

10000684 Anil Ajmera

Employee Name : Anil AjmeraManager's Name : Gajendra Palo

Goalsheet Approval Date : 21-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
1 Completion of IDP of team member (Rubina Shaikh)	Text			.	.	Maintaining IA Tracker	Maintaing IA Tracker+ supporting in Follow up)	Maintaing IA Tracker+supporting in follow up+value added recommendation for process improvement and implementation	4	Rubina is maintaining tracker and providing support in follow-up
2 IFC Training to all process owner	Text			< 70% process owner	70% of process owner	80% of process owner	90% of process owner	All process owners	5	Training given to all process owner, presentation given 15 nos
3 Completion of IDP self (Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs))	Text			3/31/2017	2/28/2016	12/31/2016	11/30/2016	10/31/2016	3	<ul style="list-style-type: none"> The company is following manual process for reporting of compliances under the various statutory Acts. The said teams have reviewed the complete requirement for conversion of this manual reporting system into SAP generated one. The team has developed one master for each direct and indirect taxation in quality server. These masters were tested to create periodical reports in SAP. This reporting system was found compatible with the project objective. The testing of the project was completed in the month of November but due to other exigent activities the consent to go live could not be obtained till March 31st 2017. The project is meeting requirement of reporting and will be transferred into the server by 31 May 17.

KRA Category : Process

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. IFC Review	Text			.	.	Quarterly review	Quarterly review+ 90% compliance	Quarterly review+100% compliance	4	IFC Review done quarterly, Overall compliance noted 90%+, reports are send through mail to all process owners
2. Implementation of Internal Audit Observations	Text			<80%	80_90%	90_96%	96_98%	>98%	4	Internal Audit Observation highlighted by Deloitte team was noted 96-98%, Board Follow-up report validate the same, However, audit observation highlighted by us are noted less implemented
3 Monthly closure of FA books	Text			.	.	2nd working days	1st working day	1st working day + Schedule with analysis	4	Monthly closure completed on 1st working day in most of the cases, but except in 2-3 months it was done on 2nd working day. These are the cases where depreciation was run on 2nd working day though working was completed on 1st working day or prior. May be confirmed through check list maintained by Accounts
4. Compliance review	Text			.	.	Quarterly report	Quarterly review+ 70% compliance	Quarterly review+80% compliance	5	Report was circulated quarterly, compliance was ensured, compliance reports validate the same of action taken. There was hardly any routine work non-compliance, but definitely some strategic decision to be taken by top management for compliant on legacy issues

KRA Category : Business
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. Overall Insurance cost as per budget (As per existing policy)	Text			>4.16 cr	3.39 cr_ 4.16 cr	3.06 cr_3.39 cr	3.06 cr_ 2.26 cr	<2.26 cr	5	Overall insurance cost comes in FY 2016-17 Rs.1.9 crores
2. Claim settlement (Reference Claim date)	Text			.	.	Within time limit	.	.	5	All the claims were settled in minimum time. Additional efforts were taken to settle Baddi Fire claim which was not claimed by Baddi team and got settled. Also Talaja Plant insurance claim was got settled which was rejected by Insurance Company earlier. In addition Indonesia Plant premium which was asked to paid in advance was stop by intervening with Insurance

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
										companies in Indonesia. Also Synergy and VVF Ltd all the portfolio and Insurance claims got settled
<25 lakhs	Text			>12 months	9_12 months	8_9 month	6_8 months	< 6 months	5	Claim arise less than 25 Lakhs and got settled
25-50 lakhs	Text			>18 months	15_18 months	9_15 month	7_9 months	<7 months	5	No claims of higher amount
50-100 Lakhs	Text			>30 months	24_30 months	15_24 month	12_15 months	<12 months	5	No claims of higher amount
>100 Lakhs	Text			>36 months	30_36 months	24_30 months	21_24 months	<21 months	5	No claims of higher amount

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. Timely completion of project proposal	Text			More than 7 working days	within 7 working days	within 5 working days	Within 4 working days	within 3 working days	5	All the proposals were through within 3 days except two big proposals i.e. Taloja Turbine and Daman Dettol Building which was finally rejected/ Hold
2 Ensure timely submission of Fixed Asset details to stakeholders	Text			Delayed by more than 3 working days	Delayed by 3 working days	Within mutually agreed time (7 working days or above)	3 working days prior to target date	1 working days	4	All the details sought by Indirect Taxation, Direct Taxation, Accounts were provided within 3 working days. No case is evidenced which shows delay from Fixed Asset team side. Also all the request of Project for reshuffling of budget was done on the same day
3 Meeting management expectation in terms of Management audit, Insurance and other issues	Text			.	.	Just meeting expectation	Meeting expectation with cost saving , process improvement or value added recommendation	Meeting expectation with cost saving , process improvement recommendation and implementation	5	Extra efforts were taken on Oleo Review, Third party Oil procurement Review, Taloja Plant stock Audit. Many recommendation and process improvement measures were suggested and implemented