

10002935 Rupesh Acharekar

Employee Name : Rupesh AcharekarManager's Name : Rajeev Chaubal

Goalsheet Approval Date : 13-Apr-2017

**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	Appraiser comment on actual achievement
1 Preparation of VAT/CST/Entry tax/WCT-TDS Return for Maharashtra	Text			21 th of Every month	20th th of Every month	19th th of Every month	18th of Every month	16th of Every month		
2 Preparation of VAT/CST/Entry tax/WCT-TDS Payment for Maharashtra	Text			22th of Every month	21th of Every month	20th of Every month	18th of Every month	17th of Every month		
3 Co-ordination in Completion of Maharashtra VAT Audits without any qualification 15-16	Text			After 10th Dec 2016	10th Dec 2016	5th Dec 2016	15th Nov 2016	01st Nov 2016		
4 All type of Concessional forms received updated in system	Text			within 5 days of Receipt	within 4 days of Receipt	within 2 days of Receipt	within 1 days of Receipt	on same date update in system		
5 All type of Concessional forms issued updated in system	Text			within 5 days of Issue	within 4 days of Issue	within 2 days of Issue	within 1 days of Issue	on same date update in system		

**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	Appraiser comment on actual achievement
1. Automation of Indirect tax compliances Report in regard VAT/CST/ENTRY TAX/WCT-TDS	Text			15th Dec 2015	30th Nov 2016	15th of Nov 2016	31st Oct 2016	15th Oct 2016		
2. Support in Half day training on VAT/CST/WCT/Tax Codes to Procurement / Accounts Payable Team	Text			31/12/2016	30/11/2016	31/08/2016	31/07/2016	30/06/2016		

**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	Actual achievement of year end	Appraisee comment on actual achievement
1 CST Refund filing Jan-16 to Mar-16	Text			30st Sep 2016	31st Aug 2016	31st Jul 2016	20 st Jul 2016	10th Jul 2016		
2 CST Redunf filing Mar-16 onward	Text			30th Dec 2016	30th Nov 2016	31th Oct 2016	30th Sep 2016	15th Sep 2016		
3 Creation of new tax code in co-ordination with purchase team	Text			Create tax code in week	Create tax code next three days	Create tax code next two days	Create tax code next day	Create tax code same day		
4 MVAT Assessments of 2010-11, 11-12 & 12-13	Text			After 31st Mar'2017	Atleast close two assessment before 31st Mar 2017	Atleast close two assessment before 28th Feb 2017	Atleast close two assessment before 31th Jan 2017	Atleast close two assessment before 31th Dec 2016		

**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
1 Monthly pass Closing entries in respect of VAT/CST/Entry tax/ Input tax credit utilisation	Text			5th of every month	4th of every month	3rd of every month	2th of every month	1st of every month		
2 Preparing & review of all financial Schedules in respect of VAT/CST/Entry tax/ Input tax credit for all plants	Text			12th of every month	10th of every month	8th of every month	6th of every month	5th of every month		
3 Preparation monthly Compliance report for Maharashtra state	Text			15th of following month	12th of following month	10th of following month	6th of following month	4th of following month		
4 Preparation Quarterly Compliance report for Maharashtra state	Text			After 13th day after every Quarterly	13th day after every Quarterly	12th day after every Quarterly	10th day after every Quarterly	8th day after every Quarterly		
5 Vendor and Customer code approval for VAT/CST TIN	Text			Next day	within 5 hours in same day	within 2 hours in same day	within 1 hours in same day	within 1/2 hours in same day		
6 Co-ordinate with statutory auditor / Tax auditor for resovle query	Text			query resolved in week	query resolved to next 5 days	query resolved to next 2 days	query resolved to 1 day	query resolved in same day		
7 Preparation of all type of forms Receivable Report	Text			17th and 30th of every month	15th and 29th of every month	12th and 28th of every month	10th and 25th of every month	08th and 20th of every month		

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

<b>Employee Name</b>	Rupesh Acharekar	<b>Manager's name</b>	Rajeev Chaubal
<b>Employee Code</b>	10002935	<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	Need to interactive with Government department as well as auditors & other supporting departments		
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	NA		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	NA		
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing	ASHOKR AO PATIL	0.5	NA		

	g Practices (GMP +) 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					
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>	
<b>Review date</b>	

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	