

10003855 Shashibhushan Sharma

Employee Name : Shashibhushan SharmaManager's Name : Gajendra Palo

Goalsheet Approval Date : 18-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
Ensuring Sales Transaction to be tax compliant	Text		65	Not checked even single transaction of a month	Checked only 10 transaction in a month	Checked and initiated corrections if any, for a month	Checked 30% transaction and ensured that all corrections are implemented	Checked 60% of transactions and ensured that corrections are implemented, and business are made aware to avoid repetition of errors		
Guiding to customers and Marketing department on Tax compliance laws	Text		35	Customers are not guided in any transaction	Customer are guided	Customers and Marketing department are guided	Customer & Marketing department are guided and even SOP is provided	Customer & Marketing department are guided and even SOP is provided. After guidance provided, transactions are happening smoothly		

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	Actual achievement of year end	Appraisee comment on actual achievement
Implementation of GST	Text		60	GST Implementation done after 20 days from due date	GST Implementation done after 10 days from due date	GST Implementation done within 1 day from due date	GST Implementation done within 5 day from due date	GST Implementation done within 8 day from due date		
Improving Business transaction	Text		20	Not improved any business transaction	Studied business transaction but could not implement suggestion	Studied business transaction but implemented suggestions for all transactions. Same is followed for all future transactions	Studied business transaction but implemented suggestions for all transactions. Same is followed for all future transactions. Review of transactions was done on a quarterly basis	Studied business transaction but implemented suggestions for all transactions. Same is followed for all future transactions. Review of transactions was done on a quarterly basis and further effort was taken for improvement		
New Initiatives	Text		20	No Initiatives was taken.	Initiatives was taken but not for all business function of company	Initiatives was taken for Purchases, sales, Logistics, productions department from Indirect Tax point of view	Initiatives was taken for Purchases, sales, Logistics, productions department from Indirect Tax point of view. Also changes was implemented with business consent	Initiatives was taken for Purchases, sales, Logistics, productions department from Indirect Tax point of view. Also changes was implemented with business consent. Further changes brought savings to the company		

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	Actual achievement of year end	Appraisee comment on actual achievement
Creating the Knowledge base of Tax Team Members	Text		60	Respective Team Member of function is not aware about his function laws	Respective Team Member of function is aware about his function laws, but not implemented in all transaction	Respective Team Member of function is aware about his function laws, but implemented in all transaction	Respective Team Member of function is aware about his function laws, but not implemented in all transaction. All changes are also effected 3 days before due date	Respective Team Member of function is aware about his function laws, but not implemented in all transaction. All changes are also effected 7 days before due date		
Creating Back Up for each function in Tax department	Text		40	No Backup created for each team members	Back Up created for few function in Tax Department	Back Up created for all function in Tax Department	Back Up created for all function in Tax Department and same is functioning	Back Up created for all function in Tax Department and same is functioning. Backup personnel has relevant Tax knowledge.		

KRA Category : Process
KRA Weightage : 30 _

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
Streamlining the 12/2012 report from SAP	Date		35	31/Jan/2017	24/Jan/2017	18/Jan/2017	29/Dec/2016	22/Dec/2016		
Identifying the Risk Areas effecting Company	Date		15	31/Jan/2017	24/Jan/2017	18/Jan/2017	29/Dec/2016	22/Dec/2016		
Validating the existing compliance at all units	Date		50	31/Jan/2017	24/Jan/2017	18/Jan/2017	29/Dec/2016	22/Dec/2016		