

Employee Name : Mahesh Ghugardare  
 Manager's Name : PAYAL SHAH  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : OTHER TAX RELATED ISSUES**

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
Filing of Response to Information called for by AO (in case of 3rd party confirmation)	Text	40		NA	NA	AS AND WHEN REQUIRED	NA	NA
Filing of TDS returns on quarterly basis and issuance of TDS certificates	Text	30		NA	NA	30th day after the end of quarter and 15 days after filing of TDS return	15th day after the end of quarter and 15 days after filing of TDS return	NA
Review of tracker of all hearings with Income Tax department of all group companies	Text	30		NA	NA	5th of each month	3rd of each month	NA

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : OTHER ASSIGNMENTS**

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
Providing details to Internal customers, Internal Auditors etc	Text	30		NA	NA	As and when require	NA	NA
Foreign Travel Advance - Handling of cash, accounting and schedule & follow up for pending settlement	Text	20		NA	NA	To keep all the foreign travel advances within 30 days ageing	To keep all the foreign travel advances within 15 days ageing	To keep all the foreign travel advances within 10 days ageing
Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text	30		NA	NA	2nd working day	1st working day	Same day
Travel & Other advances follow up and quarterly confirmation	Text	20		NA	NA	Before 10th of next month	NA	NA

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : OTHER TAX COMPLIANCES**

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
Filing of Statement of Financial Transaction	Text	40		NA	NA	As per Statutory Due Date	NA	NA
Application for TRC, Lower Deduction Certificate etc	Text	30		NA	NA	As and when require	NA	NA
Review of workings and ensuring timely payment of TDS, TCS, DDT, Advance Tax	Text	30		NA	NA	On Going	NA	NA

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : TAX COMPLIANCES**

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
Filing of Tax Audit Report, Transfer Pricing Audit Report, Filing Return of Income of all VVF Group Companies (provided timely completion of account)	Text	50		NA	NA	30/09/2017 OR 30/11/2017	01/09/2017 OR 01/11/2017	01/08/2017 OR 01/10/2017
Completion of Transfer Pricing and Income Tax Assessment of VVF Group Companies	Text	40		NA	NA	31/12/2017	01/12/2017	15/11/2017
Ensuring clearance of all TDS accounts in SAP and preparation of tax schedules	Text	10		NA	NA	8th of each month	5th of each month	NA

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : OTHER TAX COMPLIANCES**

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
Filing of Appeals & Grievance against the assessment order	Text	50		NA	NA	AS AND WHEN REQUIRED	NA	NA
Filing of online rectification and response against the tax demand reflected on Income Tax and TDS demand reflected on Traces site.	Text	50		NA	NA	AS AND WHEN REQUIRED	NA	NA

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

Employee Name	Manager's name	Employee ID	Year
Maresh Ghugardare	PAYAL SHAH	10003873	2017-2018

*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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	

\*Mandatory for all employees to attend this program

\*\*Mandatory for employees working at locations covered by the certifications

*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
1	NA		
2	NA		

**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					
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Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	