

10002860 Rajeev Chaubal

Employee Name : Rajeev Chaubal Manager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 24-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	Appraisee comment on actual achievement
1. Completing Internal Audit and implementing suggestions	Text			70%	80%	95%	100%	110%	100%	Auditor Suggestion for following up with Wolkhardt is being done and the Client has principally agreed to pay.
2. Completing Financial Audit (for 2015-16)	Text			After 31/08/2017	15/08/2016	31/07/2016	15/07/2017	30/06/2016	31/07/2016	Indirect Tax data was audited prior to 31st Jul 2016
3. Review and Finishing VAT Audit of Maharashtra with discussion with Consultant	Text			After 31/12/2016	25/12/2016	12/10/2016	15/11/2016	31/10/2016	100%	All locations filed the Audit / annual Returns within due date.
4 Co-ordination & implementation of GST in VVF & Group Companies	Text			After 31/05/2017	31/05/2017	31/03/2017	28/02/2017	31/01/2017	100%	On going and Provisional lds were taken and Migration of VVF (I) Ltd is over. Additionally, vendors/Customer s data verification is ongoing in coordination with IT Team.
5 Providing latest updates to Business on amendments in VAT/ CST Acts of various states in order to help business team to take optimal decisions	Text			Over a week	within 6 days	within 4 days	within 3 days	within 2 days	Within 3 days	MVAT changes in September was updated on the same day (16th Sep'16). Other Sate changes are also informed to business timely.
6 Review the consistency of IFC Documentation for Indirect Taxes (VAT/CST/Entry Tax and Octroi)	Text			less than 2 times in 16 - 17	3 times in 16-17	4 times in 16-17	6 times in a year	8 times in a year	4 times	Time to time review is done and also suggestions of Internal Audit were implemented.

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 Leader in Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs)	Date			31/Mar/2017	28/Feb/2017	31/Dec/2016	30/Nov/2016	31/Oct/2016	12/29/2016	<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

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										server • These masters were tested to create periodical reports in SAP. This reporting system was found compatible with the project objective • The tested project is available for transfer to production server • 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.
2. Completion of IDP for self and team members	Date			31/Mar/2017	28/Feb/2017	31/Dec/2016	30/Nov/2016	31/Oct/2016	12/28/2016	Completed
3. Arranging Half day session on VAT/CST/WCT & Tax Codes to Procurement / Accounts Payable Department	Date			31/Dec/2016	30/Nov/2016	31/Aug/2016	31/Jul/2016	30/Jun/2016	10/20/2016	Half Day Session was arranged for Accounts payable and Project Procurement Team on State Taxes and GST (Introduction)
4. Awards & Recognition (incidences)	Text			Not Available	Not Available	Not Available	Not Available	Not Available	100%	1. Recommended Rupesh Acharekar for Champion of the quarter in June 2016 for successfully incorporated Tax Codes in System on introduction of Krishi Kalyan Cess under Service Tax and Exact Stock computation for not to be taken into account at the time of conversion from EOU to DTA. 2. Received Champion of Quarter for BST/CST Order received from Bombay Sales Tax Department in June'17.

KRA Category : Business
KRA Weightage : 40 _

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1 BST/CST 2004-05 around Rs.2.90 crs	Date			31/Dec/2016	30/Nov/2016	31/Oct/2016	30/Sep/2016	31/Aug/2016	01/07/2017	Amount Received in Jan'2017 after plenty of efforts and approaching Additional Commissioner. The Amount receivable was around 12 years old and literally very difficult to receive from BST Department but anyhow, we could able to receive order in June'16

