

Employee Name : Santosh Sharma
 Manager's Name : Pramath Sanghavi
 Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 20
KRA Description : Documentation for Wind Power

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
Wind Power - Agreement + visit III party documents and REC related work	Text	20		NA	NA	On time within 15 days	NA	NA
Co-ordination with M/s Global India Pvt Ltd for Agreement for III Party & NOC	Text	20		NA	NA	On time within 15 days	NA	NA
Co-ordination with M/s Suzlon India Ltd for REC and NOC Application	Text	20		NA	NA	On time	within 15 days	NA
Co-ordination with M/s Re -Connect India Pvt Ltd for IEX and PXIL	Text	20		NA	NA	On time	NA	NA
Arranging Payment with our account dept for Wind Power related MSEDCCL	Text	20		NA	NA	On time	within 15 days	NA

KRA Category : Customer
KRA Weightage : 20
KRA Description : Bitumin plant project site insulation work & coordination

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
Insulation of all Beads project (VVF & vendor scope)	Text	20		2 weeks delayed	1 week delayed	As per project schedule	1 week earlier	2 weeks earlier
Insulation measurement checking and approval	Text	20		2 weeks delayed	1 week delayed	As per project schedule	1 week earlier	2 weeks earlier
Followup with vendor on daily basis for completion of job in time	Text	20		2 weeks delayed	1 week delayed	As per project schedule	1 week earlier	2 weeks earlier
Insulation QC testing & followup with vendor	Text	20		2 weeks delayed	1 week delayed	As per project schedule	1 week earlier	2 weeks earlier
Coordination with vendor for manpower shortfall & makeup	Text	20		2 weeks delayed	1 week delayed	As per project schedule	1 week earlier	2 weeks earlier

KRA Category : Business**KRA Weightage : 15****KRA Description : Executing Asset transfer process for project material/equipment shifting**

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
Generating/searching documents required for asset transfer from the date of users request	Text	20		95 within 12 days	95% within 11 days	95% On time within 10 days	100% On time within 10 days	100% On time within 8 days
Preparation of Asset transfer form & getting approval	Text	20		95 within 12 days	95% within 11 days	95% On time within 10 days	On time within 10 days	100% On time within 8 days
Coordinate with Finance Asset Team to obtain, Transfer cost, Asset upload, Material code creation	Text	20		95 within 12 days	95% within 11 days	95% On time within 10 days	On time within 10 days	100% On time within 8 days
Co-ordinate with site store in charge for STPO	Text	20		95 within 12 days	95% within 11 days	95% On time within 10 days	On time within 10 days	100% On time within 8 days
Co-ordinate with excise representative for Excise gate pass & Invoice	Text	20		95 within 12 days	95% within 11 days	95% On time within 10 days	On time within 10 days	100% On time within 8 days

KRA Category : People**KRA Weightage : 25****KRA Description : Providing Technical Documentation to users & Travel arrangement for engineers site visit**

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
As and when required Data sheet and Equipment drawing from Plant from various location, give to concerned person immediately in time.	Text	20		4 hrs later	2 hrs later	On time within 1 days	2 hrs earlier	4 hrs earlier
Keeping Track and update of Engineering document and Preparation of record of order for each project	Text	20		4 hrs later	2 hrs later	On time within 1 days	2 hrs earlier	4 hrs earlier
Listing of issued drawing or Technical documents and collecting the same and Filing to proper location.	Text	20		4 hrs later	2 hrs later	On time within 1 days	2 hrs earlier	4 hrs earlier
Distribution of Technical documents to concern Engineer	Text	20		4 hrs late	2 hrs later	On time within 1 days	2 hrs earlier	4 hrs earlier
Making arrangement for Travel to all Engineers / Manager / Operators Domestic / Over Seas.	Text	20		4 hrs late	2 hrs later	On time within 1 days	2 hrs earlier	4 hrs earlier

KRA Category : Process**KRA Weightage : 20**

KRA Description : Value addition activities & TNI IDP

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
P & ID List of document for conversation to soft Copies of Equipment layout, piping layout, civil & structural drawings	Text	25		NA	NA	100%	NA	NA
vendor follow up for material delivery	Text	25		NA	NA	100%	NA	NA
Training as per TNI sheet fulfillment	Text	25		NA	NA	100%	NA	NA
Training on Auto CAD preliminary and pdf conversion	Text	25		NA	NA	100%	NA	NA

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

Employee Name	Manager's name	Employee ID	Year
Santosh Sharma	Pramath Sanghavi	10000756	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	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	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			

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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