

Employee Name : Rajeev Chaubal
 Manager's Name : Shashibhushan Sharma
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 50

KRA Description : Goods & Services Tax Related Work

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
Reviewing & Active Role in obtaining GST Registrations under GST Act in all 5 Locations including ISDN Registration	Units	50	5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95
Monthly Activity - Reviewing GST Returns, Mismatch Reports under GST monthly return and coordinate with business to avail full ITC during the month	Days	30		22	21	20	19	18
Attending all the Departmental Queries from GST Site	Text	20		8	5	4	3	2

KRA Category : Process

KRA Weightage : 15

KRA Description : Co-ordination with IT

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

KRA Category : Process

KRA Weightage : 15

KRA Description : Completion of Old Regime Work

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
VVF (India) Assessments - Maharashtra - 2011-12, 2012-13 & 2013-14	Weight	25	2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Kutch Assessments - 2008-09 & 2009-10	Weight	25	2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78

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
(K-1)								
Baddi - 2011-12	Weight	25	1	< 0.69	0.7 to 0.95	0.96 to 1.05	1.06 to 1.29	1.39
Daman - 2012-13 & 2013-14	Weight	25	2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78

KRA Category : People

KRA Weightage : 20

KRA Description : Updation to Business & Procurement 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
Resolving Queries of Business and Procurement Teams	Weight	50	100	< 69	70 to 95	96 to 105	106 to 129	139
Communication with Vendors and customers with respect to GST Queries	Weight	50	50	< 34.5	35 to 47.5	48 to 52.5	53 to 64.5	69.5

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

Employee Name	Manager's name	Employee ID	Year
Rajeev Chaubal	Shashibhushan Sharma	10002860	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	