

10000661 Ajay Kumar Jha

Employee Name : Ajay Kumar JhaManager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 16-Apr-2017

KRA Category : Process

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 |
|--|------|---------------|-------|--------------------------------|-----------------------|---|--------------------------|-----------------------------|--------------------------------|---|
| Ensuring timely payment of RCMC renewal fee | Text | | | None | None | Every year before 30 April | None | None | 3 | on time |
| To verify and certify that any request for removal of capital goods is in compliance with FTP provisions i.e., the end use conditions are complied with or no end use conditions attached with those goods, after collating the import documents and identity of the goods proposed to be removed. | Text | | | None | None | Details will be provided within a period of one week from the date of requisition, to facilitate decision. | None | None | 3 | time to time |
| Ensure every application submitted are properly declared in accordance with FTP regulation and other related Rules. Also addressing queries reply etc 30 days from DL | Text | | | None | None | Prepare check list for each transaction and implement the compliance from 31 July 2016, conduct proper audit of each application and certify. | None | None | 3 | on time |
| Ensure every Bill of Entry and S/ Bills submitted are properly declared in accordance with Customs Tariff and other related Rules Also Provide Duty Structure, exemption and incentives available for import goods to the business as and when requisitioned | Text | | | None | None | Prepare check list for each transaction and implement the compliance from 31 July 2016, conduct proper audit of each application and certify. Within 2 working days | None | None | 3 | on time |

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 |
|--|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| Developing Self by learning Books and debating with Sr. officers regularly | Text | | | None | None | Every day | None | None | 3 | daily |
| Attending Seminar to develop the knowledge which will help me and organisation as well | Text | | | None | None | as and when organised | None | None | 3 | As and when organised |
| Group discussion on regular basis to exchange the knowledge each | Text | | | None | None | Regularly | None | None | 3 | weekly |

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| other | | | | | | | | | | |

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 | Actual achievement of year end | Appraisee comment on actual achievement |
|--|------|---------------|-------|--------------------------------|-----------------------|---|--------------------------|-----------------------------|--------------------------------|--|
| Collection of Export Incentive from DGFT / SEPZ Rs.10.00Cr including current year export | Text | | | None | None | Collect Incentive scripts of Rs.5.00Cr by Nov 2016. and Rs.5.00Cr by March 17 | None | None | 4 | 11.cr |
| Collection of Export Incentive from Customs Duty Drawback worth Rs.4.50 Cr including current year export | Text | | | None | None | *Rs.2.cr by Oct 16 and Rs.2.5cr by end of March 17. Export Incentive applications will be filed with proper supporting documents within 30 days from date of receipt of E BRCs. * | None | None | 3 | pending with department due to technical issue |
| Advance licence to be obtained from DGFT if required | Text | | | None | None | within 15 days from conformation of business head | None | None | 3 | not required in f.y. 16 |
| EPCG licence to be obtained from DGFT if required | Text | | | None | None | within 15 days from conformation of business head | None | None | 3 | NA |
| Clearance of vendor bills | Text | | | None | None | daily basis | None | None | NA | NA |

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 |
|--|------|---------------|-------|--------------------------------|-----------------------|---|--------------------------|-----------------------------|--------------------------------|---|
| Co-ordinate with Internal Auditor and provide the complete information as required by them | Text | | | None | None | Every quarter. | None | None | 3 | within a day |
| Provide All Data and Documents to External Auditor for Audit | Text | | | None | None | Half yearly | None | None | 3 | within a day |
| Response all queries observed by the auditor | Text | | | None | None | Within 30 days from date of receive of report | None | None | 3 | within a week |
| Coordination with CHA for various import / export / incentive related work. | Text | | | None | None | weekly | None | None | 3 | As and when required |
| Coordination with Govt Authority i.e. | Text | | | None | None | To ensure timely approval and | None | None | 3 | As and when required |

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| DGFT, Customs, Seepz etc | | | | | | disposel of application | | | | |