

Employee Name : Meenakshi Kumari
 Manager's Name : Pramod Pardale
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 15

KRA Description : Managing of all the primary logistics report and timely circulation to the stakeholders

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
Tracking Reports	Text	60		NA	NA	Circulated at interval of 10 days	Circulated at interval of 5 days	Circulated at interval of 3 days
Despatch Model for Vehicle Indenting	Text	30		NA	NA	Designed at monthly Level	Drilled down to Weekly Level for Vehicle Planning	Further drilled down to daily level for daily stock requirement
Online Portal for TSPs	Text	10		NA	NA	1 Vendor	2 Vendors	3 Vendors

KRA Category : People

KRA Weightage : 15

KRA Description : IDP

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
Completion of the training	Text	50		<50%	60%	80%	90%	>90%
Completion of IDP	Text	50		<50%	60%	80%	90%	>90%

KRA Category : Business

KRA Weightage : 40

KRA Description : Managing end to end Primary Logistics

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
To conduct Reverse Auction for Normal & Apple Season for Ex-Zirakpur.	Text	25		>10 Working Days	>10 Working Day	Within 10 Working Days	Within 7 Working Days	Within 5 Working Days
Timely Vehicle	Text	25		Less than 60% vehicles	60% vehicles placed	80% vehicles placed	85% vehicles placed	90% vehicles placed

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
Placement- To ensure the vehicle placement as per the indents raised				Placed on time	On Time	On Time	On Time	On Time
Diesel Rate Fluctuations- To adjust the diesel rate changes in the primary cost, negotiate with the transporters & Update in SAP	Text	25		Within 15 Working Days	Within 10 Working Days	Within 7 Working Days	Within 5 Working Days	Within 3 Working Days
GST- Master Data Update in Coordination with the IDT	Text	25		Less than 50%	Less than 60%	>70% by June end	>80% by June end	> 90% by June end

KRA Category : Process

KRA Weightage : 30

KRA Description : Timely tracking & maintaining the SAP & finance related day to day operations

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
CPD Fund Provision for Ex Baddi & Ex Zirakpur	Text	25		After 5th of every month	By 5th of every month	By 4th of every month	By 3rd of every Month	By 2nd of every month
TSP's Payment- Bill Passing	Text	25		More than 20 days post bill submission by TSPs	Within 20 days post bill submission by TSPs	Within 14 days post bill submission by TSPs	Within 10 days post bill submission by TSPs	Within 7 days post bill submission by the TSPs
Shipment No & Cost in SAP	Text	25		More than 10 WDs	Within 10 WDs	Within 7 WDs	Within 5 WDs	Within 3 WDs
Annual Budget Plan	Text	25		More than 10 WDs	Within 10 WDs	Within 7 WDs	Within 5 WDs	Within 3 WDs

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

Employee Name	Manager's name	Employee ID	Year
Meenakshi Kumari	Pramod Pardale	10003932	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		1	This is mandatory

	Harassment *			
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	SAP Training	1	manoj.mhatre@vvfltd.com?Manoj Mhatre
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	