

Employee Name : RAJESH GUPTA
 Manager's Name : Ramadhi Sen
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 30

KRA Description : INCREASE EFFICIENCY-REDUCE TIME

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
Ensure Timely Delivery of Material to avoid any Production Loss	Text			75%	85%	95%	100%	no plant stop
PR TO PO Conversion within 24hrs on Urgent Basis\3 Days	Days			10	7	5	3	2
Follow up with Vendor for Material	Text			As Per Schedule	As Per Schedule	As Per Schedule	As Per Schedule	As Per Schedule

KRA Category : Process

KRA Weightage : 20

KRA Description : Vendor Management

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
Availability of Quality Material	Text			As Per Specification	As Per Specification	As Per Specification	As Per Specification	As Per Specification
Follow up with A/c Team for Vendor payment and Reco	Text			On Regular Basis	On Regular Basis	On Regular BasisOn Regular Basis	On Regular Basis	On Regular Basis
Follow up with A/c Team for timely "C" Form Issuance	Text			On Regular Basis	On Regular Basis	On Regular Basis	On Regular Basis	On Regular Basis
Increased payment terms from 30-60 days & Minimize Advance Payment	Text			5 Vendor	5 Vendors	15 Vendors	20 Vendors	30 Vendors
SBO & HI - 3\Month	Text			Complied 100%	Complied 100%	Complied 100%	Complied 100%	Complied 100%

KRA Category : Customer

KRA Weightage : 30

KRA Description : REDUCE COST

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
BUDGET CAPEX SAVING (Budget Vs Final)	Text			2%	6%	11%	15%	20%
FIXED SAVING THROUGH CONTINUE NEGOTIATION	Text			1%	2%	4%	6%	10%
COST AVOIDANCE\VALUE ENABLER (Quoted Vs Final)	Text			3%	5%	10%	15%	20%
Capex Timely Material Delivery	Text			as per schedule	as per schedule	as per schedule	as per schedule	as per schedule

KRA Category : People
KRA Weightage : 20
KRA Description : SOP & AUDIT

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
SOP Development for Services and Implementation	Days			60	30	25	20	15
SOP Development for Material and Implementation	Days			60	30	25	20	15
100% Audit compliance & ensure Zero NC	Text			5 NC	4 NC	2NC	1 NC	0 NC
Minimize Demerage \ Detention Charges	Text			INR 3000	INR 2000	INR1500	INR1000	INR500

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

Employee Name	Manager's name	Employee ID	Year
RAJESH GUPTA	Ramadhi Sen	10002868	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	Sunil Katekari	1	This is mandatory

	Safety *			
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	COACHING	1	External Faculty
2	COACHING	1	bhushan.singh@vvltd.com?S hashibhushan Singh

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	
Project Status Comments	