

Employee Name : Sudesh Nair
Manager's Name : Snehchandra Shah
Goalsheet Of Year: 2016-2017

KRA Category : People

KRA Weightage : 15

KRA Description : Completion of IDP as per schedule

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
Continuously developing interpersonal skills	Text			None	None	As per IDP plans	None	None

KRA Category : Process

KRA Weightage : 15

KRA Description : Tracking and proper submission of Duty Drawback

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
Reconcile and confirm the eligibility of Drawback claims	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month
Monitor Drawback claim receipts from customs	Text			None	None	As per customs disbursement schedule	None	None
Port wise submission of proper Bank realised certificates as per drawback received to customs authority	Text			None	None	Half early by 10th of Oct and 10th of April	None	None

KRA Category : Customer

KRA Weightage : 15

KRA Description : Collection of documents from internal teams for claim submission

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
EP copies for customs teams	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late
Timely BRCS uploading by banks through Finance team	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late

KRA Category : Business
KRA Weightage : 40
KRA Description : Tracking and proper submission of Chapter 3 incentives

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 customs team and finance to obtain documents for filing of application	Text			None	None	60 days from LEO date/Realisation which ever is late	45 days from LEO date/Realisation which ever is late	30 days from LEO date/Realisation which ever is late
Proper and eligible claim of chapter 3 incentives	Text			None	None	65 days from LEO date/Realisation which ever is late	50 days from LEO date/Realisation which ever is late	35 days from LEO date/Realisation which ever is late
Tracking and providing MIS report of chapter 3 incentives to Finance	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month

KRA Category : Process
KRA Weightage : 15
KRA Description : Review and proper filing of DBK and chapter 3 applications

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
Ensure each application for chapter 3 incentives are filed as per eligibility and proper declarations	Text			None	None	All applications double checked and no major remark from internal audit	No major rejection of claims from the department	All claims fully complied and settled
Maintain proper files for all incentive claims	Text			None	None	All applications documents (BRCs, freight certificates, landing certificates and DGFT online submitted documents) available in File along with scan copies	None	None
Submit documents for Audit (Internal/External)	Text			None	None	As per monthly schedule 10th of every month	By 5th of every month and no major internal Audit points	No Internal/External audit points

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

Employee Name	Manager's name	Employee ID	Year
Sudesh Nair	Snehchandra Shah	10003124	2016-2017

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

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					

Part C: Development through action learning projects

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	