

10000110 SANTOSH GOREGAONKAR

Employee Name : SANTOSH GOREGAONKAR Manager's Name : V. R. Krishnan

Goalsheet Approval Date : 11-Apr-2017

KRA Category : Process

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
1 Processing Order in the system for Tarmesh, Fujian/Ucity, IQL, Opsonin & Wania Enterprises	Text			Above 3 working days	Within 3 working days	Within 2 working days	within one working day	Within the day of receipt of the Order	NA	NA
2 Provide Order acknowledgement to the customer	Text			Within 5 working days	Within 4 working days	Within 3 working days	Next working day	Within the day of receipt of the Order		
3 Informing customer about material availability and shipment schedule.	Text			Within 5 working days from shipment plan schedule	Within 3 working days from shipment plan schedule	Within 2 working days from shipment plan schedule.	Next day of Shipment plan schedule.	Immediately on confirmation of Shipment Plan schedules.		
4 Following up with the customer opening the LC	Text			Within 5 working days from shipment plan schedule	Within 3 working days from shipment plan schedule	Within 2 working days from shipment plan schedule.	Next day of Shipment plan schedule.	Immediately on confirmation of Shipment Plan schedules.		
5 Provide shipment status to the customer.	Text			within 7 working days of Sailing	within 6 working days of Sailing	within 5 working days of Sailing	within 4 working days of Sailing	Within 3 working days of sailing.		
6 Send copy documents to customer after shipment.	Text			Within 9 working day of sailing.	Within 8 working day of sailing.	Within 7 working day of sailing.	Within 6 working day of sailing.	Within 5 working day of sailing.		
7 Follow-up with finance for Original LC, Advance Payment and payment confirmation.	Text			Above 3 working days	Within 3 working days	Within 2 working days	Within the next of receipt of LC copy and swift copy	Within the day of receipt of LC copy and swift copy.		
8 Preparation of Commission reports - Tarmesh	Text			Within 7 working days	Within 5 working days	Within 4 working days	Within 3 working days	Within 2 working days of receipt of Debit note from the customer.		
9 Follow up payment and document	Text			More than one week after due date	6 days after due date	4 days after due date	2 days after due date	On the due date		
10 I am ready to take additional responsibilities of any few customers.	Text			Not Available	Not Available	Not Available	Not Available	Not Available		

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
1 Sales Contract to be entered in the system with input from the Sales Inquiry after confirming the specs, shipping marks, packaging, shipment schedule, incoterm, payment term, commission	Text			Within 5 working days	Within 4 working days	Within 3 working days	Next working day	Within the day of receipt of the Inquiry	NA	NA

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
etc. 2 Communication of Sales contract to various concerned departments through email by sending soft copy of the PO to exim & dispatch team and filing the PO.	Text			Within 5 working days	Within 4 working days	Within 3 working days	Next working day	On the same day of the approval of the Sales Contract		

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
1 Statement updating all orders with required details including expected date of shipment and expected date of payment to be received (tentative) with assumed foreign currency rate-to take timely decisions on forex cover.	Text			Within 4 working day from receipt of PO	Within 3 working day from receipt of PO	Within 2 working day from receipt of PO	Within one working day from receipt of PO	On the day of receipt of PO	NA	NA
2 Preparation of Report of Outstanding export orders (with break up of partial shipments, short closed contracts) at the end of the month for the treasury Department.	Text			Within 8 days	Within 5 days	Within 4 days	Within 3 days	On every second day of the month		
3 Provided data support related to Import and Export	Text			6 days from the reporting date	5 days from the reporting date	4 days from the reporting date	3 days from the reporting date	Next day on receipt of the IBIS Data		
4 Oil booking circulate to concern	Text			Above 3 working days	Within 3 working days	Within 2 working days	Within one working day	Within the day of receipt of the PO		

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
1 Amending Sales Contract/creating a new sales contract as and when there are changes in orders from the customer along with release of amended PFI.	Text			Above 5 working days	Within 4 working days	Within 3 working days	Next working day of the amended PO	On the same day receipt of the amended PO	NA	NA
2 Filing the Sales Contracts for the	Text			Above 3 working days	Within 3 working days	Within 2 working days	within one working day	Within the day of approval of		

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
future review.								Contract		
3 Communication of the amendments sent to concerned departments.	Text			Above 5 working days	Within 4 working days	Within 3 working days	Next working day of the amendment.	Within the day of the amendment		
4 Deletion of old Sales contract from system with approval from concerned managers to avoid duplication.	Text			Above 5 working days	Within 4 working days	Within 3 working days	Next working day of the amendment.	Within the day of the amendment		
5 Reporting pending order statement with all required details to reporting head and respective assistant managers & also ensuring unused pending orders are closed in the system with their approval.	Text			On the 5th working day of the month	On the 4th working day of the month	On the 3rd working day of the month	On the 2nd working day of the month	On the first working day of the Month		

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
1 Preparation of proforma invoices as and when required by the customer for opening L/C or for remitting advance payment	Text			Above 3 working days	Within 3 working days	Within 2 working days	within one working day	Within the day of receipt of the confirmed order.	NA	NA
2 Communication of the amendments sent to concerned Customers.	Text			Above 3 working days	Within 3 working days	Within 2 working days	within one working day	On the same day of the amendment.		

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

Employee Name	SANTOSH GOREGAONKAR	Manager's name	V. R. Krishnan
Employee Code	10000110	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			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	to gain knowledge of ISO certificate.	undefined	
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	to gain knowledge of GMP process.	undefined	

	**						
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	Select
Project Status Comments	