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										and Rs.2.88 crs.in Jan'17 despite there was a demand of around Rs.3.50 Crs. Here almost impossible task could be converted in Refund from High value demand of Rs.3.50 crs. It was almost one man show.
2 MVAT Assessment related Refunds for 2006-07 Rs.0.66 crs	Text			After March 2017	28/02/2017	31/01/2017	31/12/2016	30/11/2016	On Going	The file is pending with Joint Commissioner (Appeal) and despite continuous follow up, he has informed that being it is over 10 years old matter, he would be able to complete the appeal hearing in 2017-18. Further informed that during April end or May'17 beginning, he will start hearing of the Appeal
3 CST Refunds for Oct-Dec'15, Jan-Mar'16 & for the period prior to March 2016 around Rs.3.00 crs	Date			31/Mar/2017	28/Feb/2017	31/Dec/2016	30/Nov/2016	31/Oct/2016	12/31/2016	Rs. 1.28 Crs., were received in March'2017 after continuous follow up with Seepz Department. Seepz EOU Department is continuously raising queries after conversion from EOU to DTA and time to time we are replying their queries, We have also following up with Seepz Department for BPCL related Refunds and also Jan-Sep'2016 CST Refunds. Also very actively coordinated for availing CST Refund with respect to Natural Gas Purchased from BPCL worth Rs.6.86 crs. Jan-Mar'16 Refund the Seepz department has asked to get certification of Excise Department during Feb'2017.
4 Octroi Old Refund around Rs.0.80 Crs	Text			After March 2017	31/03/2017	28/02/2017	31/01/2017	31/12/2017	Ongoing	During 2016-17, Octroi Refund received worth Rs.14 lakh, and followed up upto Additional Commissioner (BMC-Octroi) Level, Additional Commissioner informed that balance amount of Octroi can be refunded only after implementation of GST, as he added that the Octroi Department Staff has been reduced and on GST implementation, for computation of balance refund, the BMC staff will be deployed during 2017-18. It was informed by Addl. Commissioner that Octroi Department is has kept all the Company's Refunds on hold for this reason.
5 Daman VAT Refund till 2011-12 & subsequent years Rs.1.50 crs	Date			28/Feb/2017	31/Dec/2016	31/Oct/2016	30/Sep/2016	31/Aug/2016	09/30/2016	Daman VAT Assessments along with Refund (from 2004-05 to 2011-12) of Rs.72 lakh was received in July'2016 and from FY 2012-13 despite continuous follow up, the

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										DVAT Commissioner has kept us on hold and now informed to get the assessments for 2012-13 to be completed at the earliest in view of upcoming GST.
6 Gujarat VAT Refund - Kutch 1 & Navsari & NOPL Rs. 1.48 Cr	Date			31/Jul/2016	30/Jun/2016	31/May/2016	30/Apr/2016	31/Mar/2016	04/30/2016	K-1 and Navsari Refund for 2011-12 worth Rs.1.02 crs was received in May 2016 and NOPL for 2011-12 also completed in May 2016 and received refund of Rs.45 lakh. Additionally, for K-1 and Navsari (VVF Ltd's) appeal hearing could be completed in September 2016 and Refund of Rs.34 lakh could be received after continuous follow up.

KRA Category : Customer
KRA Weightage : 20 _

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1 Circulating C Form Receivable Status to Business Team	Text			after 5th day from 18th and 3rd of every month	after 3rd day from 15th and 3rd of every month end	17th/ 2nd day of every month	16th/ last day of every month	15th/ 31st of every month	Ongoing	In addition to circulation of C forms Status to Business, also interacted with Clients directly for availing C Forms on regular basis.
2 Communication and meetings with PCP/Oleo Customers to avail declaration forms at the earliest (with MOM)	Text			less than 6 meetings	Less than 8 meetings	once in a month (10 meetings)	Twice in a month	three in a month	Once	Meetings held with Business Team on regular intervals for communicating the declaration forms status. Also had meetings with PCP Clients - J&J, Nivea, Jyothy Laboratories etc.
3 Interaction with Business Team on Documentation of High Value Orders (along with MOM)	Text			Less than 2 incidences	Less than 3 incidences	At least 3 incidences	Over 4 incidences	Over 5 incidences	Over 5 incidences	All Sales in Transit orders and its modus operandi of Maharashtra and Gujarat were routed through IDT. Active participation in finalising the contracts with the vendors (e.G
4 Resolving queries of Procurement / Business Team on Indirect Taxes (within 2 days from receipt)	Text			over 3 days	Within 3 days	Within 2 days	Within a day	instantly	Most of the queries were resolved within a day or two	Edelweiss) and consultants.