

Employee Name : Sudesh Nair
Manager's Name : Sudesh Nair
Goalsheet Approval Date : 22-Nov-2016

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
Continuously developing interpersonal skills	Text			None	None	As per IDP plans	None	None

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
Reconcile and confirm the eligibility of Drawback claims	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month
Monitor Drawabck claim receipts from customs	Text			None	None	As per customs disbursement schedule	None	None
Port wise submission of proper Bank realised certificates as per drawback received to customs authority	Text			None	None	Half early by 10th of Oct and 10th of April	None	None

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
EP copies for customs teams	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late
Timely BRCS uploading by banks through Finance team	Text			None	None	50 days from LEO date/Realisation which ever is late	40 days from LEO date/Realisation which ever is late	25 days from LEO date/Realisation which ever is late

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
Co-ordination with customs team and finance to obtain documents for filing of application	Text			None	None	60 days from LEO date/Realisation which ever is late	45 days from LEO date/Realisation which ever is late	30 days from LEO date/Realisation which ever is late
Proper and eligible claim of chapter 3 incentives	Text			None	None	65 days from LEO date/Realisation which ever is late	50 days from LEO date/Realisation which ever is late	35 days from LEO date/Realisation which ever is late
Tracking and providing MIS report of chapter 3 incentives to Finance	Text			None	None	Monthly report within 5th of next month	Monthly report on 2nd of next month	Monthly report on 1st of next month

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
Ensure each application for chapter 3 incentives are filed as per eligibility and proper declarations	Text			None	None	All applications double checked and no major remark from internal audit	No major rejection of claims from the department	All claims fully complied and settled
Maintain proper files for all incentive claims	Text			None	None	All applications documents (BRCs, freight certificates, landing certificates and DGFT online submitted documents) available in File along with scan copies	None	None
Submit documents for Audit (Internal/External)	Text			None	None	As per monthly schedule 10th of every month	By 5th of every month and no major internal Audit points	No Internal/External audit points