

Employee Name : ABHIJEET JALKOTE

Manager's Name : Vinoo Dias

Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 40

KRA Description : S&OP Management

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.Preparation of Pastillation, Plan In line with bulk availability,and Flaking,Drumming gradually	Text			Not Available	3_4 of next month	1_2 of next Month	28_30th of every month	26_27 of every Month
2.Co-ordinate with demand planner ,manufacturing team for meeting SNOP commitment	Text			fortnightly	weekly	twice a week	thrice a week	daily
3.Planning versus Actual for products in packed form (monthly basis)	Text			<80%	>80% to 85 %	> 85% to 90%	>90% to 95 %	>95%

KRA Category : Business

KRA Weightage : 20

KRA Description : Inventory management

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.Slow moving above 90 days - of pack stock (Basis 75 MT on 31 mar16 closing stock)	Text			75	71.25	67.5	60	52.5
2. Identifying the slob of pack material and Initiate the action Plan to eliminate at source	Text			Not Available	fortnightly	once in every week	twice in every week	Not Available
3.Monitoring and Tracking inventory	Text			Not Available	Not Available	weekly	twice in every week	daily

KRA Category : People

KRA Weightage : 20

KRA Description : Circulating information to the concerns for better control

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.Preparing reports and control of input/output of key customers HUL/Godrej which are undergoing for tolling	Text			fortnightly	weekly	twice a week	twice in a week	Daily
2.keeping Track of Stock vs SNOP Commitment	Text			fortnightly	weekly	twice a week	thrice in a week	Daily
3.Keeping a track of Sales,open contracts and Ensuring Material availability.	Text			Not Available	fortnightly	weekly	daily	Not Available
4.Preparation of consolidated production reports of taloja for monitoring Yields.	Text			9_10 of the month	7_8 of the month	5_6 of the month	3_4 of the month	1_2 of the month

KRA Category : Process

KRA Weightage : 20

KRA Description : Excise (Duty draw back and 12/12) /Cost Saving

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.Design a module of duty draw back which paid while EOU Exit	Text			Not Available	Not Available	Not Available	Suggestion for Process so as to avail maximum Drawback	Not Available
2.Working on 12/12 Notification for inward RM in Concession rate.	Text			Not Available	Not Available	Not Available	working for implementation of System module and first quater submission of report	Not Available

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

Employee Name	Manager's name	Employee ID	Year
ABHIJEET JALKOTE	Vinoo Dias	10000495	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	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	

4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	Yes for effective MIS
6	Effective time management and execution	Amit Sanas	2	For Safety Knowledge at workplace
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	
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			

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	Reduction in Slob
Review date	2nd and 4th Thursday of every month
Target end date	
Project scope	
Project exclusions	Mahesh Kasbekar & Vilas Kakade
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	1.Understanding last 2 years date analysis on generation and usage of slob. 2.Understanding of generation of slob 3.Techniques to minimise the slob 4.Disposal of existing stock 5.Third party processing
Reviewer(s) name	Mr. Mahesh Kasbekar
Project Status	Not Applicable
Project Status Comments	This is ongoing project of Identification of SLOB and take a corrective measures for one time disposal or preventive action plan for avoid the SLOB.