

Employee Name : Rajvinder Notay  
 Manager's Name : Snehchandra Shah  
 Goalsheet Of Year: 2016-2017

**KRA Category : Process**

**KRA Weightage : 40**

**KRA Description : Custom clearance of the import shipments; submission of correct documentation, declarations and duty payment.**

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
Co-ordination with Purchase & Logistics department to collect all import shipment documents.	Text			None	None	Track the import plan and follow up for the documents.	None	None
Verification of documents and preparation of checklist as per the SOP.	Text			None	None	Within 1 day of the receipt of the documents	None	Same day of receipt of the documents
Co-ordination with CHA for filing of Bill of entry with proper classification / Exemptions and declarations.	Text			None	None	Within a day from arrival of shipment.	None	Check list approved minimum 1 day ahead of arrival
Two Level verification and proper confirmation to submit the Bill of entry in writing to CHA.	Text			None	None	Same day on receipt of complete documents.	None	Check list approved minimum 1 day ahead of arrival
Co-ordination for proper assessment and duty payment of the Import Consignment.	Text			None	None	Within two days from BOE assessed date.	None	same day of assesment
Monthly re-conciliation of all imports and provide the compliance report as per the agreed format.	Text			None	None	10th day of every month.	7th day of every month.	5th day of every month.

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : Submission of Exchange control copies of Bill of Entries to other Inter departments, plants & respective banks.,Generating MIS related to Import shipments, Maintaining proper record of documents manually.**

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
Submission of Triplicate Bill of Entries to Finance for exchange control purpose.	Text			None	None	Within 30 days from the date of clearance of shipment.	Within 15 days from the date of clearance of shipment.	None
Submission of Bill of Entries copies to accounts department for maintaining record of shipment cleared against licences.	Text			None	None	Within 1 day from the date of clearance of shipment.	None	None
Submission of Bill of Entries copies to licence department for maintaining record of shipment cleared against licences.	Text			None	None	Within 5 days from the date of clearance of shipment.	None	None
Submission of Duplicate Bill of Entries to Plants for availing modvat credit.	Text			None	None	Within 10 days from the date of clearance of shipment.	Within 5 days from the date of clearance of shipment.	None
Updation of statement of Import under clearances & MIS of Import Shipments	Text			None	None	Daily	None	None
Maintaining of proper records of shipment	Text			None	None	Daily	None	None

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
documents in files & updation of FPS/FMS/MEIS Export Incentive scheme utilisation records .								
Arranging for Timely extension of Bank Guarantees & submission to Customs BG sections.	Text			None	None	Arranging Extended B/G before expiry of same.	None	None
Tracking of receipt of TA covers from CHA for obtaining Rewarehousing certificate from Excise.	Text			None	None	Within 15 days after release of shipment from port.	None	None

**KRA Category : Business**  
**KRA Weightage : 20**  
**KRA Description : On time clearane of the import consignments**

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
Timely assessment of the Bill of entry and duty payment	Text			None	None	Within 3 days from BOE submission	Within 2 days from BOE submission	On same day of BOE submission
Projection of Monthly duty payments to Finance and Logistics department	Text			None	None	First Week of every Month	2nd day of every Month	None

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Completion of IDP training.**

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
Interpersonal skills	Text			None	None	As per IDP plan.	None	None
Effective time management and execution	Text			None	None	As per IDP plan.	None	None

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

Employee Name	Manager's name	Employee ID	Year

Rajvinder Notay	Snehchandra Shah	10000654	2016-2017
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*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 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills( only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	OK
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	OK
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	OK
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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			
2			

**Note: Part B and Part C are to be filled by only AGM and above employees.**

**Part B: Development through developmental relationships**

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No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

Part C: Development through action learning projects

Project Title	Project Title SAP Import related compliance Module
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	Not Applicable
Project Status Comments	