

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
1 Availability of Quality material on Time	Text			Not Available	Not Available	Not more than 4 rejection	Not more than 2 rejection	Not more than 1 rejection	5	
2 Follow up with A/c Deptt for Vendor payment and Reco	Text			Not Available	Not Available	not delay more than 10 days	Not delay more then 8days	Not delay more than 6 days	3	
3 Follow up with A/c Deptt for timely "C" Form Issuance	Text			Not Available	Not Available	Not delay for more than 4 vendor	Not delay for more than 3 vendor	not delay more then 2 vendors	4	
4 Continue effort to increased payment tems for 30-60 Days & Minimize Advance payment	Text			Not Available	Not Available	Minimum 5 Vendor	6 vendors	7 vendors		
5 SBO - 5/month/employee, HI - 5/month/employee	Text			Not Available	Not Available	5SBO	6SBO	7SBO		

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
1 Capex Cost Saving with better negotiation	Text			Not Available	Not Available	7.5 lakhs	9.0	12 lakhs	5	
2 Capex timely material delivery	Text			Not Available	Not Available	100% delivery on time	100%	100%	5	
3 Continue Negotiation on current price to reduced the cost further	Text			Not Available	Not Available	5 lakhs	7	9	3	

KRA Category : Process

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
1 Ensure Timely Delivery of Material to avoid any Production Loss	Text			Not Available	Not Available	critical items 2 days	critical items 1 day	critical items 12 hr	5	
2 PR To PO Conversion within 24 Hrs on Urgent basis\ 3 Days	Text			Not Available	Not Available	within 3 working days	Within 2 Working Days	within 1 working day	5	
3 Follow up with the vendor for material	Text			Not Available	Not Available	make a documented system up to July	Make a documented system up to june 2016	may 2016		

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

<b>Employee Name</b>	RAJESH GUPTA	<b>Manager's name</b>	Ramadhi Sen
<b>Employee Code</b>	10002868	<b>Year</b>	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	Interpersonal Skills	undefined	
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
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 +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
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	OEE	0	external_faculty@v vfltd.com?External Faculty	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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

#### **Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	

<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	Select
<b>Project Status Comments</b>	