

10003231 S. Gurumurthy

Employee Name : S. Gurumurthy Manager's Name : Balasaheb Gaikwad

Goalsheet Approval Date : 18-Apr-2017

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
1. To have proper tracker mechanism for appeals to be filed before various authorities.	Text			-	-	To file all the appeals within the due dates	-	-	Completed. The tracker mechanism is in place and monitored through data updation in SAP system.	This initiative effectively supports monitoring of pending status of appeals, proper planning and completion of filing the appeals. Systematic monitoring of data updates undertaken periodically to ensure proper working of this system.
2. Analyse the orders immediately on its receipt and collate grounds of appeal for discussions with Advocates.	Text			-	-	-	-	-	Completed. All the orders received during the year have been analysed and appropriate steps have been taken.	This has been completed well within the time limit so as to ensure filing of appeal on time.
3. Co-ordinate with advocates for preparation of appeal by briefing and discussions. Finalise draft appeals received from Advocates and provide to the concerned units for filing the appeals.	Text			-	-	-	-	-	Completed	The discussions and briefing with the advocates have been completed effectively to ensure proper filing of appeal.
4. Ensure the appeals are filed within the proper time limit	Text			-	-	-	-	-	Completed. All the appeals due during the financial year have been filed within time limit	In total 17 appeals have been filed during the financial year. 8 appeals have been prepared and filed by VVF and 9 appeals have been filed engaging Advocates

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
1. To continuously educate the plant executives on handling IDT litigations and awareness of proper record keeping.	Text			-	-	This is a continuous process and requires constant monitoring and support	-	-	Completed. This is a continuous process and being carried out at regular intervals.	This is a continuous process and being carried out to ensure basic awareness of the issues on hand.
2. Involve plant executives in internal discussions to enable them to have a first hand idea about the litigations and its importance, including time lines and submission on facts.	Text			-	-	This is a continuous process and requires to be implemented for each and every appeal and reply	-	-	Completed. This is a continuous process and being carried out.	This initiative helped in creating awareness on importance of timely completion of appeals, appearance for hearings etc. This process is being undertaken with an idea that concerned plant

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										executive is having fair knowledge of the issues on hand.
3. Ensure that atleast one person in the IDT department has complete knowledge of pending litigations and actions to be taken viz., Reply to be filed, appeal to be filed, personal hearings etc.,	Text			.	.	To visit the plant (Taloja) atleast once in 2 months to analyse the knowledge level on pending litigations and update them. To other plants this needs to be done on case to case basis	.	.	Completed. This is being taken care at regular intervals.	This is a continuous process and being taken care off.
4. Ensure that knowledge is shared properly with the concerned executives so that the entire function will be process driven and not dependent on one person.	Text			.	.	This is also a continous process	.	.	Completed.	This process is a continuous one and ensured that this process is followed.

KRA Category : Customer

KRA Weightage : 15 _

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1. To ensure the litigation data base in SAP is maintained properly and continuously.	Text			Completed.	The data base maintenance is monitored regularly and ensured correctness of the data maintained.
2. Ensure the relevant documents are scanned and uploaded in to the SAP system for proper retrieval on timely basis.	Text			Completed.	The uploads is monitored regularly and ensured correctness of the documents uploaded.
3. Support fianance department in compiling contingent liability status and finalasation with auditors	Text			Completed	The contingent liability statement has been provided well within the time limit.

KRA Category : Business

KRA Weightage : 40 _

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1. Analyse the show cause notices received by the Company from Central Excise, Customs & Service Tax Authorities	Text			.	.	The target varies from notice to notice. The general time limit granted for replying to notice is 30 days from the date of	.	.	Completed	The notices have been analysed properly to enable proper reply to the notices.

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						receipt of notice. However, extensions for filing the reply are to be applied wherever the reply is not filed within thirty days. More focus should be given on quality of the reply rather than quantity. The proper facts for replying to the notice to be collated and analysed properly before filing the reply.				
2. Preliminary Study of the notice and discussions with the concerned Plant, collate the facts / data required for reply. Also study caselaws, circulars and legal precedents to enable proper reply to the show cause notice.	Text			.	.	The target varies from notice to notice. The general time limit granted for replying to notice is 30 days from the date of receipt of notice. However, extensions for filing the reply are to be applied wherever the reply is not filed within thirty days. More focus should be given on quality of the reply rather than quantity. The proper facts for replying to the notice to be collated and analysed properly before filing the reply.	.	.	Completed	This process has been completed to ensure proper reply to the notices.
3. Briefing to Advocates and discussions for preparation of reply. Finalisation of draft replies received from Advocates in consultation with the concerned units.	Text			.	.	The target varies from notice to notice. The general time limit granted for replying to notice is 30 days from the date of receipt of notice. However, extensions for filing the reply are to be applied wherever the reply is not filed within thirty days. More focus should be given on quality of the reply rather than quantity. The proper facts for replying to the notice to be collated and analysed properly before filing the reply.	.	.	Completed	Necessary briefings have been done to the Advocates to enable proper reply to the notice.
4. File the reply within the stipulated time limit. As and when deemed fit apply for extension of time limits for submitting the reply.	Text			.	.	The target varies from notice to notice. The general time limit granted for replying to notice is 30 days from the date of receipt of notice. However, extensions for filing the reply are to be applied wherever the reply is not filed within thirty days. More focus should be given on quality of the reply rather than quantity. The proper facts for replying to the notice to be collated and analysed properly before filing the reply.	.	.	The reply to the notices have been filed within the extended time limit. The notices pending for reply is regularly monitored through data update and report generation in SAP	In total 7 replies have been filed during the financial year. 3 Replies have been prepared and filed by VVF and for 4 replies Advocate's support was engaged.

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1. To have a proper tracker mechanism that all the personal hearings posted are monitored.	Text			.	.	This is a continuous process. The details of personal hearings has to be updated in the system immediately on receipt. The daily automated mails to be generated from SAP and circulated and to be monitored.	.	.	Completed.	Proper tracker mechanism is ensured through data update and report generation in SAP
2. Ensure the personal hearings are attended by the Company Executive / Advocate.	Text			.	.	It should be ensured that the personal hearings are properly represented.	.	.	Completed	In total around 50 personal hearings have been attended during the finance year (including the hearing at SC and HC). 22 hearings have been attended by VVF and for 21 hearings advocates are engaged and VVF representative also attended the hearing.
3. File Resumes / Return submissions wherever required	Text			.	.	The resume are to be filed within the agreed time limit, which will vary from case to case	.	.	Completed.	The resume has been filed as and when required.
4. Obtain suitable adjournments in case the hearing is not attended and will be attended on a later date	Text			.	.	If it decided that the personal hearing cannot be attended ensure that adjournment requests are made	.	.	Completed	Adjournments have been sought whenever necessary.
5. Co-ordinate with advocates for discussions on the matter for proper appearance and submissions	Text			.	.	This is a continuous process.	.	.	Completed	Ensured proper discussions with the Advocates before proceeding for the hearings.