

Employee Name : Sanjeev KangoManager's Name : Sanjeev Kango  
Goalsheet Approval Date : 05-Dec-2016

**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
Ensuring monthly closing & review of books of accounts without any major deviation	Text			.	.	By 4th working day	By 3rd working day	.
All balance sheet schedules including GIT, Provisions , Overhead Details	Text			.	.	7th working day of the month	6th working day of the month	5th working day of the month
Response to audit Queries related to plant operation with coordination of Plant users	Text			.	.	with in 5 working days after communication	with in 4 working days after communication	with in 3 working days after communication
All the required information for the completion of statutory audit and sign off: Cut off purchase/sale samples ,Inventory physical verification etc)	Text			.	.	with in 4 working days after communication	with in 3 working days after communication	with in 2 working days after communication
Excise vs finance Sale reco circulation on Monthly basis	Text			.	.	with in 12working days after communication	with in 10 working days after communication	with in 7 working days after communication
Implementation of internal audit recommendation for finance function & feedback	Text			.	.	95% & feedback with in seven days	98% & feedback with in seven days	100% & feedback with in seven days

**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
Completion of IDP Targets for self and team	Text			.	.	As per IDP	.	.
Team Development with latest tax updates	Text			.	.	Immidiate after change	.	.

**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
All Credit note /debit note and Payment verification (2nd Level) & Cheque signing for baddi location	Text			-	-	100% error free	-	-
GRIR liability closure (except oil bills)	Text			-	-	60 working days for domestic bills	45 working days for domestic bills	30 working days for domestic bills
Exceptional reports need to be highlighted (material without Po/original bill , detentions)	Text			-	-	10th working day of next month	7th working day of next month	5th working day of next month
Open Advances Closure including employee advances As per PO Terms	Text			-	-	with in 30 days	with in 20 days	with in 15 days

**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
Ensuring Timely and proper entry in accounting books of vat/Tds/Service tax/WCT/Entry Tax & circulation of compliance report	Text			-	-	With in 10 working days of month & 30 working days of quarter	With in 7 working days of month & 20 working days of quarter	With in 5 working days of month & 15 working days of quarter
Ensuring Timely deposit of Statuary Dues & Filing Vat//WCT/Entry Tax returns	Text			-	-	with in due date	-	-
All Sale tax issuable (C F & H ,E1form Issue)	Text			-	-	with in 10 days after confirmation	with in 7 days after confirmation	with in 5 days after confirmation
Sale tax form pendency report prepration and circulation	Text			-	-	fortnightly basis (15th & 30th working day )	fortnightly basis (10th & 20th working day )	fortnightly basis (5th & 10th working day )
Sale tax assessment of 2011-12 to be completed	Text			-	-	31st jan_2017,	31st dec_2016,	30th Nov_2016,

**KRA Category : Business**  
**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
Operational MIS support to plant/HO Management for better cost control, (yield, wastages ,utilities, conversion cost , MOM follow up ,Budget vs actual .)	Text			-	-	By 8th working day of next month	By 6th working day of next month	By 5th working day of next month
Preparation of yearly Plant O/H Budget with coordination of all plant user	Text			-	-	28th feb_2017	31st Jan_2017	31st Dec_2016

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 review of Physical vs actual Stocks and follow up for corrective action for deviation as per SOP	Text			-	-	7th working day of every month	5th working day of every month	3th working day of every month
Managing of factory Overheads with in Budget any devition need to highlighted	Text			-	-	With in budget	Saving 2%	Saving 5%
Review of IFC process at plant level	Text			-	-	Risk control Matrix Review As per SOP	..	-