

Employee Name : Dnyaneshwar Kadam
 Manager's Name : DATTA MANE
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 30

KRA Description : Verification cenvat & Service Tax document & application for exemption.

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
Verification of input documents with receipt to cenvat credit Rule & As per GST.	Text			NIL	NIL	Verification documents and for exemption check to confirm with in 2 working days from receipt of document.	Verification documents and for exemption check to confirm with in 1 day from receipt of document.	Verification documents and for exemption check to confirm on the same day of receipt of document.
Visiting Excise range office, Division office for Annexure.	Text			NIL	NIL	Annexure received for 4 working days.	Annexure received 3 Working days.	Annexure received 2 working days.
Document submission Range & Division Office.(Application, Letter etc.)	Text			NIL	NIL	NIL	same day & next day.	Same day.

KRA Category : Customer

KRA Weightage : 15

KRA Description : Record Maintenance & Tracking.

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
Keep track Exim budget and arrange Service Purchase Requisition,Service PO for miscellaneous requirements.	Text			nil	nil	nil	Monthly report on budget / with in 1 day of the request received.	nil
Provide documentation for internal & External audit.	Text			nil	nil	By 10th of Every month.	next day & same day.	Same day.

KRA Category : People

KRA Weightage : 15

KRA Description : Required Training for Influencing skills

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
Required this training to improve the myself.	Text			NIL	As per IDP	NIL	NIL	NIL
Art of charm.	Text			NIL	As per IDP	NIL	NIL	NIL

KRA Category : Business

KRA Weightage : 40

KRA Description : Availment of eligible service Tax credit.

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
Availing of Service tax credit for input services of Talaja plant.	Text			nil	nil	All receipt up to 25th in the month by the month end.	All receipt up to 28th in the month by the month end.	All receipt up to 29th in the month by the month end.
Segregation of Service tax Invoices.	Text			nil	nil	nil	nil	Proper filling, stamping & numbering the Invoices in Assending order.

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

Employee Name	Manager's name	Employee ID	Year
Dnyaneshwar Kadam	DATTA MANE	10002558	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			
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	
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	