

10003110 AVINASH JADHAV

Employee Name : AVINASH JADHAV Manager's Name : Snehchandra Shah

Goalsheet Approval Date : 12-Apr-2017

**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. Guide team towards procedure, policy, rules and regulation to comply with the statutory requirement.	Text			None	None	less than 5 minor complaints on the documentation in a month.	less than 3 minor complaints on the documentation in a month.	No complaints on the documentation in a month.	No mistake done in whole year & therefore 100% target achieved. Therefore no complaint on documentation.	Habitually training, information and guidance provided to team to avoid such mistakes.
2. Completion of IDP Training	Text			None	None	As per schedule.	None	None	3	Completion of IDP training is partially done i.e. out of 2 training session only 1 completed on 16th Sept 2016.
3. Training required for Interpersonal skills & Effective time management and execution.	Text			None	None	As per IDP plan.	None	None	3	Completed training on 16th Sept 2016 on Effective time management but not able to attend for interpersonal skill training.

**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. Guidance to transporter about safety and internal inward & outward process as per IDT regulation.	Text			None	None	Safe movement without major deviations.	With proper internal documentation and no observation in any internal audit.	No observation in any internal & external audit.	No incident observed in any internal or external audit in regards to transporter norms.	Induction training conducted to create awareness amongst them to achieve zero incidence.
2. Road permit forms are generated and share with transporter to avoid the non-compliance & to comply with state rules & regulation.	Text			None	None	For all despatches as per requirements.	Less than 2 holding vehicles in any check post.	No single vehicle hold in any check post.	In whole year only 2 vehicles got hold on check post due to non-availability of permit form.	In these two cases we were dependent on customer for getting forms from their end as the customers representatives on leaves and the forms got delayed.
3. Submission of documents for auditors.	Text			None	None	by 10th of every month.	No major points in internal audit.	No major points in EA 2000 audits.	Documents provided in time to auditors for audit purpose and no major points occurred in internal audit report.	Satisfactory explanation given to auditors to all their queries & shown all complied documents as & when demanded, which leads to no major audit points.

**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. Monitor domestic despatches.	Text			None	None	As per schedule given.	None	None	We have tooked ourself to the higher extend to execute the shipments. We deliver material as per commitment & ensure timely delivery to customer (target achieved 110%).	Many shipments don't come with schedule, they are to be executed on basis of their urgency/ need, which demand our potential, capability and ability to deliver by covering those shipments in our regular scheduled shipments. Like purchase rejection return, samples, scrap, remove as such, IUT shipments & supplementary invoicing.
2. Removals of goods with correct documents (Both excise & transit).	Text			None	None	For all despatches with in 3 hrs from loading	For all despatches with in 2 hrs from loading	For all despatches with in 1 hrs from loading	3	Many documents are involved & needs to be ensure properly issued and attached before releasing the shipments, which consumes much time to generate or make them available from the concern person.
3. MIS on sales and Documents / Data management both hard copies & soft copies.	Text			None	None	Complete by 15th of next month.	Complete by 10th of next month.	Complete by 05th of next month.	We succeeded to flash our MIS report on sales & Compliance before 05th of every month through out the year.	Without disturbing the regular shipment's monitoring & execution, we take extra efforts to publish our monthly MIS & compliance report before the declared period.

**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
1. Checking & confirmation of all despatch documents such as Invoices/ARE 3 etc. as per Central Excise Rules, Law & act.	Text			None	None	100% check on all documents & confirmation on next day.	None	Same day.	On same day we do check and confirm the details.	We have set an process on documents checking before documents get released from our end. It help us to deliver with 100% correctness.
2. Checking the duty liability in J2IUN with ZEXCDAILY1	Text			None	None	Duty check and confirm on next day	None	Same day.	On same day duty liability is checked in j2iun & zexcdaily1.	In twice a day we check duty of raised invoices with j2iun register. This helps us to keep check on error if any.
3. Track inter unit stock transfer & obtain CAS 4 from costing team.	Text			None	None	Quarterly by end of 2nd month of next quarter.	None	By end of 1st Month of next quarter.	We get them by end of 2nd month of next quarter.	Costing team takes more than 50-60 days to arrange certificates from consultants which never facilitate us to achieve our target of arranging them by end of 1st month.
4. Monitor proof of shipment submission and compliance.	Text			None	None	As per the Rule	Within 60 days from despatch.	Within 30 days from despatch.	We managed to arrange within 60 days.	We keep a keen follow up with customers to arrange our documents within the stipulated period of time. It helps us to comply with the statutory requirement.
5. Monitoring & tracking including	Text			None	None	10th June, Oct, Jan & Apr.	None	None	3	Data delayed 10-15 days due to

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submission & compliance report of Central Excise as per 12/12.										receipt of details delayed from production team.

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

<b>Employee Name</b>	AVINASH JADHAV	<b>Manager's name</b>	Snehchandra Shah
<b>Employee Code</b>	10003110	<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 manage the bunch of people and get the work done accordingly.	No	Not attended
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To know more, on how the time can be managed effectively on multiple task.	Yes	Mind storming and acknowledgeable session.
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	Yes	Informative session conducted
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	Yes	Knowledge gain on certification available or received by company.
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5	OK	No	Not attended

	and cGMP **					
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	Communication Skill	2	charles.carvalho@vvtfd.com?Charles Carvalho	No	Not attended
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>	SAP Import related compliance Module
<b>Review date</b>	

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	Not Applicable
Project Status Comments	