

10000660 Babasaheb Jadhav

Employee Name : Babasaheb JadhavManager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 13-Apr-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
To prepare / discuss draft representations with seniors and submit to concerned authorities	Text			None	None	within 10 days from receipt of request	within 7 days from receipt of request	within 5 days from receipt of request	4	Submitted fresh & renewal applications to FIEO and Chemexcil for Membership

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
To provide information to internal auditors / reply to their queries / comments on their report	Text			None	None	within 3 working days from receipt of request	within 2 working days from receipt of request	within 1 working days from receipt of request	3	No data request received from auditors during the year
To provide information on customs duty / drawback rates / FTP amendments / customs notification - circulars	Text			None	None	within 3 working days from receipt of request	within 2 working days from receipt of request	within 1 working days from receipt of request	4	Information and updates provided within two to three days
To circulate MIS reports to concern persons	Text			None	None	By 5th of every month	By 4th of every month	By 3rd of every month	3	MIS Reports submitted Quarterly, monthly submitted from November 2016 onwards
Ensure application for custom bonding of storage tanks at Sewree, Sion & Kutch	Text			None	None	By 15th August 2016	By 30th July 2016	None	3	Warehouse applications completed and submitted by July 2016

KRA Category : People

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
To provide documents to Finance for obtaining old BRCs (2004 to 2015)	Text			None	None	To be completed by September 2016	To be completed by August 2016	To be completed by July 2016	3	Provided all relevant documents for issuance of BRCs / EBRCs in July, 2016

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

Employee Name	Babasaheb Jadhav	Manager's name	Shashibhushan Sharma
Employee Code	10000660	Year	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	Need to improve communication skill	Yes	Attended on 14.10.2016
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	OK	No	Not applicable
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	No	Not applicable
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	OK	No	Not applicable

	**					
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	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	Development of Module relating to Exim on the net FOB realisation and BRC Status
Review date	31-August-16
Target end date	30/Sep/2016

Project scope	Development of Module relating to details related to • Export documentation, • Shipping bill data • Actual freight/insurance/commission paid • BRC details • Details of Licenses applied.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Online transactions along with details mentioned above
What is the employee expected to learn from this project	The export and Exim related process and tracking of the same for export incentives
Reviewer(s) name	Sunil Menon
Project Status	Completed
Project Status Comments	Successfully developed ZEXIM module to monitor EBRCs and export incentives and same is put to use in System in March 2017