

Employee Name : DATTA MANE
 Manager's Name : Shashibhushan Sharma
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 30

KRA Description : Preparation and submission of statutory returns

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
Preparing the data in the format required for Uploading the details in the GSTR1 and GSTR2 and GSTR3	Text	30		0	0	10th Day	9th Day	7th Day
Uploading the matched transaction between VVF and its location & Upload GSTR1	Text	20		0	0	10th Day	9th Day	7th Day
Followup with dept. regarding the resolution of the same till 13th of that month & File The GSTR2 & GSTR3	Text	20		0	0	15th Day & 20th Day	14th Day & 19th Day	12th Day & 18th Day
Filing of Return for 50/2017 notification - every quarterly before 10th	Text	20		0	0	On or before 10th of Subsequent month.	before 9th of Subsequent month	before 8th of Subsequent month
Preparing the data in the format required for Uploading the details in the GSTR9	Text	10		0	0	On 31st Dec of next Financial Year	On 30th Dec of next Financial Year	On 29th Dec of next Financial Year

KRA Category : Process

KRA Weightage : 20

KRA Description : Submission of the MIS Reports

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
Maintenance & Monitor the Supply registers - Supply Register(Goods), Advance Receipt Register, Debit/Credit Note Register, Delivery Challan Register.	Text	20		0	0	Daily	0	0
Maintenance & Monitor the Purchase registers - Domestic Purchase, Imported Purchase, Service Purchase.	Text	20		0	0	Daily	0	0
Maintenance & Monitor the RCM Register	Text	20		0	0	Daily	0	0
Maintenance & Monitor the Input Tax Credit register & Output Tax register.	Text	20		0	0	Daily	0	0
Maintenance & Monitor the Stock Transfer Register.	Text	20		0	0	Daily	0	0

KRA Category : Business

KRA Weightage : 20

KRA Description : Monitoring credit balance & Optimum Utilisation

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
Check chpt ID & tax rate applicable & Also Check the CGST / SGST & IGST applicable	Text	20		.	.	Weekly	Daily	Daily
Identify the debit note or credit note to be issued	Text	20		.	.	Weekly	Daily	Daily
Cross check the Purchase Register & GL Credit. & Cross check the Stock Transfer credit to other location.	Text	20		.	.	Weekly	Daily	Daily
Cross check the ISD credit with HO	Text	20		.	.	Monthly	.	.
Payment of Tax liability	Text	20		.	.	Monthly	.	.

KRA Category : People

KRA Weightage : 15

KRA Description : Development of Self & Team

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
Develop Kadam to handle the basic statutory documentation.	Text	40		.	.	Dec 17	.	.
Monitor The IDP of the team	Text	30		.	.	As Per IDP Plan	..	.
Strengths based team building	Text	30		.	.	As per the IDP plan	.	.

KRA Category : Customer

KRA Weightage : 15

KRA Description : Maintaince of Statutory Records & Registers

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
Followup with the respective department, for raising the debit or credit note on the respective customer, Also followup with the purchase dept. to ensure that we get the debit note or credit note from supplier of goods or services	Text	20		.	.	Weekly	Daily	Daily
Checking the status of Rebate (i.e. refund of GST paid on export of goods) with the department and also obtain shipping Bill for exported goods & Status of Proof of export for all goods exported in a month	Text	20		.	.	Weekly	Every Ultimate Day	Daily
Monitor FG/RM/Scrap/Wastage register under GST-inventory in register should match with SAP inventory	Text	20		.	.	Daily	.	.
Monitor IGCR Receipt (Pending Annexure, Pending Utilisation & followup with concern) & Monitor Bill Receipt against GRN made	Text	20		.	.	Weekly	daily	.
Checking the status of Bill Received but with incomplete details. - Track with Purchase dept. After 7 days start reminder to concern on every Wednesday and Friday. After 30 days highlight the lost ITC credit amount to Procurement Head & after 35 days forward the all bills to Procurement head for further action	Text	20		.	.	weekly	Daily	Daily

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

Employee Name	Manager's name	Employee ID	Year
DATTA MANE	Shashibhushan Sharma	10002936	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills		2	
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	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
1			
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	
Review date	
Target end date	
Project scope	
Project exclusions	

Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	