

10002558 Dnyaneshwar Kadam

Employee Name : Dnyaneshwar KadamManager's Name : DATTA MANE

Goalsheet Approval Date : 15-Apr-2017

KRA Category : People

KRA Weightage : 20 _

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
Required this training to improve the myself.	Text			None	None	as per IDP	None	None	3	No i am not attending the training because i have urgent work for Division.

KRA Category : Customer

KRA Weightage : 20 _

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
Keep track Exim budget and arrange Service Purchase Requisition,Service PO for miscellaneous requirements.	Text			None	None	Monthly report on budget / with in 1 day of the request received	None	None	3	As & when required to check the Budget & create the Purchase requisition & Service Po & Stationery IV.
Provide documentation for internal & External audit	Text			None	None	By 10th of Every month.	None	None	3	As & when required.
All Excise Record are monthly & Effectively maintained.	Text			None	None	Confirmation by 5th every month.	None	None	3	Daily Basis.

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
Availment of eligible cervat credit on Input & Input Services.	Text			None	None	All receipt upto 25th in the month by the month end.	All receipt upto 28th in the month by the month end.	All receipt upto 29th in the month by the month end.	5	Timely Availment.

KRA Category : Process
KRA Weightage : 20 _

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
Verification of input documents with receipt to cervat credit Rule.	Text			None	None	Verification documents and for exemption check to confirm with in 2 working days from receipt of document.	Verification documents and for exemption check to confirm with in 1 day from receipt of document.	Verification documents and for exemption check to confirm on the same day of receipt of document.	5	To checking the all document up to Jan-2017.