

10000131 Shantaram Deshmukh

Employee Name : Shantaram DeshmukhManager's Name : Deepak Shah

Goalsheet Approval Date : 19-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Payment of Service tax for all location	Text			None	None	On due date (6th of next month)	None	None	4	All Statutory payment made before due date
2 Prepare JV and send to Accounts Dept for creating Liability	Text			None	None	6th of Next Month	5th of Next Month	4th of Next Month	4	When payment details received same time jv prepare and sent to Accounts Dept.
3. Distribution of Payment made under RCM	Text			None	None	Distribution to be completed by 11th of next month	Distribution to be completed by 9th of next month	Distribution to be completed by 8th of next monthTo avail all eligible credit for goods / service received before 29th of every month and availing and distributing ISD credits also within the month.	5	Distribution done after payment made on monthly basis
4 Prepare JV and send to Accounts Dept for Distribution of Payment under RCM	Text			None	None	By 10th of next month	By 8th of next month	By 7th of next month	5	When payment details received same time jv prepare and sent to Accounts Dept.

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Effective time management and execution	Text			None	None	As per IDP	None	None	4	To Explain how to check the central credit invoice activities to HO Accountant.

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	Actual achievement of year end	Appraisee comment on actual achievement
2. Filing correct and reconciled statutory returns of Excise and Service Tax.	Text			None	None	on or before due date	None	None	4	filed return before due date
1 To verify the service invoices and confirm eligibility of cenvat credit and stamp the invoices suitably.	Text			None	None	within one day	same day	None	4	Check eligibility of invoices and sign on cenvat invoice
3 provide details to internal Auditors	Text			None	None	within three days on receipt of communication	within two days on receipt of communication	within one days on receipt of communication	3	As per requirement of Auditor schedule
4 To prepare payment voucher and make service entry for payment to misc vendors	Text			None	None	Within three days from receipt of invoice	Within one day from receipt of invoice	None	4	Completed on Time

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Check Value (duty) and other details printed on invoice for availment of cenvat credit	Text			None	None	Within Five Days On receipt of invoice from Accounts Dept.	Within Three Days On receipt of invoice from Accounts Dept.	Within 1 Days On receipt of invoice from Accounts Dept.	4	Take cenvat credit correctly on the basis of invoice.
2 Segrete the invoices received from Accounts Dept. and send to respective location	Text			None	None	To Send invoices related to location by 28th of every month	To Send invoices related to location by 27th of every month	To Send invoices related to location by 26th of every month	4	Done as per time lines
3 Availment of Eligible Input service tax Credit on invoices in ISD Register.	Text			None	None	avail eligible credit on the documents received before 25th of every month by month end.	avail eligible credit on the documents received before 27th of every month by month end.	avail eligible credit on the documents received before 29th of every month by month end.	5	Monthly basis availed S.tax credit in ISD register
4.Distribute Cenvat credit from ISD register	Text			None	None	Distribute credit on the documents received till 25th of every month by month end.	Distribute eligible credit on the documents received till 27th of every month by month end.	Distribute eligible credit on the documents received till 29th of every month by month end.	5	Monthly basis Distributed S.tax credit to locations & Ho Credit.