Employee Name : PAYAL SHAH
Manager's Name : Gajendra Palo
Goalsheet Of Year: 2016-2017

KRA Category : Process
KRA Weightage : 20
KRA Description : 0

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 Assessment/ Appeal chart to be available online in SAP	Text			.	.	01_11_2016	01_10_2016	01_08_2016
2 Obtaining lower withholding tax certificate from Income Tax	Text			.	.	_30_08_2016	15_08_2016	_31_07_2016

KRA Category : People
KRA Weightage : 20
KRA Description : 0

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 Updating teams from time to time with respect to any changes made by Income tax	Text			.	.	ongoing	.	.
2 Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs)	Text			31_03_2017.	28_02_2017	31_12_2016	30_11_2016	31_10_2016

KRA Category : Customer
KRA Weightage : 20
KRA Description : 0

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 Providing/Obtaining TDS certificates to vendors/from customers	Text			.	.	100%	.	.
2 To establish system of accounting for promoters family in Tally	Text			.	.	31_03_2017	31_12_2016	31_10_2016

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
3 Providing data to internal customers, Income tax, Internal Auditors	Text			.	.	On going	.	.

KRA Category : Business
KRA Weightage : 40
KRA Description : Tax Compliances

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. Review of workings and ensuring timely payment of TDS, TCS, DDT, Advance tax	Text			.	.	on going	.	.
2.Ensuring clearance of all TDS accounts in SAP and preparation of tax schedules.	Text			.	.	8th of each month	5th of each month	.
3.Review of tracker of all hearings with Income tax department of all group companies	Text			.	.	5th of each month	3rd of each month	.
4. Filing of TDS returns on quarterly basis and issuance of TDS certificates	Text			.	.	30th day after the end of quarter and 15 days after filing TDS return	15th day after the end of quarter and 15 days after filing TDS return	.
5. Filing of Tax Audit report, Transfer pricing report and filing of return of income of all VVF group companies (provided timely completion of accounts)	Text			.	.	30_09_2016 / 30_11_2016	1_09_2016 / 1_11_2016	1_08_2016 / 1_10_2016
6. Completion of transfer pricing and income tax assessment of VVF group companies	Text			.	.	31_12_2016	01_12_2016	15_11_2016

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

Employee Name	Manager's name	Employee ID	Year
PAYAL SHAH	Gajendra Palo	10003130	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	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	ok
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	ok
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	ok
10	Influencing skills	Internal TBD	2	I have to interact on a continuous basis with Income tax authorities, customers etc. This training would help in getting things done.
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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			

<u>**Note: Part B and Part C are to be filled by only AGM and above employees.**</u>

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	Automation of Statutory Compliances under Direct & Indirect Taxes (VAT/CST/ED/ST & Customs)
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	Completed
Project Status Comments	• The company is following manual process for reporting of compliances under the various statutory Acts. • The said teams have reviewed the complete requirement for conversion of this manual reporting system into SAP generated one • The team has developed one master for each direct and indirect taxation in quality server • These masters were tested to create periodical reports in SAP. This reporting system was found compatible with the project objective • The tested project is available for transfer to production server • The testing of the project was completed in the month of November but due to other exigent activities the consent to go live could not be obtained till March 31st 2017 • The project is meeting requirement of reporting and will be transferred into the server by 31 May 17.