

Employee Name : Sanjay Sharma  
 Manager's Name : Mohan Sonar  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**  
**KRA Weightage : 15**  
**KRA Description : Regulatory**

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance         | (2)<br>Needs Improvement                         | (3)<br>Good Solid Performance                       | (4)<br>Superior Performance                            | (5)<br>Outstanding Performance |
|--|------|---------------|-------|---|--|---|--|--------------------------------|
| Artwork compliance to all CMB & CPD as per Drug & Cosmetics                            | Text |               |       | negligence in artwork compliance          | delay in artwork compliance without valid reason | Artwork Compliance on time                          | No major notice or complaint from regulatory authority | No notice or complaint         |
| Renewal of licenses for various plants   | Text |               |       | negligence in renewal of licenses         | delay in renewal of licenses                     | Timely renewal of license                           | No major notice or complaint from regulatory authority | No notice or complaint         |
| Support & advise to R & D for claim substantiation & regulatory inputs on new projects | Text |               |       | negligence in support & advise            | delay in support & advise of licenses            | Timely support to R&D team for claim substantiation | No major notice or complaint from regulatory authority | No notice or complaint         |
| Timely FDA product registration for all new FDA products for CMB & CPD customers       | Text |               |       | negligence in timely product registration | delay in product registration                    | Timely product registration to FDA                  | No major notice or complaint from regulatory authority | No Notice or complaint         |
| Ensure Quality & Regulatory audit conducted in Baddi, Daman & Tiljala annually         | Text |               |       | negligence in quality & regulatory audit  | delay in regulatory & quality audit              | Conduct annually                                    | No major notice or complaint from regulatory authority | No notice or complaint         |

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : Legal Metrology & Compliance**

| Key Performance Indicator (KPI) description   | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance  | (2)<br>Needs Improvement                 | (3)<br>Good Solid Performance  | (4)<br>Superior Performance                                       | (5)<br>Outstanding Performance                                    |
|---|------|---------------|-------|--|--|--|---|---|
| Draft Reply to Show Cause Notice received from Legal Metrology.   | Text |               |       | negligence in replying notices   | Delay in replying notices                | Timely replying Show   | Cause notice received from Legal Metrology department             | Closure of at least two notices                                   |
| Approved declarations on wrappers of the Pack Commodity & issues relating to Legal Metrology (Package) Commodity Rules            | Text |               |       | 2 Major+3 minor  | 1 Major + 3 minor                        | Zero Major notices + 2 minor   | Zero Major Notice + 1minor  | Zero Major + Zero Minor   |
| Made necessary changes in compliance report & Circulationn of Compliance Reports to various business heads for quarterly feedback | Text |               |       | Negligence in circulation of compliance report from business heads timely          | Dealy in circulation of compliances      | Every quarter timely circulation of compliance reports to various business heads for feed back | Collect compliance reports before due dates from business leaders | Collect compliance reports before due dates from business leaders |
| Collected compliance Reports handed over to Internal Control for risk review/audit  | Text |               |       | Negligence in handing over compliance reports collected from business heads timely | Delay in handing over compliance reports | Follow up and receive compliance report from business heads timely                             | Handed over collected report before date to internal control      | Handed over collected report before date to internal control      |
| New assignemnt  | Text |               |       | new assignment   | new assignment                           | new Assignment   | New Assignment  | New Assignment  |

**KRA Category : People**  
**KRA Weightage : 15**  
**KRA Description : Individual Development Plan**

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance               | (2)<br>Needs Improvement                   | (3)<br>Good Solid Performance | (4)<br>Superior Performance | (5)<br>Outstanding Performance |
|--|------|---------------|-------|---|--|-------------------------------|-----------------------------|--------------------------------|
| Attend professional development planning   | Text |               |       | negligence in attending development of planning | Delay in attending development of planning | 31st March 2018               | 30th December, 2017         | 31st October 2017              |
| Interpersonal development of self /professional development skills of the reportee | Text |               |       | negligence in attend development planning       | Delay in attending development of planning | 31st March 2018               | 30th December, 2017         | 31st October 2017              |
| Nil  | Text |               |       | Nil   | Nil  | Nil                           | NIL                         | NIL                            |
| Nil  | Text |               |       | NIL   | NIL  | NIL                           | NIL                         | NIL                            |
| Nil  | Text |               |       | NIL   | NIL  | NIL                           | NIL                         | NIL                            |

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : Regulatory**

| Key Performance Indicator (KPI) description | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance | (2)<br>Needs Improvement | (3)<br>Good Solid Performance | (4)<br>Superior Performance | (5)<br>Outstanding Performance |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
|   |      |               |       |                                   |                          |                               |                             |                                |

**KRA Category : Business**  
**KRA Weightage : 40**  
**KRA Description : Litigation & IPR Managment**

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance              | (2)<br>Needs Improvement                   | (3)<br>Good Solid Performance                                 | (4)<br>Superior Performance                                   | (5)<br>Outstanding Performance                    |
|--|------|---------------|-------|--|--|---|---|---|
| Defend litigation 1. MIDC Talaja matter 2. LBT Petition 3. Talaja Manufacturing Association Petition 4. Palghar & Gavan Jsasai land matter 5. APMC | Text |               |       | Setback to litigation on account of negligence | Setback to litigation in delay in response | No instance of setback to litigation due to delay in response | Getting Interim order/final order in favour at least one case | Closure of atleast two cases in business interest |

| 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                       |
|--|------|---------------|-------|--|--|---|---|---|
| Octroi matter before SD court at Navsari & High Court  | Text |               |       | Setback to litigation on account of negligence | Setback to litigation in delay in response | No instance of setback to litigation due to delay in response   | Getting order in favour for at least one case                               | closure of both the case in favour                |
| Assist in Arbitration matter of JLL  | Text |               |       | Setback to litigation on account of negligence | Setback to litigation in delay in response | No instance of setback to arbitration by delay in response  | closure of evidence of the arbitration                                      | Release of deposit from court                     |
| Follow up for registration of new trademarks/Copyrights in India and other countries, renewal of IPR time to time, protection of IPR with the help of attorney | Text |               |       | Setback to litigation on account of negligence | Setback to litigation in delay in response | Timely renewal of all the registered trademark/Copyrights/designs & file oppositions for protecting marks | Getting Interim order/final order/notices in favour at least one opposition | Closure of atleast two cases in business interest |
| Filing/defending new litigation  | Text |               |       | Setback to litigation on account of negligence | Setback to litigation in delay in response | Timely filing new litigation  | Getting Interim order/final order/notices in favour at least one case       | New litigation decided in favour of the company   |

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

| Employee Name | Manager's name | Employee ID | Year      |
|---------------|----------------|-------------|-----------|
| Sanjay Sharma | Mohan Sonar    | 10002895    | 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

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

|   |  |  |  |
|---|--|--|--|
| 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>  |  |
| <b>Project Status Comments</b>   |  |

