

10000713 Yogesh Amburle

Employee Name : Yogesh AmburleManager's Name : Mohan Sonar

Goalsheet Approval Date : 24-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Assist in drafting of resolutions from time to time as and when required	Text			None	None	None	None	None	well within time	completed successfully
2 Legal support in drafting documentation with Banks for foreign companies	Text			None	None	None	None	None	Completed documentation within time	completed successfully
3 Assist in vetting of various agreements of foreign subsidiaries	Text			None	None	None	None	None	completed within time frame	completed successfully
4. Legal and Secretarial support on Fema and RBI Compliance	Text			None	None	None	None	None	Suport from time to time	completed successfully
5 Documentation and compliance for formation of new Company in overseas	Text			None	None	None	None	None	Documentation within time frame	completed successfully
6 To provide various documents for statutory compliances with Government, Semi Government Authorities of the respective countries	Text			None	None	None	None	None	provided docs from time to time	completed successfully

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Program related to CSR activities mandatory under Companies Act 2013	Text			None	None	None	None	None	not conducted any program	NA
2. Strengths based team building	Text			None	None	None	None	None	not attended	NA

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
1 Renewal of Licenses from time to time	Text			None	None	None	None	None	Renewed within time	completed successfully
2 Liasoning with BMC, MIDC and other Government Officials	Text			None	None	None	None	None	On going job	Successfully handled
3 Liasoning with Advocates for Title Search Report and other factory/land related matter of the Company	Text			None	None	None	None	None	Provided TSR and other docs as and when required	Completed successfully
4 Liasoning with Internal Auditors, Statutory auditors and Secretarial Auditors	Text			None	None	None	None	None	Provided docs as and when required	completed successfully

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Assist in drafting Board Minutes of VVF, Group and Associate Companies and other statutory compliances.	Text			None	None	None	None	None	on going job	completed successfully
2. Maintenance of Fixed Deposits record, renewal and repayment of FDs and filing FD Return and CLA within time limit	Text			None	None	None	None	None	Up to date records and filing within time	Completed successfully
3. Responsible for getting half yearly due diligence report	Text			None	None	None	None	None	completed	Completed successfully
4. 2nd Check on Secretarial compliance of all domestic companies	Text			None	None	None	None	None	yet to complete	not yet completed
5. Filing of forms with ROC for creation/modification/satisfaction of charges without delay	Text			None	None	None	None	None	ROC Filing within time	Completed before due date

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
1 Assist in vetting of P2P, Manufacturing and other legal agreement	Text			None	None	None	None	None	within time frame	Completed successfully
2 Assist in drafting Bank loan documentation, Agreement and security creation	Text			None	None	None	None	None	completed within time	Completed successfully
3 Legal support on finalising artworks for declarations under legal metrology act	Text			None	None	None	None	None	within time	Completed successfully
4 To provide legal support for drafting various documents for various departments for legal/statutory compliance at various locations.	Text			None	None	None	None	None	within time	Completed successfully