

10003873 Mahesh Ghugardare

Employee Name : Mahesh Ghugardare Manager's Name : PAYAL SHAH

Goalsheet Approval Date : 20-Apr-2017

**KRA Category : Business**

**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	Appraiser comment on actual achievement
1. Providing details to Internal customers, Internal Auditors etc.	Text			NA	NA	as and when require	NA	NA	Details provided to different department as and when required.	Data provided to Deloitte for GST implimentation
2. Travel & Other advances follow up and quarterly confirmation	Text			NA	NA	before 10th of next month	NA	NA	On time	Regular follow up with employee to give the confirmation and closed the advances ASAP
3. Preparations of Invoice/accruals and schedules of Sale of Power in VVF Ltd & expenses related to Wind mill	Text			NA	NA	2nd working day	1st working day	Same day	Invoice raised immediatly	Invoice raised as and when MSEDCL bill received and update the sale of power schedule on regular basis. Also book the expenses and make the payment within time.
4. Foreign Travel Advance - Handling of cash, accounting and schedule & follow up for pending settlement	Text			NA	NA	To keep all the foreign travel advances within 30 days ageing	To keep all the foreign travel advances within 15 days ageing	To keep all the foreign travel advances within 10 days ageing	Kept all the foreign travel advances within 30 days.	Regular follow up with concern person to settle the account immediately after completion of travel.

**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	Appraiser comment on actual achievement
1. Ensuring timely payment of TDS, TCS, DDT, Advance Tax	Text			NA	NA	on going	NA	NA	Duly complied	Payment made before the applicable statutory due date
2. Clearing all TDS accounts in SAP and preparation of tax schedules	Text			NA	NA	8th of each month	5th of each month	NA	6th / 7th of next month	Complied immediately after month end period closes
3. Review of tracker of all hearings with Income Tax department of all group companies	Text			NA	NA	5th of each month	3rd of each month	NA	Complied	Sheet is updated regularly on receipt of any notice or order from tax authorities.
4. Filing of TDS returns on quarterly basis and issuance of TDS certificates	Text			NA	NA	30th day after the end of quarter and 15 days after filing of TDS return	15th day after the end of quarter and 15 days after filing of TDS return	NA	NA	NA
5. Filing of Tax Audit Report, Transfer Pricing Audit Report, Filing Return of Income of all VVF Group Companies)	Text			NA	NA	30 09 2016/30 11 2016	01 09 2016/01 11 2016	01 08 2016/01 10 2016	26-11-2016	Successfully complied before due date.
6. Completion of Transfer Pricing and Income Tax Assessment of VVF Group Companies	Text			NA	NA	31/12/2016	01/12/2016	15/11/2016	31-12-2016	Assessment for AY 13-14 & AY 14-15 completed within time frame

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. Filing of rectification request	Text			NA	NA	as and when require	NA	NA	Achieved	File Rectification request for both VVF India & VVF Limited for AY 13-14 & AY 14-15
2. Filing of Response to Information called for by AO (in case of 3rd party confirmation)	Text			NA	NA	as and when require	NA	NA	Achieved	Response to notice received u/s 133(6) & 131(1A) of I. T. Act
3. Application for TRC, Lower Deduction Certificate etc.	Text			NA	NA	as and when require	NA	NA	Achieved	Obtained TRC for VVF India Limited. Also an application made u/s 281 of I.T. Act for Mortgage Permission.