

10000088 Shashibhushan Singh

Employee Name : Shashibhushan Singh Manager's Name : Ravi Shankar

Goalsheet Approval Date : 12-Apr-2017

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	Appraiser comment on actual achievement
People behaviour	Text			.	.	Help people in setting up of right attitude and practices inside the company.Does the required filtration and give proper feedback to the HOD regarding basic behavioural improvement.	Give Three major/minor improvement suggestion.	Minimum of one major suggestion to other department .	NA	No complain received from any where, the security team was trained to behave properly.
Ensuring image of company is maintained with all visitors and visitor management.	Text			.	.	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant. Liaisoning with govt agencies & civil authorities.	.	.	NA	All visitors including Govt. officials were given very good hospitality at reception. They were escorted as and when required.
Maintenance of Fire fighting equipment	Text			.	.	1.Regular upkeep of fire pumps/equipment/ s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers	Ensure internal audit of fire fighting equipment once in a quarter in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 6 near misses reported.	NA	Every thing done as per remarks in unit value.Hydraulic pressure testing, refilling and certification as per ISO standard completed in time.
Training of Security persons in Fire fighting	Text			.	.	Ensure that training on Security matters is given to all security persons once in 6 months.Ensure all attend 1 man –day of training within VVF and in addition at least one departmental training on security and fire fighting.	.	.	NA	Training conducted and record maintained,given for audit as and when demanded by auditors.

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	Appraiser comment on actual achievement
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	.	Only authorised men/material are allowed through the gates as per procedure.Visitor management. Maintanence of registers. Maintain register for material going out /coming in without	1.Do not have any comment by auditors. 2.Timely circulation of NRGPR/RGP report. 3.Proper Material control through system only.	.	NA	Maintained the all required things as per remarks in unit .

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
						SAP entry. Check punch in of attendance of company employees & contract labours Scrap material will be checked to only allow authorised material out of the gate.				
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	.	1.regular patrolling to report sleeping cases and safety violations 1 % more than last year 2.report breach of fence,maintenance of security light .	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 3 % more than last year	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 % more than last year.	NA	Met all required standers
Training of outsourced security	Text			.	.	1.The syllabus of contractor security team checked by security management to ensure that the contract security is trained as per needs of VVF. 2.This incldes basic security drills, firefighting trg to include wet and dry drill,The trg for response to fire alarms .	.	.	NA	met all requirements and completed the task.
Contract security statutory compliances	Text			.	.	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections	NA	Every thing maintained properly and no objection of auditors .
Transport Security	Text			.	.	Proper monitoring of all transport for pilferages / theft at the gates during entry/exit . Also during transportation from 109 to 109b plot.	1.thorough checking of tankers at main gate and make robust system . 2. proper traffic control of tankers when moving into the factory premises. 3. Coordinate with instrumentation and weighbridge perodic calibration of weigh bridge to avoid loss 4.Reduction of probability of tanker theft cases by increasing reports of procedure violation . 1%cases in total volume to be reported.(leaking tankers/improper seals, weight difference ,smuggling in unauthorised material,improper sampling procedure etc)	Reduction of probability of tanker theft cases by increasing reports of procedure violation . 3%cases in total volume to be reported.(leaking tankers/improper seals, weight difference ,smuggling in unauthorised material,improper sampling procedure etc)	NA	Met all required parameters.
Security for Plants pan india .	Text			.	.	Be prepared to move on deputation /temporay duty at short notice in case of organisational requirement.	when deputed keep a proper track on overall security through reports & regular communication with security supervisors.	minimum five measures implemented to prevent security breach having direct major impact on operations	NA	Was deputed to Daman for three weeks in Feb 2017 in a short notice of 10 hrs, and carried out the task properly without any complain.

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
Keeping the outsourced security within Budget constraints.	Text			.	.	Ensure optimum utilization of outsourced security.	Not to exceed the strength of 13 per day even if company security guards are short.	savings of Rs 50,000 from budgeted amount.	NA	Achieved the goal,
Reduce the duties of company security. They may be taken over by contract security where possible .	Text			.	.	Ensure optimum utilization of outsourced security.	No OT from coy security guards . Conduct general duty timings with reducing ASI in 10% cases .	Conduct general duty timings with reducing AIS in 20% cases .	NA	As and when they have gone on leave no extra man power or overtime was done,duties were handled with the existing shift strength only.
To plan service ,repair,and insurance of cars	Text			.	.	Ensure all periodical checks to be done by our mechanic.PUC,insurance etc to be kept updated. Servicing done timely.	.	.	NA	Every thing managed properly, all cars insurance date had been brought on one single day.
Directors Driver management	Text			.	.	To ensure proper turn out of drivers,there leave planning ,overtime ,salary preparation etc.	ensure replacement of drivers within15 days and cater for all tasks in intermittent period.	.	NA	Every thing ensured,recruitment and replacement of car drivers were done in a short notice.
Petty Cash handling	Text			.	.	Ensure petrol filling,accounting of all small expence for car pool including cash and cheque voucher preparation.	.	.	NA	Every thing managed properly,even during the period of cash crunch petrol filling in company cars were not effected.

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
CCTV coverage to be enhanced/monitored at Sion	Text			.	.	CCTV coverage to be checked properly Minor breakdowns to be addressed within 72 hrs and major within seven days. Effectiveness of recording to be checked daily.	Minimum six incidences of security violations to be detected through cctv system	Reporting more than 12 incidences of violations detected.	NA	CCTV cheking managed as and when required basis.
Assisting in response for emergency situations/report incidents /near miss	Text			.	.	Proper support for fire fighting and evacuation of persons, to include traffic management.	.	.	NA	Done
Minimising the movement time of tankers in the plant.	Text			.	.	Ensure security handling of tankers is quick and efficient. Coordinate with tank farm departments to sytematically remove any bottlenecks in fast movement.	.	.	NA	Done
Security Manual/instructions.	Text			.	.	Update security instructions for sion plant .	Carry out changes as as per analysis of incident and quarterly review of the procedures and document the same.	.	NA	In progress.

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

Employee Name	Shashibhushan Singh	Manager's name	Ravi Shankar
Employee Code	10000088	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	For personal and professional development	undefined	
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To achieve goal in given time.	undefined	
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	For personal and professional development	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	For personal and professional development	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5	For personal and professional development	undefined	

	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				undefined	undefined
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	Select
Project Status Comments	