

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 Maintain Plant OTIF Soap Plant	Text			94	95	96	97	98		
2 Maintain OTIF in Soap noodle and DFA Plant	Text			94	95	96	97	98		
3 Maintain OTIF in Talcum Powder Plant	Text			94	95	96	97	98		

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 Skill Upgradation of Engineering Technician to take additional responsibility	Text			Not Available	Not Available	DQ'16	SQ'16	JQ'16		
2 Imparting Training as per skill gap identified.	Text			Not Available	Not Available	100%	100%	100%		

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 OTIFQ within Budget	Text			Not Available	Not Available	100%	100%	100%		
2 Strengthen Engineering Practice to promote better Quality, Reliability and Safety	Text			red	amber	green	green	green		

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
3 Reduction in Fire Accident	Text			Not Available	Not Available	20%	25%	30%		
4 Reduction in FAC	Text			Not Available	Not Available	20%	25%	30%		

KRA Category : Business  
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
1 Reduction in R & M costing	Text			Not Available	Not Available	3%	4%	6%		
2 Reduction in compressed air usages	Text			Not Available	Not Available	1%	2%	3%		

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

<b>Employee Name</b>	AVINASH KUMAR	<b>Manager's name</b>	Mohit Gogia
<b>Employee Code</b>	10003063	<b>Year</b>	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	To have better communication skills		
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	

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	