

Employee Name : Yogesh Amburle
Manager's Name : Yogesh Amburle
Goalsheet Approval Date : 01-Dec-2016

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
1 Assist in drafting of resolutions from time to time as and when required	Text			None	None	None	None	None
2 Legal support in drafting documentation with Banks for foreign companies	Text			None	None	None	None	None
3 Assist in vetting of various agreements of foreign subsidiaries	Text			None	None	None	None	None
4. Legal and Secretarial support on Fema and RBI Compliance	Text			None	None	None	None	None
5 Documentation and compliance for formation of new Company in overseas	Text			None	None	None	None	None
6 To provide various documents for statutory compliances with Government, Semi Government Authorities of the respective countries	Text			None	None	None	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
1. Program related to CSR activities mandatory under Companies Act 2013	Text			None	None	None	None	None
2. Strengths based team building	Text			None	None	None	None	None

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 Renewal of Licenses from time to time	Text			None	None	None	None	None
2 Liasoning with BMC, MIDC and other Government Officials	Text			None	None	None	None	None
3 Liasoning with Advocates for Title Search Report and other factory/land related matter of the Company	Text			None	None	None	None	None
4 Liasoning with Internal Auditors, Statutory auditors and Secretarial Auditors	Text			None	None	None	None	None

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
1. Assist in drafting Board Minutes of VVF, Group and Associate Companies and other statutory compliances.	Text			None	None	None	None	None
2. Maintenance of Fixed Deposits record, renewal and repayment of FDs and filing FD Return and CLA within time limit	Text			None	None	None	None	None
3. Responsible for getting half yearly due diligence report	Text			None	None	None	None	None
4. 2nd Check on Secretarial compliance of all domestic companies	Text			None	None	None	None	None
5. Filing of forms with ROC for creation/modification/satisfaction of charges without delay	Text			None	None	None	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
1 Assist in vetting of P2P, Manufacturing and other legal agreement	Text			None	None	None	None	None
2 Assist in drafting Bank loan documentation, Agreement and security creation	Text			None	None	None	None	None
3 Legal support on finalising artworks for declarations under legal metrology act	Text			None	None	None	None	None

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
4 To provide legal support for drafting various documents for various departments for legal/statutory compliance at various locations.	Text			None	None	None	None	None