

Employee Name : Sandeep AgarwalManager's Name : Sandeep Agarwal  
Goalsheet Approval Date : 16-Dec-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
*Freezing 'On Job Training ' formats for various QA sections	Text			1 sections	2 sections	3 sections	4 sections	5 sections
*Identify Training Needs of department employees *	Text			Not Available	Not Available	JQ 15	JQ 15	JQ 15
*Preparation of training calendar particularly on Quality, GMP, *	Text			Not Available	Not Available	JQ 15	JQ 15	JQ 15
*Imparting training at Site as per training calendar *	Percentage			80	90	100	100	100
*Multiskilling / Additional responsibility *	Text			0	1	2	3	3

**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
ISO certification at Baddi Site	Text			After Mar16	After Mar16	Mar 16	Mar 16	Dec 15
Arrange controlling of R&D relaed documents from CQA & R&D	Text			Not Available	Mar 16	Feb 16	Jan 16	Dec 15
Improvement in documenation of all Site SOPs	Text			Not Available	Not Available	Mar 16	Dec 15	Sep 16
Take cost saving initiatives in Quality and Laboratories	Text			20K	30K	40 K	45K	50 K

**KRA Category : Process**  
**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
Timely testing and release of RM , PM , FG as per SOP	Text			<85 %	<90%	95_100%	100%	100%
Support Site in various improvement initiatives being done wrt Throughput enhancement , recovery , reduction of wastage and cost initiatives	Text			Not Available	Not Available	TBC	Not Available	Not Available
Reduction in Cost of poor Quality	Text			To be finalised	To be finalised	To be finalised	To be finalised	To be finalised
Plant hygienes by providing regular feedback to HR	Text			Not Available	Not Available	Schedule audit & feedback to HR	Not Available	Not Available

#### 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
*1 20% improvement in QL score over 2014-15 - Total - 3.51 - 4.20 2 Soap (3.36%) – Target – 3.36 - 4.03 3 Talc (4.09) - Target - 4.09 - 4.91*	Text			4	4.1	4.2	4.3	4.5
2 Reduction in factory borne out Consumer complaints	Text			10 % reduction as compared YTD 2014_15	15 % reduction as compared YTD 2014_15	20 % reduction as compared YTD 2014_15	25 % reduction as compared YTD 2014_15	> 30 % reduction as compared YTD 2014_15
3) Audit by Client	Text			RED	Amber	Green	Green	Green
4) Develop Internal Auditing Capability at Site with formation of cross functional teams	Text			No training conducted	No training conducted	One training programme to be conducted	One training programme to be conducted	One training programme to be conducted

#### 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
1) Renewal of FDA Mfg. licences and GMP certification for Baddi plants	Text			16 weeks	14 weeks	12 weeks	12 weeks	11 weeks
2) Timely product registrations for new products for CMB & CPD	Text			10 weeks	8 weeks	6 weeks	6 weeks	5 weeks
*Successful Regulatory System assessment for Baddi A (critical observations) – to be complied within 3 months from the audit	Text			Not Available	Not Available	*a. _No critical observations. _NMT 6 majors observations b. within 3 months*	*No critical observations 'NMT 5 MJ observations '2_3 audits b. within 3 months ' *	*No critical observations 'NMT 4 MJ observations '2_3 audits b. within 3 months*

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
date. *								