

Employee Name : Sudesh Nair
Manager's Name : Snehchandra Shah
Goalsheet Of Year: 2017-2018

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 |
| Assisting in other work as per requirement/emergency | Text | | | None | None | As instructed for assistance by HOD | None | None |

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 whichever is late | 45 days from LEO date/Realisation whichever is late | 30 days from LEO date/Realisation whichever is late |
| Proper and eligible claim of chapter 3 incentives | Text | | | None | None | 65 days from LEO date/Realisation whichever is late | 50 days from LEO date/Realisation whichever is late | 35 days from LEO date/Realisation whichever 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 : 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 |

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|---|-----------------------------|--------------------------------|
| 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 : 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 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 |

vvf57e264fd8d3ef

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

| Employee Name | Manager's name | Employee ID | Year |
|---------------|------------------|-------------|-----------|
| Sudesh Nair | Snehchandra Shah | 10003124 | 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 | For developing better communication skills |
| 5 | The Super Manager | Amit Sanas | 2 | For effectively managing work and people |
| 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 | |