

10000654 Rajvinder Notay

Employee Name : Rajvinder NotayManager's Name : Snehchandra Shah

Goalsheet Approval Date : 13-Apr-2017

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	Appraisee comment on actual achievement
Co-ordination with Purchase & Logistics department to collect all import shipment documents.	Text			None	None	Track the import plan and follow up for the documents.	None	None	4	Could manage to get documents on time from all purchase department before the shipment arrives.
Verification of documents and preparation of checklist as per the SOP.	Text			None	None	Within 1 day of the receipt of the documents	None	Same day of receipt of the documents	4	Proper documents were received and custom documents were filed.
Co-ordination with CHA for filing of Bill of entry with proper classification / Exemptions and declarations.	Text			None	None	Within a day from arrival of shipment.	None	Check list approved minimum 1 day ahead of arrival	5	Complete timely follow up for clearance with proper classification were done.
Two Level verification and proper confirmation to submit the Bill of entry in writing to CHA.	Text			None	None	Same day on receipt of complete documents.	None	Check list approved minimum 1 day ahead of arrival	5	All the bill of entries were filed after checking as per compliance and approval only.
Co-ordination for proper assessment and duty payment of the Import Consignment.	Text			None	None	Within two days from BOE assessed date.	None	same day of assesment	5	Duty amounts were checked and payments were arranged on time.
Monthly re-conciliation of all imports and provide the compliance report as per the agreed format.	Text			None	None	10th day of every month.	7th day of every month.	5th day of every month.	5	Yes provided

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	Actual achievement of year end	Appraisee comment on actual achievement
Submission of Triplicate Bill of Entries to Finance for exchange control purpose.	Text			None	None	Within 30 days from the date of clearance of shipment.	Within 15 days from the date of clearance of shipment.	None	4	Submitted as per instruction of treasury department.
Submission of Bill of Entries copies to accounts department for maintaining record of shipment cleared against licences.	Text			None	None	Within 1 day from the date of clearance of shipment.	None	None	3	Informed on time.
Submission of Bill of Entries copies to licence department for maintaining record of shipment cleared against licences.	Text			None	None	Within 5 days from the date of clearance of shipment.	None	None	3	Informed on time.
Submission of Duplicate Bill of Entries to Plants for availing modvat credit.	Text			None	None	Within 10 days from the date of clearance of shipment.	Within 5 days from the date of clearance of shipment.	None	5	Submitted within 10 days after shipment.
Updation of	Text			None	None	Daily	None	None	3	Daily updated

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
statement of Import under clearances & MIS of Import Shipments										
Maintaining of proper records of shipment documents in files & updation of FPS/FMS/MEIS Export Incentive scheme utilisation records .	Text			None	None	Daily	None	None	3	Daily updated
Arranging for Timely extension of Bank Guarantees & submission to Customs BG sections.	Text			None	None	Arranging Extended B/G before expiry of same.	None	None	3	Arranged & submitted BG extensions before expiry dates.
Tracking of receipt of TA covers from CHA for obtaining Rewarehousing certificate from Excise.	Text			None	None	Within 15 days after release of shipment from port.	None	None	3	Within 15 days from despatched date.

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	Appraisee comment on actual achievement
Timely assessment of the Bill of entry and duty payment	Text			None	None	Within 3 days from BOE submission	Within 2 days from BOE submission	On same day of BOE submission	5	Payment arrange within 1 day after filing of bill of entry
Projection of Monthly duty payments to Finance and Logistics department	Text			None	None	First Week of every Month	2nd day of every Month	None	4	Projection emailed on every month beginning.

KRA Category : People

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	Appraisee comment on actual achievement
Interpersonal skills	Text			None	None	As per IDP plan.	None	None	3	24th nov -- Nomination at VVF-sion was to be intimated 8/9 days before. Was expecting some urgent shipments hence did not confirm on training dates. 17th Mar - Daughter's 10th CBSE board exams were going on since 10th March to 8th April and so had to take her studies & be

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										with her during these days. Was not sure whether could attend office on training day or not.
Effective time management and execution	Text			None	None	As per IDP plan.	None	None	3	24th March'17 - Daughter's 10th CBSE board exams were going on since 10th March to 8th April and so had to take her studies & be with her during these days. Was not sure whether could attend office on training day or not.

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

Employee Name	Rajvinder Notay	Manager's name	Snehchandra Shah
Employee Code	10000654	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 improve day to day communication with Internal and external people	No	24th nov -- Nomination at VVF-sion was to be intimated 8/9 days before. Was expecting some urgent shipments hence did not confirm on training dates. 17th Mar - Daughter's 10th CBSE board exams were going on since 9th March to 8th April and so had to take her studies & be with her during these days. Was not sure whether could attend office on training day or not.
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To help in effective and efficient execution of daily task.	No	24th March'17 - Daughter's 10th CBSE board exams were going on since 9th March to 8th April and so had to take her studies & be with her during this days. Was not sure whether could attend office on training day or not.
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	OK	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKR AO PATIL	0.5	OK	Yes	
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	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					
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Part C: Development through action learning projects

Project Title	Project Title SAP Import related compliance Module
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	Not Applicable
Project Status Comments	