

10002364 Shilpa Pitale

Employee Name : Shilpa Pitale Manager's Name : Raghuvir Singh Rathore

Goalsheet Approval Date : 21-Apr-2017

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	Appraiser comment on actual achievement
Training people in plants on cGMP	Text			150 man hours of training	200 man hours of training	250 man hours of training	275 man hours of training	300 man hours of training	4 days on job training during Daman audit	NA

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	Appraiser comment on actual achievement
Identify and audit critical RM & PM vendors on the selected audit parameters.	Text			50 % of major vendors are covered by March 2017	60 % of major vendors are covered by March 2017	70 % of major vendors are covered by March 2017	80 % of major vendors are covered by March 2017	90 % of major vendors are covered by March 2017	AuditS could not be completed , due to non availability of audit dates from supply chain	NA
Any Critical " A " rating found during the audit to be complied by Supplier within 3 months of the audit findings.	Text			Closure of critical findings within 5 months of audit	Closure of critical findings within 4 months of audit	Closure of critical findings within 3 months of audit	Closure of critical findings within 2 months of audit	Closure of critical findings within 1 months of audit	NA	
Identifying and Monitoring the Key Parameters annually for all critical RM & PM .	Text			Compliance to one identified critical parameters annually	Compliance to two identified critical parameters annually	Compliance to all identified critical parameters annually	Identify additional test parameters to improve quality	Identify additional test parameters to improve quality and cost effectiveness	Key parameters are identified and monitored regularly	

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	Appraiser comment on actual achievement
Halal registration to be renewed before Jan 2017 for Keefe USA supplies	Text			By March 2017	By Feb. 2017	By Jan 2017	Adding 1 more product for HALAL certification	Adding 2 more products for HALAL certification	Renewed in Jan 2017, we cannot renew before Jan 2017, as we will lose own time span to use this certificate	NA
Renewal of Drug GMP for Daman for 2017	Text			By Nov. 2016	By Oct 2016	By Sept. 2016	By Aug 2016	By July 2016	renewed in Sept. 2016 Additional first time we got Cosmetic GMP for Daman plant	
Artwork compliance to all	Text			6 working days	5 working days	4 working days	3 working days	2 working days	All CMB & CPD artworks are OK in	

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
CMB & CPD as per Drugs & Cosmetics									4 working days	
Ensure that Quality & Regulatory Audit is conducted for Baddi, Daman & Tiljala at atleast on annual basis	Text			No audit conducted	No audit conducted	one audit /year/site	two audit /year/site	three audit /year/site	Quality & Regulatory audit conducted in Daman	
Any Critical "A" rating found during the audit to be complied within 3 months of the audit findings.	Text			Closure of critical finding within 5 months of audit	Closure of critical finding within 4 months of audit	Closure of critical finding within 3 months of audit	Closure of critical finding within 2 months of audit	Closure of critical finding within 1 month of audit	audit compelled on 10 to 13th April. Time given for Daman facility to work on the findings.	

KRA Category : Customer

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
Timley FDA product registraions for all new products for CMB & CPD customers to attain 100 % OTIFF	Text			Baddi : 6 weeks Daman : 16 weeks	Baddi : 5 weeks Daman : 14 weeks	Baddi : 4 weeks Daman : 12 weeks	Baddi : 3 weeks Daman : 10 weeks	Baddi : 2 weeks Daman : 8 weeks	All product registrations are received well in advance to support timely production	NA
Artwork compliance for CMB & CPD New products as per D & C requirements to attain 100 % OTIFF	Text			6 working days	5 working days	4 working days	3 working days	2 working days	All artworks are complied and released for timely production	
Support and advice to R & D for claim substantiation and regulatory inputs on new projects.	Text			Response given in 10 working days	Response given in 8 working days	Response given in 7 working days	Response given in 6 working days	Response given in 5 working days	Advice given to R & D on these front viz. Homecare products, Oriflame Global Talc supplies for REACH compliance, Tetmosol glycerine soap for Piramal, and other on going projects	