

10002936 DATTA MANE

Employee Name : DATTA MANE Manager's Name : Snehchandra Shah

Goalsheet Approval Date : 12-Apr-2017

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	Appraiser comment on actual achievement
Safeguard Duty Data Compilation & Report	Text			None	None	5th of every month	3rd of every month	1st of every month	1st of Every Month.	As Duty Safeguard report contains Opening Balance, All type of clearances including Captive consumption & Closing Balance & it's required to exact matching with ER I submission hence it is required to completed only after the ER I finalization OR submission hence for all months it is submitted on same day OR very next day of ER I submission. Also I provided the required data on Annual basis as & when required on war footing basis as that data is submitted to Delhi Advocate Team.
3 Way Reco	Text			None	None	15th of every month	13th of every month	10th of every month	13th of every month	Done the same well in advance as account personal required the same before 15th of every month. In this Three Way Reco format I check all statutory records with SAP GL's & tally all statutory records with Statutory Returns & SAP GL's. & if any deference is found in the same it was corrected on same day. Example - In the month of March 2017 as per Service Tax Register Balance & GL Balance was not matching, after checking the same in SAP 1 entry is pending for posting, after communication with account the balances are tallied as pending posting was done.
Submission of Documents, Data for Audit	Text			None	None	10th of every month	Audit completion without major points by 25th of every month	None	Audit completion without major points by 25th of every month	I provide the monthly records to Auditors as per auditors request through mail. For period April 2016 to November 2016 we received the Audit draft report & it shows only 3 points in relation to Taloja out of this 2 are in relation to RG-1 Register & both was corrected at the time of primary discussion. & third one in relation to CENVAT & this is also in continues follow up with purchase department.

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	Appraisee comment on actual achievement
Avail eligible Cenvat credit on Inputs / Inputs Services.	Text			None	None	Receipt of documents up to 25th for month in same month	Receipt of documents up to 27th for month in same month	Receipt of documents up to 29th for month in same month	Receipt of documents up to 29th for month in same month	(1) For Input credit -Daily co-ordination with weighbridge team for receipt documents & insure the Part II posting done in SAP as per receipt documents received from the weighbridge team. For monitoring the same, generating ZJ117 report on daily basis from SAP for insure the 100% posting done against the receipt posted in SAP. (2) For Service Tax Credit- As Service Tax invoices forwarded from HO first checking the credit eligibility & forward the Account JV as per Service Tax entries posted in Service Tax Register. Also post the ISDN invoice credit as forwarded the same from HO & forward the Account JV for posting in same month. (3) Also to avoid the interest liability try to Utilize the Cenvat balances only from one Register, for Example – we utilize the Cenvat credit majorly from RG23 A Part II Register & avoid 4 to 5 attempts of interest liability.
Confirmation / Reconciliation of Cenvat Balances / PLA balances/ Sales Reco.	Text			None	None	5th of every month	3rd of every month	1st of every month	1st of every month	1) After the SAP closing download the All Registers including ZEXCDAILY1, J2IUN, Sales Register & reconcile the same with Local dispatch team & Export team. Also reconcile the Cenvat registers with J2I9 report & GL report. On the basis of the said report finalize the Revenue Figure & communicate to HO as well as Excise Range without fail. Also in case of Cash payment requirement communicate to Finance team well in advance for fund allocation & planning. 2) Also Scan the PLA register for period 2006-07 to current month & save the same to monthly PLA register folder as statutory record. & forward the same to HO as special requirement.

KRA Category : Process
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
Update RG 1 Register.	Text			None	None	Daily	None	None	Daily	1) As our SAP system is not generating the RG-1 Register through J115, J215 & J216 report. We required to maintain the same to download the many individual report & clubbed in one file with maintaining the RG-1 statutory format. 2) We download the ZEXCDAILY 1 report, MB51 Report & MB5B report for maintaining the RG-1 Register. 3) Capture the above said data from SAP & maintain the Opening Balance= Production =Captive Consumption= Sale = Closing Balance details in designed format. 4) All above said reports copy past in Excel file which developed as Master RG-1 Excel file & the RG-1 Report is generated.
Maintain the RG 23 A Part II , C Part II , Service Tax & PLA registers.	Text			None	None	Daily	None	None		
Payments of applicable Duties	Text			None	None	On Or before 6th of every month	None	None		

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
Data collection from dispatch, Verification, Reconciliation with accounting data & GL's.	Text			None	None	3rd of Every Month	2nd of Every Month	1st of Every Month	1st of every month	1) Immediately after closing the SAP period we download the all register related to excise & first we tally with GL's of respective reports, simultaneously we co ordinate with Export & local dispatch team & tally the details with them, also we match the data with sales register. 2) Maintain the all

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
										downloaded reports in monthly folder for any reconciliation in future. 3) Develop the Monthly SOP for maintaining the accuracy & reduce the working time.
Preparation & Correct filing of the Excise statutory returns.(ER 1 & Annual Return)	Text			None	None	On or before due date	None	None	NA	NA
Verification, Compilation & submission of Quarterly return regards to exemption 12/12.	Text			None	None	On or before 25th of Subsequent month.	No major points in statutory Audit	No points in statutory Audit	NA	NA

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
Develop Santosh to handle the basic statutory documentation.	Text			None	None	Dec 16	None	None	Dec 16	1) Mr. Santosh was already developed well in advance for statutory documentation as he independently filing the ER I return, also I develop my team well for all work including Mr. Dnyaneshwar. 2) Also Mr.Santosh is developed for all compliance related work to do independently. 3) Simultaneously Dnyaneshwar is also ready to do many works as instructed by Department head as backup of all compliance related works. 4) Also Me & My team is ready to achieve any surprise work received from HO as well as from Excise Department & also done the same positively with effective output on time.
Monitor The IDP of the team	Text			None	None	As per the IDP plan	None	None	As Per the IDP plan	As per training schedule & Day to day work they effectively try to compile the same. But Mr.Kadam missed to attend Interpersonal Skill & committed for the completion of the same in next training schedule.
Effective time management and execution / Strengths based team building	Text			None	None	As per the IDP plan	None	None	As per the IDP plan	Done & Implement the same with immediate effect in work place as well as in personal life. For Example Work Place : 1) Switch of the Mobile data pack immediate after brake fast. 2) Already I writing the daily targets but implement the same with priority

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
										wise numbering.

vvf57e264fd8d3ef

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

Employee Name	DATTA MANE	Manager's name	Snehchandra Shah
Employee Code	10002936	Year	2016-2017

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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	To enhance my knowledge & Skills	No	Implement the same in day to day activity
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To ripen my work output.	Yes	Understood
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Ok	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	For Knowledge Enhancing.	No	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	For Knowledge Enhancing.	No	
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	NA	No	

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	To Strengthen the Team & Myself	Yes	

*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	Program Completed	Reviews
1				undefined	undefined
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	Select
Project Status Comments	