

KRA Weightage : 15

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
Ensuring monthly closing & review of books of accounts without any major deviation	Text			.	.	By 4th working day	By 3rd working day	.		
All balance sheet schedules including GIT, Provisions , Overhead Details	Text			.	.	7th working day of the month	6th working day of the month	5th working day of the month		
Response to audit Queries related to plant operation with cordination of Plant users	Text			.	.	with in 5 working days after communication	with in 4 working days after communication	with in 3 working days after communication		
All the required information for the completion of statutory audit and sign off: Cut off purchase/sale samples ,Inventory physical verification etc)	Text			.	.	with in 4 working days after communication	with in 3 working days after communication	with in 2 working days after communication		
Excise vs finance Sale reco circulation on Monthly basis	Text			.	.	with in 12working days after communication	with in 10 working days after communication	with in 7 working days after communication		
Implementation of internal audit recommendation for finance function & feedback	Text			.	.	95% & feedback with in seven days	98% & feedback with in seven days	100% & feedback with in seven days		

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[illegible]

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Timely and correct submission of all Excise Related Returns and 3 way Reco for Tiljala	Text			.	.	Within Due dates	.	.		
To conduct the ST Assessment/Audit for the VAT/Entry tax and EA & CERA Audit and Hearing for Excise/Customs at Tiljala	Text			.	.	As per defined dates	As per defined dates	As per defined dates		

KRA Category : Process

KRA Weightage : 15 _

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All Credit note /debit note and Payment verification (2nd Level) & Cheque signing	Text			.	.	100% error free	.	.		
GRIR liability closure (except oil & Freight bills)	Text			.	.	60 working days for domestic bills	45 working days for domestic bills	30 working days for domestic bills		
Exceptional reports need to be highlighted (material without PO/original bill , detentions)	Text			.	.	10th working day of next month	7th working day of next month	5th working day of next month		
Open Advances Closure including employee advances As per PO Terms	Text			.	.	with in 30 days	with in 20 days	with in 15 days		
Monitoring and resolving IT related Issues-Tiljala	Text			.	.	within 2days	within 1day	within same day		
Liasoning for Import for docume ntation,checking clearance ,Legal proceedings for Import clearance(if any)-Tiljala	Text			.	.	As & when required	As & when required	As & when required		

KRA Category : People

KRA Weightage : 15 _

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
Completion of IDP Targets for self and team	Text			.	.	As per IDP	.	.		
Team Development with latest tax updates	Text			.	.	Immediate after change	.	.		

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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
Operational MIS support to plant/HO Management for better cost control, (yield, wastages ,utilities, conversion cost , MOM follow up (Budget vs actual .))	Text			.	.	By 8th working day of next month	By 7th working day of next month	By 6th working day of next month		
Preparation of yearly Plant O/H Budget with coordination of all plant user	Text			.	.	15th Mar_2017	28th Feb_2017	31st Jan_2017		
Monthly review of Physical vs actual Stocks and follow up for corrective action for deviation as per SOP	Text			.	.	7th working day of every month	5th working day of every month	3rd working day of every month		
Managing of factory Overheads with in Budget any deviation need to highlighted	Text			.	.	With in budget	Saving 2%	Saving 5%		
Review of IFC process at plant level	Text			.	.	Risk control Matrix Review As per SOP	.	.		

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

Employee Name	AVIK BANERJEE	Manager's name	Madhulika Pathak
Employee Code	10002004	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			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	Need this training for proper time management and training.		
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2	Need this training for better execution and reporting of MIS reports.		
6	Environment Health and Safety *	EHS Team	1	Mandatory Training. As we are in Factory we need this training to safeguard ourselves and as well as Factory.		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5			

	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					
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	Slow moving /Non moving inventory reduction
Review date	30/09/2016
Target end date	31/Mar/2017

Project scope	Inventory of Taloja & Tiljala plant
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock for Taloja – Rs 8.5Cr within 31.03.2017& Tiljala plant
What is the employee expected to learn from this project	Working capital Optimisation
Reviewer(s) name	Madhulika Pathak
Project Status	
Project Status Comments	