10003631 Snehchandra Shah

Employee Name : Snehchandra ShahManager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 11-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
Ensure all Central Excise returns are filed on or before due date, correct duty payment, and submission of accurate data. Ensure two level Checking of data .	Text			None	None	on or before due date	None	None	Central Excise Returns filed on or Before due date with correct duty and data .	Central Excise Returns filed on or Before due date with correct duty and data .
Correct declaration and availment of notification benefit and timely receipt of the permissions from central Excise.	Text			None	None	Submit the application within 2 days of receipt of documents.	None	Submit the application same day of receipt of documents.	90% case submit Same day .	90% case submit Same day .
Verify all despatch documents in terms of the Excise/Customs rules and ensure accuracy. Ensure all after despatch compliance and receipt compliance are met.	Text			None	None	Check minimum of 90% documents and confirm. All PoE and RWC within 30 days.	Check minimum of 95% documents and confirm. All PoE and RWC within 25 days.	Check minimum of 100% documents and confirm. All PoE and RWC within 15 days.	1090% documents confirm and received RWC with in time limit.0% achieved .	90% documents confirm and received RWC with in time limit.
Provide the data for the internal and external audits, review audit reports record and implement. Submit the compliance reports.	Text			None	None	Reply to audit points within 10 days of receipt of audit reports. Submit monthly compliance report by 15th next month.	No major observations on compliance by internal audit	No major observations by CERA / EA 2000 audits	SUBMIT Reply with in time limit .	SUBMIT Reply with in time limit .
Two level checking of all the BoE and SB filed. Proper declarations and claim of eligible ex emptions/incentive s	Text			None	None	Check minimum of 90% documents.	Check 95% documents.	Check 100% documents.	90% documents checked and 100% complied	90% documents checked and 100% complied
Ensure correct availment and optimum utilisation of cenvat credit.	Text			None	None	Avail eligible credits of the input/input services received upto 25th of the month by the month end.	Avail eligible credits of the input/input services received upto 27th of the month by the month end.	Avail eligible credits of the input/input services received upto 28th of the month by the month end.	90% correct Cenvat Credit availed on 25th and all Cenvat Credit 100% correct and Utilized .	90% correct Cenvat Credit availed on 25th and all Cenvat Credit 100% correct and Utilized .

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
"Coordination with Purchase / Logistics teams for timely clearance of the import shipments. "	Text			None	None	To be cleared within 5 days of landing	To be cleared within 4 days of landing	To be cleared within 3 days of landing	90% consignment cleared with in 5 days .	90% consignment cleared with in 5 days .
Customs clearance of export consignments	Text			None	None	To be cleared within 1 day	None	None	Export Consignments cleared same day. 100% complied .	Export Consignments cleared same day. 100% complied .
Provide the Tax related information/ Clarifications as per the request of Purchase/Logistics	Text			None	None	Within a day from the request.	None	None	90% case with in a day .	90% case with in a day .

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
/Marketing/business										

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
Review the new notifications/circulars and guidelines of Excise, Customs, ST and FTP, analyze the same and update the changes to all operation team.	Text			None	None	Within 3 working days from the issue of notification/circular	Very next day of issue of the Notification/Circular	Same day of issue of notification/circular	Same day and update the changes to all .	Same day and update the changes to all .
Proper implementation and maintenance of the Indirect Tax monitoring program in SAP with regard to Excise/Customs/FTP	Text			None	None	None	None	None	100% implementation and maintenance .	100% implementation and maintenance .
Monitor the IDP of the team	Text			None	None	Completion for all repartee's.	None	None	90% complied .	90% complied .
Effective participation and implementation of the changes in GST scenario in respect to excise and service tax matters.	Text			None	None	As per the common target of the company.	None	None	100% complied as per common target of company .	100% complied as per common target of company .

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
Proper and timely application of eligible export incentives for the year 2016 17. Provide the monthly provisions, tracking and reconciliation of the export incentives.	Text			None	None	70% by 31 Mar 2017	80% by 31 March 2017	90 % by 31 Mar 2017	80% proper and timely application filed . due to system error balance not done .	80% proper and timely application filed . due to system error balance not done .
Proper and timely claim of the eligible duty drawback for the year 2016 17. Provide monthly provisions and track the realization.	Text			None	None	70% by 31 Mar 2017	80% by 31 March 2017	90 % by 31 Mar 2017	70% proper and timely claim of duty drawback done.	70% proper and timely claim of duty drawback done.
Proper and timely inward goods certifications and preparation of	Text			None	None	Adhere to the schedule requirements given.	None	None	as per Schedule 100% done.	as per Schedule 100% done.

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
correct documentations for the outward goods.										
Avaiment of the eligible cenvat credits on inputs and input services and optimum utilsation of the credits.	Text			None	None	Avail within 5 days from the receipt of the goods and utilsation of 95% for the month's despatch	Avail within 3 days from the receipt of the goods and utilsation of 95% for the month's despatch	Avail within 1 day from the receipt of the goods and utilsation of 98% for the month's despatch	Availed Cenvat Credit within 3 days and Utilized 100%.	Availed Cenvat Credit within 3 days and Utilized 100%.

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

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
correct documentations for the outward goods.										
Avaiment of the eligible cenvat credits on inputs and input services and optimum utilsation of the credits.				None	None	Avail within 5 days from the receipt of the goods and utilsation of 95% for the month's despatch	Avail within 3 days from the receipt of the goods and utilsation of 95% for the month's despatch	Avail within 1 day from the receipt of the goods and utilsation of 98% for the month's despatch	Availed Cenvat Credit within 3 days and Utilized 100%.	Availed Cenvat Credit within 3 days and Utilized 100%.

Employee Name	Snehchandra Shah	Manager's name	Shashibhushan Sharma
Employee Code	10003631	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			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2	Require for Central excise and Service tax related working.	Yes	
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	ASHOKRAO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKRAO 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					

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	Automation of Statutory Compliances under Indirect Taxes (Customs)
Review date	31/10/2016
Target end date	30/Nov/2016

Project scope	Developing of Automation system for Indirect tax (Customs – Import and Export).It Include monthly updating of compliance reports (Customs - Import and export) in compliance system by the user and management online review of compliance report (Checking of Product Classification , HS Code , Export incentive remarks etc) .
Project exclusions	1. Meetings with Functional persons for respective functional inputs 2. Finalising Template for uploading in the system 3. With the help of IT, testing and final uploading the Compliance Report 4. Regular Review and Monitoring
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	Completed
Project Status Comments	