

Employee Name : Suresh RahateManager's Name : Suresh Rahate
Goalsheet Approval Date : 01-Dec-2016

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
1. Providing Photocopies of Bills relating to Current & Previous financial years for Sales Tax / Income Tax / Excise.	Text			With in 4 weeks from date of List forwarded by respective Department.	With in 3 weeks from date of List forwarded by respective Department.	With in 2 weeks from date of List forwarded by respective Department.	With in 10 days working days from date of List forwarded by respective Department.	With in 7 working days from date of List forwarded by respective Department.
2. Providing Photocopies of Bank advices to Exim Team for Cenvat Credit.	Text			With in 4 weeks from date of List forwarded by GL Team.	With in 3 weeks from date of List forwarded by GL Team.	With in 2 weeks from date of List forwarded by GL Team.	With in 10 days working days from date of List forwarded by GL Team.	With in 7 working days from date of List forwarded by GL Team.
3. Visiting Bank with Cashier for cash Withdrawal	Text			-	-	Weekly	Weekly	Weekly

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
1. Removing & Refilling of Bills to respective files for Internal Audit related work.	Text			With in 3 weeks from date of List forwarded by Auditors.	With in 2 weeks from date of List forwarded by Auditors.	With in 10 working days from date of List forwarded by Auditors	With in 7 days working days from date of List forwarded by Auditors.	With in 3 working days from date of List forwarded by Auditors.
2. Removing & Refilling of Bills to respective files for TOC / TOD during Statutory Audits.	Text			With in 3 weeks from date of List forwarded by Auditors.	With in 2 weeks from date of List forwarded by Auditors.	With in 10 working days from date of List forwarded by Auditors.	With in 7 days working days from date of List forwarded by Auditors.	With in 3 working days from date of List forwarded by Auditors.

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
1. Receiving Bills from repsective plants/ Vendors through courier / Post & hand delivery by supply chain. Segregate the Bills & forward the Bills to payable Team for booking or Level 2 Verification & ensuring proper filling after Level-2 Verification. (Baddi / Daman /Kutch / Talaja / Vendors)	Text			-	-	Daily	Daily	Daily
2. Providing Service tax related Original Bills to EXIM department for	Text			With in 4 weeks from date of List forwarded by GL Team.	With in 2 weeks from date of List forwarded by GL Team.	With in 8 working days from date of List forwarded by GL Team.	With in 5 working days from date of List forwarded by GL Team.	With in 3 working days from date of List forwarded by GL Team.

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
Cenvat credit. Filling photocopies of Bills forwarded to Exim Department as per document numbers.								
3. Verifying & Providing Bills for 2nd Level as per allocations for PCP / ENGG Purchase	Text			With in 5 days from date of allocation	With in 4 days from date of allocation	with in 3days from date of allocation	With in 2 days from date of allocation	with in 1 day from date of allocation
4 Providing Photocopies of Bills to Indirect Tax Team relating to CST.	Text			With in 3 weeks from date of List forwarded by Indirect Tax Team.	With in 2 weeks from date of List forwarded by Indirect Tax Team.	With in 10 working days from date of List forwarded by Indirect Tax Team.	With in 7 days working days from date of List forwarded by Indirect Tax Team.	With in 3 working days from date of List forwarded by Indirect Tax Team.

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
1. Ensuring payment vouchers / cheque advices are signed by the person collecting cheques & filling the vouchers properly after distribution of cheques to Buyers / Authorise person to distribute cheques to Vendors.	Text			-	-	Daily	Daily	Daily
2. Sorting of Bank Advices as per Bank & file them in respective files	Text			-	-	Weekly	Weekly	Weekly
3. Ensuring Cheques are prepared as per attached vouchers & forward the same to respective signing authority for signatures.	Text			-	-	Daily	Daily	Daily
4. Ensuring Proper Files are arranged in Filing Racks, so that maximum space is utilized.	Text			-	-	Weekly	Weekly	Weekly