

10002191 Manish Patel

Employee Name : Manish PatelManager's Name : SHARAD DAHAKE

Goalsheet Approval Date : 08-Apr-2017

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
Maintain GMP on shop floor as per SOP (comparison with audit rating)	Text			Red	Yellow	Green	Green	Green	2	next audit is pending
Completion of BMR	Text			Third day	Second day	Next day	Same day	within 4 hrs	3	maintaining regularly
Monitoring and ensuring of weekly C&S as per SOP (comparison with audit rating)	Text			Red	Yellow	Green	Green	Green	3	maintaining on regular basis

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	Appraisee comment on actual achievement
Manpower handing and deployment as per target	Text			20% more than target	10% more than target	As per target	10% less than target	20% less than target	3	maintained the productivity YTD basis
Control the PM wastages 5% less compare to last year	Text			3	4	5	6	7	2	
Bulk yield targets (DAL - 99%, DHS - 98.5%, BSHW - 98%, DCFW - 96.5%, CCFFW - 97.5%, JBO - 98.4%)	Text			1% less than target	0.5% less than target	As per target	0.5% more than target	1% less than target	3	average target is 97.98 and achieved is 98.38

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
On Job training to new workmen	Text			4 hrs	8 hrs	12 hrs	16 hrs	20 hrs	3	30 min per week from Oct 2016
Training on safety precaution to new workmen and use of PPE all the time	Text			4 hrs	8 hrs	12 hrs	16 hrs	20 hrs	3	30 min per week from Oct 2016
To maintain the medicine in first aid box and maintain the related documents.	Text			Missed two documents	Missed one documents	Maintained	Efforts done to change format for better documentation	Extra efforts done to change format for better documentation	3	first aid box is maintained.

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
Line plan compliance on weekly basis should be 96%	Text			92	94	96	98	100	3	maintained on weekly basis
Achieve shift wise line targets	Text			92	94	96	98	100	3	over all monthly targets achieved.
Quality Level (At IPQA stage)	Text			<4.5	4.5_5.0	5	5.1	5.2	3	average Question L is 5

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

Employee Name	Manish Patel	Manager's name	SHARAD DAHAKE
Employee Code	10002191	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			
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	Mandatory	Yes	training by Mr. P. M. Sharma Sir
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Mandatory	Yes	training by Mr. P. M. Sharma Sir
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Mandatory	Yes	training by Mr. P. M. Sharma Sir

	**						
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	
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	Not Applicable
Project Status Comments	