

Employee Name : Shashibhushan Sharma
Manager's Name : Gajendra Palo
Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 25

KRA Description : Support to Business

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
Unlocking the Cash Flow in crores	Value	60	27.50	< 18.98	19.25 to 26.13	26.4 to 28.88	29.15 to 35.48	38.23
Resolving Business Queries relating to law	Days	10		11	10	7	5	3
Preparing SOP for better understanding of GST Laws relating to Business concern area	Days	10		11	10	7	5	3
Bringing Licence/Exemption Certificate to support business in claiming	Days	10		13	12	10	8	6
Updates on GST to business	Days	10		9	7	5	3	1

KRA Category : Customer

KRA Weightage : 15

KRA Description : Support to customer

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
Resolving Queries of customer	Days	30		25	20	15	10	5
Support to customer in new business transactions	Days	35		30	25	20	15	10
Representation to Authorities to support business	Days	15		35	30	25	20	15
Obtaining Export Incentives under GST scenario	Days	20		150	135	120	105	90

KRA Category : Process**KRA Weightage : 30****KRA Description : Streamlining the business process under GST**

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
All Business Transaction are smoothly operating under GST	Date	50		20/Oct/2017	20/Jul/2017	15/Jul/2017	10/Jul/2017	01/Jul/2017
All Statutory Records are maintained	Date	50		06/Sep/2017	05/Sep/2017	31/Aug/2017	20/Aug/2017	01/Jul/2017

KRA Category : People**KRA Weightage : 15****KRA Description : Developing Knowledge base of personnel to do correct things**

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
Updating personnel with new laws to help them in managing their GST compliances	Days	15		20	15	12	8	5
Training personnel to handle compliances under GST	Date	50		20/Dec/2017	20/Nov/2017	20/Oct/2017	20/Sep/2017	20/Aug/2017
Training Personnel to provide data under GST law to statutory Authority	Days	20		30	25	22	18	15
Creating back up for Import and Export transactions	Date	15		20/Dec/2017	15/Nov/2017	10/Nov/2017	15/Oct/2017	30/Sep/2017

KRA Category : Business**KRA Weightage : 15****KRA Description : Support to Business**

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
Finalising HSN code for new Product	Days	20		25	20	15	10	7
Resolving Business Queries relating to law	Days	30		25	20	15	10	7
Preparing SOP for better understanding of GST Laws relating to Business concern area	Days	15		25	20	15	10	7

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
Bringing Licence/Exemption Certificate to support business in claiming	Days	25		25	20	15	10	7
Updates on GST to business	Days	10		9	7	5	3	1

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

Employee Name	Manager's name	Employee ID	Year
Shashibhushan Sharma	Gajendra Palo	10003855	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	To facilitate business and manage people
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	How Retail Business happens	1	khushroo.forbes@vvfltd.com? Khushroo Forbes
2	How operations of Alcohol happens	1	vilas.kakade@vvfltd.com? Vilas

			Kakade
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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	Mr Gajendra palo and Mr Gurumurthy	9	29/Dec/2017		
2	Coaching through leader in own function for functional inputs	pratyaya Chakraborty, Pragnesh Bhuch, Amarjit Mishra	9	29/Dec/2017		

Part C: Development through action learning projects

Project Title	GST implementation
Review date	31/Jul/2017
Target end date	30/Jun/2017
Project scope	Implementation of GST in the company, covering all function, people and IT configuration with support of IT team
Project exclusions	Delays in GST implementation due to statutory reasons
Project deliverables (Target at rating 3: good solid performance)	GST implemented to support all function of business
What is the employee expected to learn from this project	learning new GST laws
Reviewer(s) name	Gajendra Palo
Project Status	
Project Status Comments	

