

10003524 ADITYAKUMAR DUBEY

Employee Name : ADITYAKUMAR DUBEY Manager's Name : Ravi Shankar

Goalsheet Approval Date : 17-Apr-2017

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
Keeping own & outsourced security within Budget	Text			Not Available	Not Available	1. Ensure optimum utilization of outsourced security within security budget. 2. Reduction in overtime Ensure ways and means to minimise overtime without compromising their efficiency and effectiveness.	Saving 2 %	Saving 5 %	saving 5.88%	Total budgeted 25.5 Lacs consumed 24 Lacs
Saving Energy by monitoring close department	Text			Not Available	Not Available	Day to day monitoring done and observe no light or AC working in close department.	Suggest awareness steps for the same.	Not Available	Day to Day monitoring in practice	maintained premises round log book and informed particular department head for any observation.

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
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	Not Available	1. Only authorised men/material is allowed through the gates as per procedure. 2. Visitor Management. 3. Maintanence of Registers. 4. Maintain Register for material going out /coming in without SAP entry. 5. Check Attendance of company employees & Contract Labours.	1. Do not have any comment by auditors. 2. Timely circulation of NRGPR/RGP report. 3.Proper Material control through system only. 4.Verifying & timely sending the bill to account department.	1. Reduction in theft cases by 20 % 2. No production loss due to all shift in/out and should take place maximum of 15 min.	No Theft cases in the Apr 2016 to Mar 2017 & 100% Production has done in 2016	No Theft cases in the Apr 2016 to Mar 2017 & 100% Production has done in 2016
Perimeter and Internal Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	1. Unauthorised perimeter security incidents to be reported and immediate action taken. 2. Maintenance of security lights, fence & their effectiveness. 3. Ensure regular patrolling of perimeter & Plant.	1. Regular patrolling, report sleeping cases and safety violations 5% over last year. 2. Report breach of fence, maintenance of security light.	1. Observations/ad visories to be communicated to respective departments regading near miss 10% more than last year. 3. Regular patrolling, report sleeping cases and safety violations 7% more than last year	1. No incidence 2. Regular patrolling, report sleeping cases and safety violations 10 % more than lasy year.	No incident has been oucerad in Apr 2016 to Mar 2017.	Every shift company security parson has been taken round in round the clocks and maintain observation in log book.
Training of outsourced security	Text			Not Available	Not Available	1. The syllabus of contractor security team checked by security management to ensure that the contract security is trained as per needs of VVF. This inculdes basic security drills, friefighting trg to include wet and	1. Zero overtime of contract security. 2. Overall shortage of guards in shifts to be kept on an average 10% less than last year on a month to month basis.	Not Available	Minimum Over time for security guard.	Always keep in touch/ inform to NISA security person in time.

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						dry drill, The trg for response to fire alarms. 2. The contract security additionally trained by company executives to understand the values and ethos of VVF.				
Transport Security	Text			Not Available	Not Available	1. Proper monitoring of all transport for pilferages / theft at the gates during entry/ exit and devising proactive measures to check loss of company material during transportation. 2. Ensuring interplant movement is monitored on a day to day basis and incidents reported within 48 hours. 3. Ensuring all vehicles are accurately sealed/ escorted to avoid contamination/short ages. 4. Keep proper track on weigh bridge operations. 5. Periodical calibration of the weigh bridge & cross check with different units for the material deficit & surplus.	1. Checking of trucks at main gate as per check list and make robust system . 2. Effective intervention during traffic bottlenecks/ incidences internally vicinity of factory premises. 3. Conduct periodic calibration of weigh bridge to avoid losses.	1. All critical truck check list to be maintained individually. 2. Reduce loaded truck kept in company premises added in monthly report with reason.	All trucks has been check during IN/OUT times by security persons and NO loaded trucks has been kept during silent hrs.	Without permission off Plant No loaded trucks has been parked during silent hrs/ Sundays/ holidays.

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
People behaviour	Text			Not Available	Not Available	1. Ensure own department maintain 5's standards in documentation & maintenance. 2. Providing behavioural aberration cases within the factory premises at least once a month.	Not Available	Not Available	All persons to motivate for good behavior towards company.	All persons to motivate for good behavior towards company.
Ensuring image of company is maintained with all Visitors and Visitor Management.	Text			Not Available	Not Available	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate, conduct briefing & provide proper guidance about plant.	Not Available	Not Available	No any complaint has come from any visitors & Govt officials during visit in Plant.	Always given positive answer and proper guidance about Plant in a proper manner.
Maintenance of Fire Fighting Equipment	Text			Not Available	Not Available	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 department and progress all observation till completion.	No major fire in the plant.	No minor/ major fire incident taken place during Apr 2016 to Mar 2017.	Always all firefighting equipment ready for use during any fire in Plant. No any fire incident has taken place during welding/ cutting for installation off new fire hydrant system in Plant during
Training of Security persons in	Text			Not Available	Not Available	1. 100 % compliance	Minimum four fire training of the	Not Available	Every month one Training has been	Training has been given for New fire

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Fire fighting						conduct training every Month for Security. 2. Fire fighting refresher training to security persons once in 3 months.	complete factory in conjunction with EHS department.		given to security persons regarding firefighting.	hydrant system & fire fighting equipment to security person.

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
Monthly Fire & Security Reports	Text			Not Available	Not Available	Ensure timely and accurate monthly report dissemination. Maintenance of fire fighting equipment to be carried out periodically.	Root cause analysis & preventive measures of all incidences/violations of safety /security in coordination with EHS department.	Incidences and increase in reporting of near misses by 50% more than last year.	Monthly fire & Security report has been made to Plant Head/ Security Head.	Always report any incident.
Security Manual	Text			Not Available	Not Available	Provide details to Head Security for Daman Plant in time. Ensure that security manual is followed properly. At least 4 major and 4 minor inputs for upgradation of security manual to be given as suggestions as per current practice.	Revamp security and work procedures as per local conditions bringing about savings of at least 5%.	Not Available	Revamp off security every days and give feedback to Plant Head, Security Head & HR Head.	Any security abnormal found same time report has been made.
CCTV's Camera	Text			Not Available	Not Available	Up gradation & reviews of CCTV's network for Daman.	Minimum 1 incidences of security breached to be detected through CCTV system per month.	Reporting more than 2 incidences of breach detected per month.	Any incident has been seen same time report to Plant Head/ Security Head & HR department. CCTV's systems has been upgraded and new nine cameras has been installed in Plant.	Always all cameras operation and ON any breakdown that has to be rectified within 24 hrs.
Scrap Management : Nil incidents of Pilferage/ Theft during scrap movement	Text			Not Available	Not Available	1. Ensure proper security supervision on of all scrap moving out of plant. 2. Ensure proper system/SOP is being followed. 3. Ensure proper sorting of scrap before moving it to scrap yard area.	Nil theft cases for Scrap Moving Process.	Not Available	No any theft cases has been found during Apr 2016 to Mar 2017 for Scrap moving.	Always one guard has been deployed for scrap yard and company security has been checking/ round the clock in scrap yard.