

10003571 Balendu Mishra

Employee Name : Balendu Mishra Manager's Name : Puranmal Sharma

Goalsheet Approval Date : 11-Apr-2017

KRA Category : Business

KRA Weightage : 20 _

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 achievement of year end	Appraisee comment on actual achievement
Per 1000 bottle MPC improve by 5% compared to budgeted target, JNJ - 0.76, DAL - 0.71, DHS - 2.06, CPD - 4.22 (based on current SKU's)	Text			3	4	5	6	7	3	J&J 0.7 DAL 0.67 DHS 2.03 DHS sling pack 2.14 CPD 4.73
Monitoring and control of wastages in DAL-bottle 0.5%, cap 1.0%, label 2.0% & in DHS bottle 0.3%, cap 0.5%	Text			excess 0.2%	excess 0.1%	Target	less 0.1%	less 0.2%	2	DAL bottle 0.74 , DAL Cap 1.55, DAL label 3.54 ,DHS Bottle 0.49, DHS Cap 1.12
Internal / External audits w.r.t machineries (Manufacturing & Packing)	Text			Red	Yellow	Green	Green	Green	2	Audit done by RB in september and rating change from Red to Yellow
IQ / OQ / PQ of PET line of DAL	Text			after 4 days	after 2 days	Targeted date	before 2 days	before 4 days	3	As per customer demand glass bottle production continues. pet line machine received but not installed on line.

KRA Category : Customer

KRA Weightage : 20 _

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 achievement of year end	Appraisee comment on actual achievement
Production OTIF (Exixting products)	Text			95	96	98	99	100	5	consistently achieving 100% OTIF
Production OTIF (New product development)	Text			92	94	96	98	100	4	10 new SKU Produced on Time.
Quality Level	Text			<4.5	4.5_5.0	5	5.1	5.2	3	J&j 5.6 DAL 4.2 CPD 5.3
Reduction in Consumer complaints,comapire to last yaer	Percentage			30	40	50	55	60	1	Reduction in Consumer complaint, 11 born out complaints received And most of the complaints are related to facewash tube leakage

KRA Category : People
KRA Weightage : 20 _

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 achievement of year end	Appraisee comment on actual achievement
Training to improve the level of the person up to proficiency	Text			1 person	2 person	3 person	4 person	5 person	5	Training of Changeover And operation of Monoblock is given to Govind Nayak , Vinod Rathod, in September 2016 & Arun Hasda .Supay soran are Trained in November 2016. Tube filling Machine Opearation & changeover training is given to Kade tudu in June 2016.
To ensure all machines to have proper waring and double earthings.	Text			<90%	90_100%	100%	100%	100%	4	All Machine have proper wiring and Double Earthing.
Use of personal protective equipments while maintanance	Text			<90%	90_100%	100%	100%	100%	3	No Serious Injury Throughout the year , while maintenance & operation.
Machine should have proper safety guard in place	Text			<90%	90_100%	100%	100%	100%	3	All machine have Safety guard in Place.

KRA Category : Process
KRA Weightage : 40 _

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 achievement of year end	Appraisee comment on actual achievement
Adherence to Planned maintenance schedule for packing line machineries	Text			<80%	80_90%	90%	>90<95%	>95%	4	Planned Maintenance adhered throughout the year but data available from december
Upkeep of all packing machineries	Text			<90%	>90<95%	95%	>95<98%	>98%	4	Care of Machines are taken by the help of Preventive maintenance & Breakdown Maintenance is done whenever Required.
Maintain the machine history card(Manufacturing and Packing Machines)	Text			<80%	80_90%	90%	>90<95%	>95%	5	All machines have its history card available.
Formation of quality circle / small group activity	Text			6	8	10	12	14	5	14 Small group activities have been Done for improvement in the Quality,Ease of operation,Cost saving & improving Production by reducing time loss of setting.

vvf57e264fd8d3ef

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

Employee Name	Balendu Mishra	Manager's name	Puranmal Sharma
Employee Code	10003571	Year	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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	to work safely	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	to work effectively	Yes	

	**						
10	Influencing skills	Internal TBD	2				
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1				undefined	undefined
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	