

Employee Name : Varsha Bhosale
 Manager's Name : Varsha Bhosale
 Goalsheet Approval Date : 22-Nov-2016

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
1. Check Cevat related documents as per Rule 11 and 9 of Cevat credit rules & prepare discrepancy list.	Text			.	.	Within 2 days from receipt of the input invoices.	Same days of receipt of the input invoices.	.
2. Prepare data of material receipt under Concessional rate of duty (under Not 12/12 cus)	Text			.	.	Within 2 days from receipt of the input invoices.	Same days of receipt of the input invoices.	.
3. Maintain the record for EPCG obligation completion both in hard and soft copy.	Text			.	.	Complete by Sept. 2016	Complete by Aug. 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
1. Closure of EPCG Licence NO.0330044004 DATED 23.03.2016 & Maintain data for EPCG closer .	Text			.	.	Submission of the file for closure by December 2016 to DGFT	Submission of the file for closure by October 2016 to DGFT	Follow up and obtain EODC for By 31 March 2017
2. Follow-up and obtain pending e-BRC for F.Y. 2013-14, 2014-15, 2015-16 and 2016-17	Text			.	.	Upto 2015_16 BRCs for all realised bills to collect by December 2016	Upto 2015_16 BRCs for all realised bills to collect by November 2016	Upto 2015_16 BRCs for all realised bills to collect by September 2016

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
1. Interpersonal skills	Text			.	.	As per the IDP target	.	.
2. Influencing skills	Text			.	.	As per the IDP target	.	.

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
1. Bill Realisation Status Review with Finance/Business	Text			.	.	Review and update pending realisation statement every month by 15th.	Review and update pending realisation statement every month by 10th.	Review and update pending realisation statement every month by 5th.
2. BRC Review with Finance	Text			.	.	Review and update report every month by 15th.	Review and update report every month by 10th.	Review and update report every month by 5th.