Employee Name : PRADNESH VALAPKAR
Manager's Name : JAYESH MENON
Goalsheet Of Year: 2017-2018

KRA Category : Reimburserment
KRA Weightage : 25
KRA Description : Attendance

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
Upload reimbursement Opening balance	Text			NA	NA	As Per eligiblity of employee	Na	NA
checking Reim document and approve payment	Text			Na	NA	Evry Month second week	NA	NA

KRA Category : Reimburserment
KRA Weightage : 25
KRA Description : Attendance

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
Upload reimbursement Opening balance	Text			NA	NA	As Per eligiblity of employee	Na	NA
checking Reim document and approve payment	Text			Na	NA	Evry Month second week	NA	NA

KRA Category : Attendance
KRA Weightage : 25
KRA Description : Attendance

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
Monitor attendance Machin	Text			NA	NA	Every day	NA	NA
Send attendance absent mail	Text			NA	NA	Evry Month on 5th and 15th	NA	NA
resolve attendance	Text			Na	NA	As per query rec.	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
query								

KRA Category : Payroll
KRA Weightage : 50
KRA Description : Payroll Operation

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
Timely completion of Payroll processing	Text			Na	Na	from second half of evry month	Na	Na
Timley completion of payroll statutory compliance such as Income Tax return filing,	Text			Na	Na	as per time before due date	Na	NA
Salary Reporting	Text			NA	NA	After paroll end evry month	NA	NA

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

Employee Name	Manager's name	Employee ID	Year
PRADNESH VALAPKAR	JAYESH MENON	0004	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	