

Employee Name : DATTA MANE
Manager's Name : DATTA MANE
Goalsheet Approval Date : 22-Nov-2016

KRA Category : Customer
KRA Weightage : 15 _

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|--|--------------------------------|
| Safeguard Duty Data Compilation & Report | Text | | | None | None | 5th of every month | 3rd of every month | 1st of every month |
| 3 Way Reco | Text | | | None | None | 15th of every month | 13th of every month | 10th of every month |
| Submission of Documents, Data for Audit | Text | | | None | None | 10th of every month | Audit completion without major points by 25th of every month | None |

KRA Category : Business
KRA Weightage : 15 _

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|---|---|---|
| Avail eligible Cervat credit on Inputs / Inputs Services. | Text | | | None | None | Receipt of documents up to 25th for month in same month | Receipt of documents up to 27th for month in same month | Receipt of documents up to 29th for month in same month |
| Confirmation / Reconciliation of Cervat Balances / PLA balances/ Sales Reco. | Text | | | None | None | 5th of every month | 3rd of every month | 1st of every month |

KRA Category : Process
KRA Weightage : 15 _

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|---------------------------------|-----------------------------|--------------------------------|
| Update RG 1 Register. | Text | | | None | None | Daily | None | None |
| Maintain the RG 23 A Part II , C Part II , Service Tax & PLA registers. | Text | | | None | None | Daily | None | None |
| Payments of applicable Duties | Text | | | None | None | On Or before 6th of every month | None | None |

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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|--|------------------------------------|--------------------------------|
| Data collection from dispatch, Verification, Reconciliation with accounting data & GL's. | Text | | | None | None | 3rd of Every Month | 2nd of Every Month | 1st of Every Month |
| Preparation & Correct filing of the Excise satutory returns.(ER 1 & Annual Return) | Text | | | None | None | On or before due date | None | None |
| Verification, Compilation & submission of Quarterly return regards to exemption 12/12. | Text | | | None | None | On or before 25th of Subsequent month. | No major points in statutory Audit | No points in statutory Audit |

KRA Category : People
KRA Weightage : 15 _

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Devlop Santosh to handle the basic statutory documention. | Text | | | None | None | Dec 16 | None | None |
| Monitor The IDP of the team | Text | | | None | None | As per the IDP plan | None | None |
| Effective time management and execution / Strengths based team building | Text | | | None | None | As per the IDP plan | None | None |