

10003124 Sudesh Nair

Employee Name : Sudesh NairManager's Name : Snehchandra Shah

Goalsheet Approval Date : 11-Apr-2017

**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
Continuously developing interpersonal skills	Text			None	None	As per IDP plans	None	None	5 rating as 100% IDP completed successfully	effectively using tools provided in the training session to the best of my ability

**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	Appraisee comment on actual achievement
Reconcile and confirm the eligibility of Drawback claims	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month	4 with more than 90% of time necessary details were provided by the end of 2nd day of every month	Ensured to provide on 2nd of every month subject to 2nd being a working day
Monitor Drawback claim receipts from customs	Text			None	None	As per customs disbursement schedule	None	None	Successfully monitoring and ensured that each and every drawback claim received by different customs ports are properly accounted by finance	Details and other information provided to finance on same day when drawback claim credited with our bank account.
Port wise submission of proper Bank realised certificates as per drawback received to customs authority	Text			None	None	Half early by 10th of Oct and 10th of April	None	None	BRCs of all drawback received shipments submitted at respective customs port till December 2016	For received drawback claims necessary BRCs submitted to respective customs. Acknowledgement pending for two under foll

**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
EP copies for customs teams	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late	100% Fully successful with no case where payment realized/BRC uploaded and documents is pending to be received from exports	Strictly ensured that required shipping docs are available well before realization and further availability of BRC at online DGFT site
Timely BRCS uploading by banks through Finance team	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late	Above 80% BRCS uploaded without delay	20% case are those with DENA bank where payment was realized and BRCS not uploaded due to bank internal system issue. That is now sorted out successfully

#### 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	Actual achievement of year end	Appraisee comment on actual achievement
Co-ordination with customs team and finance to obtain documents for filing of application	Text			None	None	60 days from LEO date/Realisation which ever is late	45 days from LEO date/Realisation which ever is late	30 days from LEO date/Realisation which ever is late	More then 80% successful with cases of all documents received for application	20% case are those with DENA bank where payment was realized and BRCS not uploaded due to bank internal system issue. That is now sorted out successfully
Proper and eligible claim of chapter 3 incentives	Text			None	None	65 days from LEO date/Realisation which ever is late	50 days from LEO date/Realisation which ever is late	35 days from LEO date/Realisation which ever is late	More then 80% successful in applying within 50 days of availability of BRCS at site	Again 20% case were those of DENA bank where payment was realized but BRCS were uploaded late. Now sorted out successfully
Tracking and providing MIS report of chapter 3 incentives to Finance	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month	more then 90% of time details were provided by the end of 2nd day of every month	Ensured to provide on 2nd of every month subject to 2nd being a working day and closing in SAP

#### 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	Appraisee comment on actual achievement
Ensure each application for chapter 3 incentives are filed as per eligibility and proper declarations	Text			None	None	All applications double checked and no major remark from internal audit	No major rejection of claims from the department	All claims fully complied and settled	All applications are filed and licence received with double verification and required internal controls at ground level. No case of rejection other then query for HS code clarification	Due clarification provided for HS code query of highlighted product to department and under follow up at DGFT

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
Maintain proper files for all incentive claims	Text			None	None	All applications documents (BRCs, freight certificates, landing certificates and DGFT online submitted documents) available in File along with scan copies	None	None	Maintains application wise files containing necessary documents along with additional scan of EBRCs landing certificates and signed application copy	A Little concerned regarding proper place for storing these files.
Submit documents for Audit (Internal/External)	Text			None	None	As per monthly schedule 10th of every month	By 5th of every month and no major internal Audit points	No Internal/External audit points	successful in ensuring details and required documents are provide within same day and as required	Immediately on receiving of request from internal external audit team

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

<b>Employee Name</b>	Sudesh Nair	<b>Manager's name</b>	Snehchandra Shah
<b>Employee Code</b>	10003124	<b>Year</b>	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	To develop and improve skills in interaction with people	undefined	
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	For better and smart management of time	undefined	
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	OK	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5	OK	undefined	

	and cGMP **					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	SAP Import related compliance Module
<b>Review date</b>	
<b>Target end date</b>	

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	Not Applicable
Project Status Comments	