we have done the activity like removal of Assets, taking J & J in confidence, layout preparation etc. After all this we have find out all old frames , glasses window doors, partition in scap to use and build the office. we have used all old partition and wooden items to build office, in this we have not given any direct contract but to hire only carpenter and fabricator.we have made good presetable office.

Example2:-We have last year two external audits conducted one by Central excise dept and another was from our internal auditor malpani association. During the audit team visited we have shown total openness to show them all full of records what they want to audit. In this team has to totally shown openness in daily routine works that what they are doing is correctly going on or not. In that if any wrong mistakes would happen and not highlighted during audit and it will be lead to majorly financial impact like interest, heavy penalty to the company. in this all activity we have successfully completed both audit and we have received only minor observation without any duty impact.

4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:

Example1:-Johnson Baby Oil 14 batches mfg in may -2013 and was rejected for Sales. Johnson given a decision to reject all batches after root cause analysis. we applied for remission of duty against rejected Johnson's Baby Oil with Vitamin E of Rs. 781867/- .As per routine process by the department we have complied all the process step by step including personal hearing at Commissionerate of Central Excise And Custom office, Daman.After All this Finally in month of December we are able to convince the commissioner's office for giving us permission for remission of duty of Rs. 781867/- . And we got it. we have destroyed the all finished Good in the presence of the Assistant commissioner of central Excise daman with all legal formalities given in remission order.This is the first case of obtaining permission for this type of product by this Commissionerate office in a short period of 1.5 years.

Example2:-I have taken personal interest as well as for the related team member who is effected in new financial transformation of Indirect taxation.. I have personally taken Initiative to learn and team to preparation of GST regime. In this role my self and team member jointly attend 3 diff. topic of GST in outside faculty to understand and how to impact in our business.

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

Employee Name	Bhavin Malaviya	Manager's name	Shashibhushan Sharma
Employee Code	10002295	Year	2016-2017

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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2	For Better data analysis & ageing	Yes	its good and very helpful full training to analyse data and ageing purpose.
6	Environment Health and Safety *	EHS Team	1	OK	Yes	sunil katekari
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	OK	Yes	puranmal sharma

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
12	The Super Manager	Amit Sanas	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	Program Completed	Reviews
1				undefined	undefined
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	shashibhushan.sharma@vvfltd.com	4	Up to March-17	Yes	Attended 3 Outside training session for GST and one missed due to on long leave taken by HOD. we will take balance in next session due to delayed in GST implementation by Government.
2	Coaching through leader in own function for functional inputs		Array			

Part C: Development through action learning projects

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Project Title	Statutory compliance Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs)
Review date	31/10/2016
Target end date	30/11/2016
Project scope	Developing automation system for Direct and Indirect Taxation. It include monthly updating compliance report in compliance automation system by the user and enable the management for online review of compliances along with supporting (Challans/ Returns/ Assessment Status & Statutory Forms Status etc.)
Project exclusions	1. Meetings with Functional persons for respective functional inputs 2. Finalising Template for uploading in the system 3. With the help of IT, testing and final uploading the Compliance Report 4. Regular Review and Monitoring
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	Completed
Project Status Comments	<ul style="list-style-type: none"> • The company is following manual process for reporting of compliances under the various statutory Acts. • The said teams have reviewed the complete requirement for conversion of this manual reporting system into SAP generated one • The team has developed one master for each direct and indirect taxation in quality server • These masters were tested to create periodical reports in SAP. This reporting system was found compatible with the project objective • The tested project is available for transfer to production server • The testing of the project was completed in the month of November but due to other exigent activities the consent to go live could not be obtained till March 31st 2017 • The project is meeting requirement of reporting and will be transferred into the server by 31 May 17.