

Employee Name : Dnyaneshwar Kadam  
 Manager's Name : DATTA MANE  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 30**

**KRA Description : Verification of Tax documents & filling of the same**

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
Verification of input documents with actual receipt as per Rules & Act/GST.	Text			NIL	NIL	Verification documents and for exemption check to confirm with in 2 working days from receipt of document.	Verification documents and for exemption check to confirm with in 1 day from receipt of document.	Verification documents and for exemption check to confirm on the same day of receipt of document.
Visiting Excise range office, Division office.	Text			-	-	As & when Required	-	-
Monitoring All documents & filling of the same with proper manner	Text			-	-	As & when Required	-	-

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Record Maintenance & Tracking.**

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
Keep track Exim budget and arrange Service Purchase Requisition,Service PO for miscellaneous requirements.	Text			nil	nil	nil	Monthly report on budget / with in 1 day of the request received.	nil
Provide documentation for internal & External audit.	Text			nil	nil	By 10th of Every month.	next day & same day.	Same day.

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Required Training for Influencing skills**

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
Required this training to improve the myself.	Text			NIL	As per IDP	NIL	NIL	NIL
Art of charm.	Text			NIL	As per IDP	NIL	NIL	NIL

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Maintain data for daily Receipt & Concetional Import.**

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
Segregation of Receipt Invoices & maintain the same in Excel file as base data for monthly return	Text			nil	nil	All receipt up to 25th in the month by the month end.	All receipt up to 28th in the month by the month end.	All receipt up to 29th in the month by the month end.
Work in relation to Concessional Import Annexure III	Text			.	.	As & When Required	.	.

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

Employee Name	Manager's name	Employee ID	Year
Dnyaneshwar Kadam	DATTA MANE	10002558	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	improve the myself.
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	For my best knowledge.

8	Art of Charm	Anant Pednekar	1	
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\*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	

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