10000660 Babasaheb Jadhav

Employee Name : Babasaheb JadhavManager's Name : Shashibhushan Sharma

Goalsheet Approval Date: 13-Apr-2017

KRA Category : Customer KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
To prepare / discuss draft representations with seniors and submit to concerned authorities	Text			None	None	within 10 days from receipt of request	within 7 days from receipt of request	within 5 days from receipt of request		Submitted fresh & renewal applications to FIEO and Chemexcil for Membership

KRA Category : Customer KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
To provide information to internal auditors / reply to their queries / comments on their report	Text			None	None	within 3 working days from receipt of request	within 2 working days from receipt of request	within 1 working days from receipt of request	3	No data request received from auditors during the year
To provide information on customs duty / drawback rates / FTP amendments / customs notification - circulars	Text			None	None	within 3 working days from receipt of request	within 2 working days from receipt of request	within 1 working days from receipt of request	4	Information and updates provided within two to three days
To circulate MIS reports to concern persons	Text			None	None	By 5th of every month	By 4th of every month	By 3rd of every month	3	MIS Reports submitted Quarterly, monthly submitted from November 2016 onwards
Ensure application for custom bonding of storage tanks at Sewree, Sion & Kutch	Text			None	None	By 15th August 2016	By 30th July 2016	None	3	Warehouse applications completed and submitted by July 2016

KRA Category : People KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Development of Module relating to Exim on the net FOB realisation and BRC Status.	Text			None	None	To be completed by September 2016	To be completed by August 2016	None	3	Development of module successfully completed and put to use in system during March 2017
Advance communication program as per IDP	Text			None	None	Demonstrate the improvements during the year.	None	None	3	Attended advance communication skills programme on 14.10.2016

KRA Category : Process KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Review and Revisit the closure applications submitted earlier for 24 pending authorisations	Text			None	None	To be completed by January	2017	To be completed by December 2016	3	Reviewed and revisited the closure applications for pending 24 advance authorisations for redemption
To identify short fall if any	Text			None	None	To be completed by February 2017	To be completed by January 2017	To be completed by December 2016	3	Identified short falls in each of the advance authorisations
Mitigation plan on short falls	Text			None	None	To be completed by February 2017	To be completed by January 2017	To be completed by December 2016	3	Mitigation plan is prepared for regularisation of short falls
Discussions and road map for the mitigation plan	Text			None	None	To be completed by March 2017	None	None	3	Prepared road map for mitigation of issues / short falls

KRA Category : Process KRA Weightage : 40 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
To comply with EPCG Committee / PRC requirements	Text			None	None	Be ready with all the details for the reply within 10 days from the day of receipt of query.	Reply queries within 15 days of receipt of query	Reply queries within 10 days of receipt of query	3	Initial reply submitted on 18.07.2016 and again authority requires information which is ready with us and needs to finalised by our consultant for onward submission
To revise EODC/Redemption applications as EC/PRC decision	Text			None	None	Revise applications within 60 days from the receipt of decision	Revise applications within 45 days from the receipt of decision	Revise applications within 30 days from the receipt of decision	3	Revision of EODC / Redemption process will initiate only after receipt of decision from DGFT, Delhi.
To prepare appeal against rejection of FPS claim	Text			None	None	Before May 2016	Before April 2016	None	3	Submitted petition / appeal in May, 2016

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				у	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance						achievement
description										
To provide	Text			None	None	To be completed	To be completed	To be completed	3	Provided all
documents to						by September	by August 2016	by July 2016		relevant
Finance for						2016				documents for
obtaining old BRCs										issuance of BRCs /
(2004 to 2015)										EBRCs in July,
			<u> </u>							2016

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

Employee Name	Babasaheb Jadhav	Manager's name	Shashibhushan Sharma
Employee Code	10000660	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	Interperso nal skills	Amit Sanas	2			
2	Advanced Communic ation skills(only AGM & above)	Charles Carvalho	2	Need to improve communication skill	Yes	Attended on 14.10.2016
3	Effective time mana gement and execution	Amit Sanas	2			
4	Inspiratio nal Leadershi p (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environm ent Health and Safety *	EHS Team	1	ОК	No	Not applicable
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ОК	No	Not applicable
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Ma nufacturin g Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	ОК	No	Not applicable

	**				
10	Influencin g skills	Internal TBD	2		
11	Strengths based team building	Charles Carvalho	1		

^{*}Mandatory for all employees to attend this program

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					

Part C: Development through action learning projects

Project Title	Development of Module relating to Exim on the net FOB realisation and BRC Status
Review date	31-August-16
Target end date	30/Sep/2016

^{**}Mandatory for employees working at locations covered by the certifications

Project scope	Development of Module relating to details related to • Export documentation, • Shipping bill data • Actual freight/insurance/commission paid • BRC details • Details of Licenses applied.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Online transactions along with details mentioned above
What is the employee expected to learn from this project	The export and Exim related process and tracking of the same for export incentives
Reviewer(s) name	Sunil Menon
Project Status	Completed
Project Status Comments	Successfully developed ZEXIM module to monitor EBRCs and export incentives and same is put to use in System in March 2017