

10000120 Sanjay Tawade

Employee Name : Sanjay Tawade Manager's Name : Vidyadhar Parab

Goalsheet Approval Date : 06-Apr-2017

**KRA Category : Business**

**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
1.Yearly Renewal of EDLI	Text			.	.	30th Nov 2016	.	.		
2 Gratuity Claim of all location	Text			.	.	As per claim	.	.		
3 LIC Superannuation payment	Text			.	.	15th of every month	10th of every month	.		

**KRA Category : Business**

**KRA Weightage : 30 \_**

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. Monthly payroll processing for OC & Associates	Text			.	.	Last date of the month	Before last date of month and incase extingency before month	.		
2. Payroll query handling OC & Associates	Text			.	.	From the receipt of Query 3 working days	.	.		
3 Employee Car Expenses Reimbursement on line portal	Text			.	.	Reimbursement claim payment of every 10th of the month	Payment of voucher on 7h of every month	.		
4 Year end Tax saving Investments handling	Text			.	.	15_Feb_16	31st Jan 2017	.		

**KRA Category : Customer**

**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
1.Monthly Retainers and Consultant payments	Text			.	.	7th of every month	.	.		
2.MIS ON Retainers and Consultant payments	Text			.	.	15th of every month	7th of every month	.		
3.Budget for Retainers and Consultants	Text			.	.	As per Time lines	.	.		
4.Other Monthly payroll deduction payments	Text			.	.	Payment on or before 10th of every month	submission of Voucher on first date of month	30th or 31st of every month		

**KRA Category : Process**  
**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. PF,ESIC,P,TAX and LWF payment for VVF Ltd & VVF India limited	Text			.	.	Payment to Authority on due date	Payment to Authority before due date	.		
2. Monitoring statutory payment for all location preparation of MIS	Text			.	.	30th of next month	15th of next month	.		
3.PF claim and query handling process	Text			.	.	Submission of PF Claims with in 7 working Days	Settlement of PF Claims with in 7 working Days	.		

**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.Monthly Closer of Time and Attendance for Location - Sion,corporate and sewree	Text			.	.	30 of next month	.	.		
2.Yearly Leave closer for Officer and Associates, Sion and Sewaree	Text			.	.	31st Jan 2017, with zero error	31st Dec 2016 with zero error	.		



<b>Employee Name</b>	Sanjay Tawade	<b>Manager's name</b>	Vidyadhar Parab
<b>Employee Code</b>	10000120	<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			
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	Yes – Sanjay is facing employee's queries related with PF/ESIC/Payslip/Reimbursements, which is time consuming. & hence to complete his day to day work he needs to understand time management skill.	undefined	
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Yes – since he is working at plant time office, this became essential training for him	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	OK	undefined	

9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKR AO PATIL	0.5	OK	undefined	
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				undefined	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**

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	Select
Project Status Comments	