

Employee Name : Sunjjeo PatilManager's Name : Sunjjeo Patil
Goalsheet Approval Date : 02-Dec-2016

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
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)
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)
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)

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
Check Value (duty) and other details printed on invoice for availment 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.
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
Availment 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.

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
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

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
Effective Time Management & Execution	Text			NA	NA	As per the IDP plan.	As per the IDP plan.	As per the IDP plan.
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.

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
1 To decide eligibility of cervat credit available and stamp accordingly	Text			None	None	within one day	same day	None
2. Filing of Service Tax returns	Text			None	None	on due date	05 days before due date	10 days before due date
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