

10000653 Suresh Dhamne

Employee Name : Suresh DhamneManager's Name : Babasaheb Jadhav

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
To submit applications on time to respective Government departments	Text			.	.	Timely submission as per the schedule given	.	.		

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
Submission of various kind of applications / amendment requests / letters	Text			.	.	meet the submission schedule and time given	.	.		
Collection of Authorisations / Query letters / other correspondances	Text			.	.	meet the submission schedule and time given	.	.		

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
To go to the banks for different kind of works including BRCs, Collection / submission of original documents, signature verifications if any	Text			.	.	Proper follow up and collection as per the schedule given	.	.		
To bring Stamp Papers / Notorise documents / Legalisation of documents in Consulates if any	Text			.	.	as per the schedules given	.	.		
Filing /xoeirxing / scanning of documents etc.	Text			.	.	All files update with all required documents	.	.		

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
Co ordinate with Export, Exim, Finance for timely collection of the documnts internally and help preparing the applications.	Text			.	.	As per the schedules given	.	.		

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

Employee Name	Suresh Dhamne	Manager's name	Babasaheb Jadhav
Employee Code	10000653	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	1. To understand individual before engaging into conversation. 2. To communicate within group members effectively & to build relationship		
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	OK		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK		
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			

9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKR AO PATIL	0.5	OK			
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					
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	