

Employee Name : PAYAL SHAH
Manager's Name : PAYAL SHAH
Goalsheet Approval Date : 05-Dec-2016

KRA Category : Process
KRA Weightage : 20

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
1 Assessment/ Appeal chart to be available online in SAP	Text			-	-	01_11_2016	01_10_2016	01_08_2016
2 Obtaining lower withholding tax certificate from Income Tax	Text			-	-	_30_08_2016	15_08_2016	_31_07_2016

KRA Category : People
KRA Weightage : 20

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
1 Updating teams from time to time with respect to any changes made by Income tax	Text			-	-	ongoing	-	-
2 Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs)	Text			31_03_2017.	28_02_2017	31_12_2016	30_11_2016	31_10_2016

KRA Category : Customer
KRA Weightage : 20

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
1 Providing/Obtaining TDS certificates to vendors/from customers	Text			-	-	100%	-	-
2 To establish system of accounting for promoters family in Tally	Text			-	-	31_03_2017	31_12_2016	31_10_2016
3 Providing data to internal customers, Income tax, Internal Auditors	Text			-	-	On going	-	-

KRA Category : Business
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
1. Review of workings and ensuring timely payment of TDS, TCS, DDT, Advance tax	Text			.	.	on going	.	.
2.Ensuring clearance of all TDS accounts in SAP and preparation of tax schedules.	Text			.	.	8th of each month	5th of each month	.
3.Review of tracker of all hearings with Income tax department of all group companies	Text			.	.	5th of each month	3rd of each month	.
4. Filing of TDS returns on quarterly basis and issuance of TDS certificates	Text			.	.	30th day after the end of quarter and 15 days after filing TDS return	15th day after the end of quarter and 15 days after filing TDS return	.
5. Filing of Tax Audit report, Transfer pricing report and filing of return of income of all VVF group companies (provided timely completion of accounts)	Text			.	.	30_09_2016 / 30_11_2016	1_09_2016 / 1_11_2016	1_08_2016 / 1_10_2016
6. Completion of transfer pricing and income tax assessment of VVF group companies	Text			.	.	31_12_2016	01_12_2016	15_11_2016