

Employee Name : PAYAL SHAH  
Manager's Name : Gajendra Palo  
Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Tax Planning**

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
Assisting in tax planning strategies like obtaining lower TDS certificate etc	Text	50		as required	as required	as required	as required	as required
Automation of atleast 1 area of direct tax which is presently being done manually	Text	50		as required	as required	as required	as required	as required

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Data providing**

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
Providing data to internal auditors	Text	50		as required	as required	as required	as required	as required
Providing data to other team members	Text	50		as required	as required	as required	as required	as required

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Training**

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 teams from time to time with respect to any changes made by Income tax	Text	50		Within 1 month of changes	Within 15 days of changes	Within 10 days of changes	Within 1 week of changes	Within 2 days of changes
Spending atleast 2 full days towards training of self and team	Text	50		as required	as required	as required	as required	as required

**KRA Category : Business**  
**KRA Weightage : 50**  
**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
Review of workings and ensuring timely payment of TDS, TCS, DDT, Advance tax, Filing of TDS returns, issuance of TDS certificates	Text	20		Late	Late	On due date	Before due date	Before due date
Filing of Tax Audit report, Transfer pricing report and filing of return of income of all VVF group companies	Text	40		After due date	After due date	30th Sep or 30th Nov	15th Sep or 15th Nov	30th Aug or 30th Oct
Completion of transfer pricing and income tax assessment of VVF group companies	Text	40		After due date	After due date	31st dec	1st dec	15th Nov

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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	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	To improve further as a mentor
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	As a manager I need to learn to balance. Hence this is required
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	1	Influencing skills are required for a direct tax person

\*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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (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	