

Employee Name : AVINASH JADHAV
 Manager's Name : Snehchandra Shah
 Goalsheet Of Year: 2017-2018

KRA Category : People

KRA Weightage : 20

KRA Description : Development of Self and the Team.

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
Guide team towards procedure, policy, rules and regulation to comply with the statutory requirement.	Text	40		less than 8 minor complaints on the documentation in a month.	less than 6 minor complaints on the documentation in a month.	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.
Providing them details with the current norms to increase the efficiency level within them.	Text	30		Conduct group discussion every 5th day.	Conduct group discussion every 4th day.	Conduct group discussion every 3rd day.	Conduct group discussion every 2nd day.	Conduct group discussion every day.
Improve quality of delivery.	Text	30		Understanding the situation of issue & resolving the same within 3 hour.	Understanding the situation of issue & resolving the same within 2 1/2 hour.	Understanding the situation of issue & resolving the same within 2 hour.	Understanding the situation & organising the alternatives & resolving the same within 1 hour.	Understanding the situation & organising the alternatives & implementing them at a proper time after discussion & resolving the same within 20 to 30 minutes.

KRA Category : Customer

KRA Weightage : 20

KRA Description : Co-ordination with Internal & External customers like transporter, marketing, QC, dispatch team, security team, internal auditors & customers.

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
Road permit forms are generated and share with transporter to comply with state rules & regulation.	Text	25		Within 4 hours from the generation of invoice.	Within 3 hours from the generation of invoice.	Within 2 hours from the generation of invoice.	Within 1 hours from the generation of invoice.	Within 30 minutes from the generation of invoice.
Guidance to transporter about safety norms and internal inward & outward process as per companies rule.	Text	25		Safe movement with 5 aberrations within a year.	Safe movement with 3 aberrations within a year.	Safe movement with 2 aberrations within a year.	With only 1 aberrations and no observation in any internal audit within a year.	No observation in any internal & external audit within a year.
Improve quality of co-ordination within the internal departments like QC, LOADING & MARKETING.	Text	25		By reducing time involve in clearance of any matter within an 2 hours.	By reducing time involve in clearance of any matter within an 1 1/2 hours.	By reducing time involve in clearance of any matter within an hour.	By reducing time involve in clearance of any matter within an 30 minutes.	By reducing time involve in clearance of any matter within an 10 minutes.
Provide document material to our internal & external customers which expedite further process.	Text	25		Within 5 hours from the time of generation of invoice.	Within 4 hours from the time of generation of invoice.	Within 3 hours from the time of generation of invoice.	Within 1 hours from the time of generation of invoice.	Within 30 min. from the time of generation of invoice.

KRA Category : Business

KRA Weightage : 40

KRA Description : Manage & Monitor the domestic dispatches with fully complied documentation

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
Checking of all despatch documents such as Invoices & related docs as per the norms & condition of GST Rules, Laws & Act.	Text	40		100% check on all documents & confirmation in 5 days.	100% check on all documents & confirmation in 3 days.	100% check on all documents & confirmation in 2 days.	100% check on all documents & confirmation on next day.	100% check on all documents & confirmation on same day.
Checking the Duty / Taxes liability with SAP reports.	Text	15		Check after 4 days.	Check after 3 days.	Check after 2 days.	Check on next day	Check on same day
Track Inter Unit stock transfer & obtain CAS-4 from costing team.	Text	15		Quarterly by end of 4th month of next quarter.	Quarterly by end of 3 1/2 month of next quarter.	Quarterly by end of 3rd month of next quarter.	Quarterly by end of 2nd month of next quarter.	Quarterly by end of 1st Month of next quarter.
Monitor proof of shipment submission and compliance.	Text	15		As per the Rule within 45 days from dispatch & submission within 4 days on receipt.	Within 40 days from dispatch & submission within 3 days on receipt.	Within 30 days from dispatch & submission within 2 day on receipt.	Within 25 days from dispatch & submission by next day on receipt.	Within 20 days from dispatch & submission by the same day on receipt.
Sales return compliance.	Text	15		Inward sales return with proper documents & fulfill the statutory compliance within 4 days.	Inward sales return with proper documents & fulfill the statutory compliance within 3 day.	Inward sales return with proper documents & fulfill the statutory compliance within 2 day.	Inward sales return with proper documents & fulfill the statutory compliance within 1 day.	Inward sales return with proper documents & fulfill the statutory compliance on same day.

KRA Category : Process

KRA Weightage : 20

KRA Description : Timely dispatches of domestic consignments & record keeping.

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
Ensure the domestic dispatches be done in time.	Text	40		Within 8 hours from the gross weight of shipment.	Within 6 hours from the gross weight of shipment.	Within 4 hours from the gross weight of shipment.	Within 2 hours from the gross weight of shipment.	Within 1 hours from the gross weight of shipment.
Removals of goods with correct documents.	Text	30		With 5 errors in a year.	With 4 errors in a year.	With 3 errors in a year.	With 2 errors in a year.	Without any error.
MIS on sales and Documents / Data management both hard copies & soft copies.	Text	15		Complete by 10th of next month.	Complete by 08th of next month.	Complete by 06th of next month.	Complete by 4th of next month.	Complete by 2nd of next month.
Record keeping	Text	15		All docs filed and kept properly in file within 5 days.	All docs filed and kept properly in file within 4 days.	All docs filed and kept properly in file within 2 days.	All docs filed and kept properly in file within next day.	All docs filed and kept properly in file within the same day.

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
AVINASH JADHAV	Snehchandra Shah	10003110	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

	Name of program	Faculty	Days	Please explain why the training is needed
No				

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	Training on indirect taxation	2	shashibhushan.sharma@vvfltd.com?Shashibhushan Sharma
2	Personality Development	2	amit.sanas@vvfltd.com?Amit Sanas

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	