10002004 AVIK BANERJEE

 ${\bf Employee\ Name: AVIK\ BANERJEEManager's\ Name: Madhulika\ Pathak}$

Goalsheet Approval Date: 11-Apr-2017

KRA Category : Process KRA Weightage : 15 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				у	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance	·				, and the second	achievement
description										
Ensuring monthly	Text					By 4th working day	By 3rd working day			
closing & review of										
books of accounts without any major										1
deviation										
All balance sheet	Text			•		7th working day of	6th working day of	5th working day of		
schedules						the month	the month	the month		1
including GIT, Provisions,										1
Overhead Details										
Response to audit	Text					with in 5 working	with in 4 working	with in 3 working		
Queries related to						days after	days after	days after		1
plant operation with cordination of						communication	communication	communication		
Plant users										
All the required	Text			•		with in 4 working	with in 3 working	with in 2 working		
information for the						days after	days after	days after		1
completion of statutary audit and						communication	communication	communication		
sign off: Cut off										1
purchase/sale										
samples ,Inventory										1
physical verification etc)										
Excise vs finance	Text			t.	l	with in 12working	with in 10 working	with in 7 working		-
Sale reco		1				days after	days after	days after		I
circulation on						communication	communication	communication		1
Monthly basis	1	1								l
Implementation of	Text					95% & feedback	98% & feedback	100% & feedback		i
internal audit	1	1				with in seven days	with in seven days	with in seven days		I
recommendation for finance function										1
& feedback										1
a recupack										

KRA Category : Customer KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Ensuring Timely and proper entry in accounting books of vat/Tds/Service tax/WCT/Entry Tax & circulation of compliance report for Tiljala Location	Text					With in 10 working days of month & 30 working days of quarter	With in 7 working days of month & 20 working days of quarter	With in 5 working days of month & 15 working days of quarter		
Ensuring Timely deposit of Statutary Dues & Filing Vat//WCT/Entry Tax returns for Tiljala Location	Text			•		with in due date				
All Sale tax issuable (C F & H form Issue) for Tiljala Location	Text					with in 10 days after confirmation	with in 7 days after confirmation	with in 5 days after confirmation		
Sale tax form pendency report prepration and circulation for Tiljala	Text					fortnightly basis (15th & 30th working day)	fortnightly basis (10th & 20th working day)	fortnightly basis (5th & 10th working day)		
Sale tax assessment of 2011-12,2013-14 for Tiljala to be completed	Text					31st jan_2017,	31st dec_2016,	30th Nov_2016,		

Key Performance Indicator (KPI) description	Unit	KPI Weightage	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Timely and correct submission of all Excise Related Returns and 3 way Reco for Tiljala	Text				Within Due dates				
To conduct the ST Asessment/Audit for the VAT/Entry tax and EA & CERA Audit and Hearing for Excise/Customs at Tiljala	Text				As per defined dates	As per defined dates	As per defined dates		

KRA Category : Process KRA Weightage : 15 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance	O	Weightage	7 4.40	Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				V	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance	Improvement	1 onomianos	l onomanoo	1 onomiano	or your ond	achievement
description				1 Chomianec						donicvenient
All Credit note	Text					100% error free				
/debit note and	TOAL				 	10070 01101 1100	<u> </u>	<u> </u>		
Payment										
verification (2nd					1					1
Level) & Cheque signing										
GRIR liability	Text			1.	l	60 working days	45 working days	30 working days		†
closure (except oil						for domestic bills	for domestic bills	for domestic bills		
& Freight bills)					1					1
Exceptional reports	Text					10th working day	7th working day of	5th working day of		
need to be					1	of next month	next month	next month		1
highlighted (material without										
PO/original bill ,					1					1
detentions)										
Open Advances	Text			-		with in 30 days	with in 20 days	with in 15 days		
Closure including employee					1					1
advances As per										
PO Terms										
Monitoring and	Text					within 2days	within 1day	within same day		
resolving IT related Issues-Tiljala					1					1
issues-riijaia										
					<u> </u>			<u> </u>		<u> </u>
Liasoning for Import for docume	Text			·	l·	As & when required	As & when required	As & when required		I
ntation,checking					I	required	required	required		I
clearance ,Legal					I			ĺ		I
proceedings for					I			ĺ		I
Import clearance(if					1					1
any)-Tiljala										

KRA Category : People KRA Weightage : 15 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				,	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance						achievement
description										
Completion of IDP Targets for self	Text					As per IDP	·			
and team										
Team Development with	Text					Immediate after				
latest tax updates						change				
· .										

ı	Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
ı	Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
ı	Indicator				у	Improvement	Performance	Performance	Performance	of year end	actual
ı	(KPI)				Performance						achievement
ı	description										

KRA Category : Business KRA Weightage : 40 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				V	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance					, , , , , ,	achievement
description				1 onomianos						domovomon
Operational MIS	Text					By 8th working	By 7th working	By 6th working		
support to				•	 	day of next month	day of next month	day of next month		1
plant/HO					1	· ·	'	'		1
Management for					1					1
better cost control,					1					1
(yield, wastages					1					1
utilities,					1					1
conversion cost ,					1					1
MOM follow up ,Budget vs actual ,)					1					1
Preparation of	Text				-	15th Mar 2017	28th Feb 2017	31st Jan 2017		-
yearly Plant O/H	TOM				l ·	rourmar_zorr	20011 00_2011	01010011_2011		1
Budget with					1					1
coordination of all					1					1
plant user										
Monthly review of	Text			•	l ·	7th working day of	5th working day of	3rd working day of		1
Physical vs actual					1	every month	every month	every month		1
Stocks and follow up for corrective					1					1
action for deviation					1					1
as per SOP					1					1
Managing of	Text				l	With in budget	Saving 2%	Saving 5%		
factory Overheads				l ·	ľ	Daagat		-=g 0,0		I
with in Budget any					l		1	l		l
deviation need to					l		1	l		l
highlighted										
Review of IFC	Text				·	Risk control Matrix	·			
process at plant					I	Review As per	l	l		I
level					l	SOP		1		l
					I		I	l		l

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

Employee Name	AVIK BANERJEE	Manager's name	Madhulika Pathak
Employee Code	10002004	Year	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	Interperso nal skills	Amit Sanas	2			
2	Advanced Communic ation skills(only AGM & above)		2			
3	Effective time mana gement and execution	Amit Sanas	2	Need this training for proper time management and training.		
4	Inspiratio nal Leadershi p (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2	Need this training for better execution and reporting of MIS reports.		
6	Environm ent Health and Safety	EHS Team	1	Mandatory Training. As we are in Factory we need this training to safeguard ourselves and as well as Factory.		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Ma nufacturin g Practices (GMP +)	ASHOKR AO PATIL	0.5			

	and cGMP				
10	Influencin g skills	Internal TBD	2		
11	Strengths based team building	Charles Carvalho	1		

^{*}Mandatory for all employees to attend this program

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	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	Slow moving /Non moving inventory reduction
Review date	30/09/2016
Target end date	31/Mar/2017

^{**}Mandatory for employees working at locations covered by the certifications

Project scope	Inventory of Taloja & Tiljala plant
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock for Taloja – Rs 8.5Cr within 31.03.2017& Tiljala plant
What is the employee expected to learn from this project	Working capital Optimisation
Reviewer(s) name	Madhulika Pathak
Project Status	
Project Status Comments	