

Employee Name : DINESH MISTRY
 Manager's Name : Abhay Bhudolia
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 15

KRA Description : World Class Services-Statutory Compliance

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.Ensuring Timely and proper entry in accounting books of vat/Tds/Service tax/WCT/Entry Tax & circulation of compliance report	Text			>With in 12th working days of month & 50 working days of quarter	With in 11th working days of month & 40 working days of quarter	With in 10 working days of month & 30 working days of quarter	With in 7 working days of month & 20 working days of quarter	With in 5 working days of month & 15 working days of quarter
2.Ensuring Timely deposit of Statuary Dues & Filing Vat/WCT/Entry Tax returns	Text			0	0	with in due date	0	0
3.Issuance on all the CST / VAT Forms - Quarterly	Text			> 160 days By Quarter End	Within 150 days By Quarter End	Within 120 days By Quarter End	Within 90 days By Quarter End	Within 60 days By Quarter End
4.Sale tax form pendency report preparation and circulation	Text			0	0	fortnightly basis (15th & 30th working day)	fortnightly basis (10th & 20th working day)	fortnightly basis (5th & 10th working day)
5.Daman Sale tax assessment of 2012-13 to be completed	Text			0	0	By 30.09.2017	by 31.08.2017	by 31.07.2017

KRA Category : People

KRA Weightage : 15

KRA Description : Self & Team Development

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
Completion of IDP Targets for self and team	Text			0	0	As per IDP	0	0
Team Development with latest tax updates	Text			0	0	Immidiata after change	0	0

KRA Category : Process

KRA Weightage : 15

KRA Description : Flaw Less Execution(Monthly closure & Reporting)

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.Monthly closure & Review of accounting activities / transactions without major deviation	Text			6 th working days	5 th working days	4 th working days	3rd working days	2 nd working days
2.All balance sheet schedules including GIT, Provisions , Overhead Details	Text			9th working day of the month	8th working day of the month	7th working day of the month	6th working day of the month	5th working day of the month
3.Response to audit Queries related to plant operation with coordination of Plant users	Text			with in 7 th working days after communication	with in 6 th working days after communication	with in 5 th working days after communication	with in 4 th working days after communication	with in 3rd working days after communication
4.All the required information for the completion of statutory audit and sign off: Cut off purchase/sale samples ,Inventory physical verification etc)	Text			with in 6 th working days after communication	with in 5 th working days after communication	with in 4th working days after communication	with in 3 th working days after communication	with in 2 nd working days after communication
5.Excise vs finance Sale reco circulation on Monthly basis	Text			with in 14 th working days after communication	with in 13 th working days after communication	with in 12 th working days after communication	with in 10 th working days after communication	with in 7 th working days after communication

KRA Category : Process

KRA Weightage : 15

KRA Description : AP Accounting Controls

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.All debit / credit notes and payment verification for Daman Location	Text			0	0	100% Error Free	0	0
2. Open GI-IR Closure	Text			120 working days for domestic bills	90 working days for domestic bills	60 working days for domestic bills	45 working days for domestic bills	30 working days for domestic bills
3.Exceptional Reports Circulation (Material without PO) & status movement 103 to 105	Text			12th working day of next month	11th working day of next month	10th working day of next month	7th working day of next month	5th working day of next month
4.Open Vendor Advanced closer Including Employee as per PO term	Text			with in 90 days	with in 60 days	with in 30 days	with in 20 days	with in 15 days

KRA Category : Business

KRA Weightage : 40

KRA Description : Business/ Support to Plant Operation

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.Operational MIS support to plant/HO Management for better cost control, (yield, wastages, utilities, conversion cost , MOM follow up ,Budget vs	Text			10 th working days	9 th working days of next Month	8 th working days of Next Month	6 th working days of Next Month	5 th working days of Next Month

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
actual.) 2.Preparation of Plant Budget with coordination of all Plant Team	Text			0	0	28 th Feb 2018	31 st Jan 2018	31 st Dec2017
3. Monthly physical Inventory verification report along with variance & follow up for Corrective action for deviation as per SOP	Text			10 th working day of Every Month	9 th working day of Every Month	8 th working day of Every Month	6 th working day of Every Month	5 th working day of every month
4.Monitoring and control of factory overheads, reduction w.r.t budget	Text			< 2%	3%	5%	7%	10%
5.Review of IFC process at plant level	Text			0	0	Risk control Matrix Review As per SOP	0	0

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

Employee Name	Manager's name	Employee ID	Year
DINESH MISTRY	Abhay Bhudolia	10002158	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	yes

*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	
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