

Employee Name : Sunjjeo Patil
Manager's Name :
Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 20

KRA Description : To Maintain litigation Database properly

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
Proper maintenance of the litigation records both in hard as well soft copy.	Text			NA	NA	within 5 working days from receipt of the documents (SCN/Orders/Communications)	within 3 working days from receipt of the documents (SCN/Orders/Communications)	within 1 working days from receipt of the documents (SCN/Orders/Communications)
Creation and updation of the entries in SAP legal case module and uploading the soft copies	Text			NA	NA	within 5 working days from receipt of the documents (SCN/Orders/Communications)	within 3 working days from receipt of the documents (SCN/Orders/Communications)	within 1 working days from receipt of the documents (SCN/Orders/Communications)

KRA Category : Business

KRA Weightage : 20

KRA Description : Data entry, data analysis related to various pending issues.

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
To Collect the data from plant	Text			NA	NA	Within 7 working days from requirement.	Within 5 working days from requirement.	Within 3 working days from requirement.
To analyse the data	Text			NA	NA	Within 7 working days from requirement.	Within 5 working days from requirement.	Within 3 working days from requirement.
Preparation of reports as per requirement of the case	Text			NA	NA	Within 7 working days from requirement.	Within 5 working days from requirement.	Within 3 working days from requirement.

KRA Category : Customer

KRA Weightage : 40

KRA Description : To Prepare & Generate the Various Reports

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
Preparation of Compliance report.	Text			NA	NA	within 07 working days.	within 05 working days.	within 03 working days.

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
Preparation of Contingent liability report.	Text			NA	NA	within 07 working days.	within 05 working days.	within 03 working days.
To support to accounts department at the time of statutory Audit for Contingent liability & Caro reporting	Text			NA	NA	within 07 working days.	within 05 working days.	within 03 working days.

KRA Category : People

KRA Weightage : 20

KRA Description : To followup with Advocates for Reply & Appeals to be filed.

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
For Reply of SCN	Text			NA	NA	within 30 days.	within 15 days.	within 05 days.
For Appeals at Commissioner & Commissioner (A)	Text			NA	NA	within 90 days.	within 60 days.	within 30 days.
For Appeals at CESTAT, High Court & Supreme Court.	Text			NA	NA	within 180 days.	within 90 days.	within 60 days.

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

Employee Name	Manager's name	Employee ID	Year
Sunjieo Patil		10000173	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	I want to support & Learn for the upper

				management.
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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
1			
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					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
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	
Project Status Comments	