

10000173 Sunjio Patil

Employee Name : Sunjio PatilManager's Name : Deepak Shah

Goalsheet Approval Date : 18-Apr-2017

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	Appraiser comment on actual achievement
Proper maintenance of the litigation records both in hard as well soft copy.	Text			NA	NA	Within 5 working days from receipt of document (SCN/Orders/Communications)	Within 3 working days from receipt of document (SCN/Orders/Communications)	Within 1 day of receipt of document (SCN/Orders/Communications)	4	90% documents were maintained within 3 days
Creation and updation of the entries in SAP legal case module and uploading the soft copies	Text			NA	NA	Within 5 working days from receipt of document (SCN/Orders/Communications)	Within 3 working days from receipt of document (SCN/Orders/Communications)	Within 1 day of receipt of document (SCN/Orders/Communications)	4	90 % documents were maintained within 3 days
Data entry, data analysis related to various pending issues.	Text			NA	NA	Within 7 working days from the request.	Within 5 working days from receipt of document (SCN/Orders/Communications)	Within 3 working days from receipt of document (SCN/Orders/Communications)	3	80 % documents were maintained within 5 days

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	Appraiser comment on actual achievement
Check Value (duty) and other details printed on invoice for avallment of cervat credit	Text			NA	NA	Within Five Days On receipt of invoice from Accounts Dept.	Within Three Days On receipt of invoice from Accounts Dept.	Within 1 Day On receipt of invoice from Accounts Dept.	4	90% documents were checked on the same day
Segregate the invoices received from Accounts Dept. and send to respective location	Text			NA	NA	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	5	All the documents were sent to Respective location within 05 days
Avallment of Input service tax Credit of Eligible invoices	Text			NA	NA	To avail eligible credit on the documents received before 25th of every month by month end.	To avail eligible credit on the documents received before 27th of every month by month end.	To avail eligible credit on the documents received before 29th of every month by month end.	4	80% credit were availed of eligible invoices

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
To verify the input service invoices and confirm the eligibility of the service tax credit.	Text			NA	NA	Within 2 day on receipt of the invoice and stamp suitably	Within 1 day on receipt of the invoice and stamp suitably	Same day on receipt of the invoice and stamp suitably	5	96 % documents were checked on the same day

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
Effective Time Management & Execution	Text			NA	NA	As per the IDP plan.	As per the IDP plan.	As per the IDP plan.	3	Tried to improve the time taking for work done.
Co ordination with GST implementation team for proper implementation and transition of current service tax into GST Scenario.	Text			NA	NA	As per organization target.	As per organization target.	As per organization target.	4	Completed the effect of GST on VVF within 08 days for all type of dispatches

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 To decide eligibility of cervat credit available and stamp accordingly	Text			None	None	within one day	same day	None	5	96% clearances were given to the people for Eligibility of Service Tax
2. Filing of Service Tax returns	Text			None	None	on due date	05 days before due date	10 days before due date	NA	NA
3 To prepare payment voucher for payment to misc vendors	Text			None	None	Within three days from receipt of invoice	Within two days from receipt of invoice	Within one day from receipt of invoice	NA	NA