

Employee Name : S. Gurumurthy
 Manager's Name :
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : Knowledge sharing and training

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
To continuously educate the concerned plant executives on the process of handling litigation cases and proper record keeping	Text	20		This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period
Encourage the concerned executives by internal discussions on notices received, appeals to be filed etc	Text	20		This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period
Ensure that one person at Corporate IDT is having complete knowledge of the litigation and develop that executive in handling the documentation and other aspects	Text	40		This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period
Ensure that the entire monitoring is process driver rather than personally driven, by continuously creating awareness on importance of following systems	Text	20		This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period	This is a continuous process and to be measured on the basis of activities undertaken during the assessment period

KRA Category : Business
KRA Weightage : 20
KRA Description : Replying to Show Cause Notices

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
Analyse the show cause notices received from Central Excise, Customs & Service Tax Authorities	Text	20		Notice received from Unit but not updated in system	Not analysed	Analysed the allegations in the notice	Analysed all factual matrix related to the notice and also legal allegations to enable proper submission of reply	This could be decided by the overall assement formed out of the activities carried out over the period.
Preliminary Study of the notice and discussions with the concerned Plant, collate the facts / data required for reply. Also study caselaws, circulars and legal precedents to enable proper reply to the show cause notice.	Text	25		Notice received from Unit but not updated in system	Not studied.	Proper study of the notice so as to have effective briefing to the advocate	Complete study of the notice including its factual matrix	This could be decided by the overall assement formed out of the activities carried out over the period.
Briefing to Advocates and discussions for preparation of reply. Finalisation of draft replies received from Advocates in consultation with the concerned units.	Text	40		Notice received from Unit but not updated in system	Not studied and did not briefed the advocate	Proper briefing done to the advocate for preparing the reply	The reply received from the Advocate is properly studied and ensure that all the valid grounds are covered in the reply	This could be decided by the overall assement formed out of the activities carried out over the period.
File the reply within the stipulated time limit. As and when deemed fit apply for extention of time limits for submitting the reply.	Text	15		Notice received from Unit but not updated in system	Neither the reply filed within the time limit nor extension request for further time for submitting reply not filed.	Reply filed within the due date / extended due date	Ensured that the reply was filed with all valid grounds	This could be decided by the overall assement formed out of the activities carried out over the period.

KRA Category : Process
KRA Weightage : 25
KRA Description : Appearance for Personal Hearings

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
To have a proper tracker mechanism that all the personal hearings posted are monitored.	Text	20		Any of the hearing posted not monitored.	Part of tracker mechanism but appearance not ensured or adjournment of hearing not sought	Company is represented suitably for all the hearings	Proper efforts are engaged for attending the hearing	Ensured that all possible efforts are put to present the case properly before the authorities.
Ensure the personal hearings are attended by the Company Executive / Advocate.	Text	30		Any of the hearing posted not monitored.	Part of tracker mechanism but appearance not ensured or adjournment of hearing not sought	Company is represented suitably for all the hearings	Proper efforts are engaged for attending the hearing	Ensured that all possible efforts are put to present the case properly before the authorities.
File Resumes / Return submissions wherever required	Text	10		Any of the hearing posted not monitored.	Part of tracker mechanism but appearance not ensured or adjournment of hearing not sought	Company is represented suitably for all the hearings	Proper efforts are engaged for attending the hearing	Ensured that all possible efforts are put to present the case properly before the authorities.
Obtain suitable adjournments in case the hearing is not attended and will be attended on a later date	Text	10		Any of the hearing posted not monitored.	Part of tracker mechanism but appearance not ensured or adjournment of hearing not sought	Company is represented suitably for all the hearings	Proper efforts are engaged for attending the hearing	Ensured that all possible efforts are put to present the case properly before the authorities.
Co-ordinate with advocates for discussions on the matter for proper appearance and submissions	Text	30		Any of the hearing posted not monitored.	Part of tracker mechanism but appearance not ensured or adjournment of hearing not sought	Company is represented suitably for all the hearings	Proper efforts are engaged for attending the hearing	Ensured that all possible efforts are put to present the case properly before the authorities.

KRA Category : Business
KRA Weightage : 20
KRA Description : FILING OF APPEALS

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
To have proper tracker mechanism for appeals to be filed before various authorities.	Text	20		Any appeal to be filed not part of tracking mechanism	Appeal is part of tracker mechanism but requisite followup not done	The tracker system is maintained properly and lead to proper monitoring	The tracker mechanism is reviewed suitably and improvements implemented, if needed.	Completion of the KPI to the utmost satisfaction and best outputs.
Analyse the orders immediately on its receipt and collate grounds of appeal for discussions with Advocates and Co-ordinate with advocates for preparation of appeal by briefing and discussions. Finalise draft appeals received from Advocates and provide to the concerned units for filing the appeals.	Text	40		Orders are not at all analysed	Improper analysis of orders.	Orders are analysed well before the due date for appeal	Proper analysis leads to filing the appeal correctly.	Completion of the KPI to the utmost satisfaction and best outputs.
Ensure the appeals are filed within the proper time limit	Text	40		Appeal is not filed within time limit, in a matter where it was decided to file the appeal	Appeal not filed within the time limit for plausible reasons, and condonation for the delay granted	Appeal filed within the stipulated time limits.	Best efforts are employed to ensure the appeal is filed with proper grounds and supports.	Completion of the KPI to the utmost satisfaction and best outputs.

KRA Category : Customer
KRA Weightage : 20
KRA Description : Tracker Mechanism for notices & generation of reports

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
To ensure litigation database is maintained properly	Text	15		Any notice escapes updation in the data base	Data updation beyond 7 days	Data updation within 4 days	Data updation within 2 days	This being a continous process, this rating depends on consistence best performance.
To ensure relevant documents are scanned and uploaded into the SAP system for easy retrieval	Text	15		Any important document not uploaded	Docuemnt not updated beyond 7 days	Document updation beyond within 7 days	Document updation beyond within 2 days	This being a continous process, this rating depends on consistence best performance.
To ensure pending / action to be taken data generated is monitored to ensure completion of tasks, viz., submission of replies, filing appeals, personal hearings etc.	Text	20		Report not monitored	Any future activity viz., reply to be filed, hearing to be attended, appeal to be filed is not appearing in the data generated	All future events viz., reply to be filed, hearing to be attended, appeal to be filed etc., are updated within 3 days of intimation	All future events viz., reply to be filed, hearing to be attended, appeal to be filed etc., are updated within 2 days	This being a continous process, this rating depends on consistence best performance.
To ensure periodical generation of litigation status reports and submission of litigation of compliance report, statements to account for contingent liability etc	Text	50		Report not generated	The report is not generated by 12th of every month	The report is generated by 10th of every month	The generated report is analysed by 10th of every month	This being a continous process, this rating depends on consistence best performance.

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
S. Gurumurthy		10003231	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	
5	The Super Manager	Amit Sanas	2	
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	