

Employee Name : PRAMOD TORASKAR

Manager's Name : Vinoo Dias

Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 25

KRA Description : Factory compliances and work staff 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-----------------------------------|-----------------------------|--------------------------------|
| Factory related compliance requirements (MPCB, boiler passing, weigh bridge passing, tank calibration, safety related equipments) | Text | | | NA | NA | As per the schedule | Before the schedule date | NA |
| Arranging the man-power and maintaining records | Text | | | NA | Fortnightly | Weekly | Daily | NA |
| Timely bill payments related to house-keeping, BMC, Tata power, consultant services related to plant. | Text | | | NA | Payments after due dates | All payments within the due dates | NA | NA |

KRA Category : People

KRA Weightage : 15

KRA Description : Training and development of sub-ordinates

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| To enhance Effective time management and execution through class room training | Date | | | 15/Nov/2017 | 31/Oct/2017 | 15/Oct/2017 | 01/Oct/2017 | 15/Sep/2017 |
| To enhance Strengths based team building through coaching & mentoring | Date | | | 15/Feb/2018 | 31/Jan/2018 | 15/Jan/2018 | 31/Dec/2017 | 15/Dec/2017 |

KRA Category : Customer

KRA Weightage : 20

KRA Description : External customer support

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Response to customer requirements through mail communications | Text | | | NA | Late response | Immediate response | Customer appreciation | NA |
| Giving prior intimation to customer for planning on holidays | Text | | | NA | Same day | 1 day prior | 2 days prior | NA |

KRA Category : Business

KRA Weightage : 40

KRA Description : Management of custom bonded tanks

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| MIS reports for stocks, inwards and deliveries | Text | | | NA | Weekly | thrice a week | Daily | NA |
| Co-ordination with surveyor and customer for tank storage planning | Text | | | NA | Minor complaint | Zero complaints | Appreciation from customer | NA |
| Making additional tanks ready (cluster 1,2,3 and 4) | Date | | | 30/Aug/2017 | 20/Aug/2017 | 10/Aug/2017 | 31/Jul/2017 | 20/Jul/2017 |

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

| Employee Name | Manager's name | Employee ID | Year |
|-----------------|----------------|-------------|-----------|
| PRAMOD TORASKAR | Vinoo Dias | 10000247 | 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 | |