

Employee Name : Shantaram Deshmukh

Manager's Name :

Goalsheet Of Year: 2016-2017

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : Payment of service tax**

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
1 Payment of Service tax for all location	Text			None	None	On due date (6th of next month)	None	None
2 Prepare JV and send to Accounts Dept for creating Liability	Text			None	None	6th of Next Month	5th of Next Month	4th of Next Month
3. Distribution of Payment made under RCM	Text			None	None	Distribution to be completed by 11th of next month	Distribution to be completed by 9th of next month	Distribution to be completed by 8th of next month To avail all eligible credit for goods / service received before 29th of every month and availing and distributing ISD credits also within the month.
4 Prepare JV and send to Accounts Dept for Distribution of Payment under RCM	Text			None	None	By 10th of next month	By 8th of next month	By 7th of next month

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : Completion of IDP and the projects**

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
1 Effective time management and execution	Text			None	None	As per IDP	None	None

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Filing the Statutory returns of Excise and Service tax and related process.**

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
2. Filing correct and reconciled statutory returns of Excise and Service Tax.	Text			None	None	on or before due date	None	None
1 To verify the service invoices and confirm eligibility of cenvat credit and stamp the invoices suitably.	Text			None	None	within one day	same day	None
3 provide details to internal Auditors	Text			None	None	within three days on receipt of communication	within two days on receipt of communication	within one days on receipt of communication
4 To prepare payment voucher and make service entry for payment to misc vendors	Text			None	None	Within three days from receipt of invoice	Within one day from receipt of invoice	None

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Proper availment of Cenvat credit for the eligible input services and Distribution to respective location.**

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
1 Check Value (duty) and other details printed on invoice for availment of cenvat credit	Text			None	None	Within Five Days On receipt of invoice from Accounts Dept.	Within Three Days On receipt of invoice from Accounts Dept.	Within 1 Days On receipt of invoice from Accounts Dept.
2 Segrete the invoices received from Accounts Dept. and send to respective location	Text			None	None	To Send invoices related to location by 28th of every month	To Send invoices related to location by 27th of every month	To Send invoices related to location by 26th of every month
3 Availment of Eligible Input service tax Credit on invoices in ISD Register.	Text			None	None	avail eligible credit on the documents received before 25th of every month by month end.	avail eligible credit on the documents received before 27th of every month by month end.	avail eligible credit on the documents received before 29th of every month by month end.
4.Distribute Cenvat credit from ISD register	Text			None	None	Distribute credit on the documents received till 25th of every month by month end.	Distribute eligible credit on the documents received till 27th of every month by month end.	Distribute eligible credit on the documents received till 29th of every month by month end.

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

Employee Name	Manager's name	Employee ID	Year
Shantaram Deshmukh		10000131	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
1	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

\*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	Not Applicable
Project Status Comments	