

10003305 Vishal Revandkar

Employee Name : Vishal RevandkarManager's Name : Kishor Salunke

Goalsheet Approval Date : 15-Apr-2017

**KRA Category : Process**

**KRA Weightage : 25 \_**

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 conduct employee engagement survey and to complete focused area to ensure increase in satisfaction level / index	Text			-	-	70% completion of Focused Areas	80% completion of focused areas	93% and above	Employee Engagement Survey and Focus Group discussion done.	Awaiting for action plan from HO for Implementation
To facilitate PMS process as per timeline and with accuracy	Text			-	-	100% completion by 15_08_2016	100% completion by 31_07_2016	-	In process	Regular follow up and addressing employee's queries
Performance Management Process: With Focus on IDP: Quality check 100% JMC & above	Text			Less than 50% IDP collection	50% of IDP completion	70 % of IDP completion	80% of IDP	95 % of IDP completion	In process	Every possible effort is being taken to complete the IDP of Taloja Plant
R&R Activities and support for Rumbles. Rigor in CSR activities	Text			-	-	-	-	-	R & R activities are co-ordinated every quarter	If get opportunity will do CSR also.
One external visit for Company employees to have best practises knowledge.	Text			-	-	-	-	-	Done	During wage survey

**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
Completion of IDP of self and ensuring completion of IDP's of Taloja Employees JMC & Above in time	Text			Not Available	Not Available	90%	95%	100%	In Process	Self IDP done . Every possible is being taken for completing IDP of all employees
Skill level improvement in Operators. Multiskilling & Multitasking development of OC of Location. Data and Records of Training to be approved by Plant Heads.	Text			Not Available	Not Available	30% by 30_11_2016	40% by 30_11_2016	50% by 30_11_2016	Done for 28 operators	External Training viz. ATI and other trainings arranged.
Ensuring 8 hours Training to each employee at Taloja	Text			Not Available	Not Available	80%	90%	100%	80 % COMPLETED	Every possible efforts taken to compete 100% target but able to achieve 80%
Training & Development:Co-ordinate T & D activities at Taloja, Ensuring Attendance.	Text			Not Available	Not Available	Not Available	Not Available	Not Available	Done	All T & D activities at Taloja are co-ordinated and ensured attendance
GET Gurukul program :Ensure smooth running of program, Project initiation,	Text			30% lower than target	5 % lower than target	On target	5% higher than target	10% higher than target	Till date the program is running smoothly on time,	Presently Project is given to all GET's and it would be evaluated in the month of May 2017

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
completion & Evaluation.										

**KRA Category : Business**

**KRA Weightage : 30 \_**

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
Compliance of Monthly / Quarterly / Half yearly / Yearly / License Renewal Statutory returns / payments w.r.t. Company and Contract Labour	Text			APP _ 25%	APP _ 50%	APP _ 75% No Showcauses for Occupier / Factory Manager	APP _ 90%	100% completion Evidence of control mechanism in place	All are done on time	No Delay
Preparation and readiness for all kinds of HR Audits	Text			Not Available	Not Available	NIL Major NC	Closing of NCs/ audit points within 15 days	Not Available	There is NO Major NC's. All minor NC's closed as per time agreed with the Auditor	Every NC's is closed in minimum possible time.
Good Housekeeping Scheme	Text			Not Available	Not Available	Every month circulate the GHK Audit Sheet to all the Auditors before 10th and prepare report of GHK than conduct discussion meeting on or before 18th and submit report to payroll for further process.	Every month circulate the GHK Audit Sheet to all the Auditors before 8th and prepare report of GHK than conduct discussion meeting on or before 16th and submit report to payroll for further process. 11 month	Every month circulate the GHK Audit Sheet to all the Auditors before 8th and prepare report of GHK than conduct discussion meeting on or before 16th and submit report to payroll for further process. All 12 months	Till December given on time	From January 2017 onwards handedover the scheme to Manisha Keni

**KRA Category : Customer**

**KRA Weightage : 25 \_**

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
IR Updates to HOD Unit HR	Text			-	-	1 day after the incidence 100%	Immediately after the incidence 95%	Immediately after the incidence 100%	Whenever any incident happened updated immediately	Every incident reported on time
Campus hiring - Meet the summer intern / GET numbers as per schedule from targetted institutes.	Text			Mar_17	Feb_17	Jan_17	Dec_16	Nov_16	In process for Chemical GET'S	Done for Utility Get's
Recruitment of Taloja JMC, Aso & OC & Sion JMC	Text			-	-	-	-	-	Closed 13 JMC Positions and 5 positions are in process.	For Taloja OC and Associates all recruitment procedure are being done except Interview coordination and Preemployment medical checkup
Maintenance of Discipline: by adopting disciplinary procedures as per applicable Model	Text			-	-	Action to be initiated within 3 days of reporting of Incident.Closing of the disciplinary action within 10	Action to be initiated within 48Hrs of reporting of Incident.Closing of the disciplinary action within 10	Action to be initiated within 48Hrs of reporting of Incident.Closing of the disciplinary action within 5	Done	Due to other work many a times it is delayed

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standing orders.						days. Monthly MIS to HO by 1st of Every month.	days. Monthly MIS to HO by 1st of Every month.	days. Monthly MIS to HO by 1st of Every month.		
Recruitment, Joining, Induction, EBC, Compliance and Liasioning with Concerned Govt. Authorities w.r.t GET & Apprentices	Text			.	60 days or more (PRF to Joining). GET and APPRENTICES compliaances returns as per schedule dates by Govt.	45 days (PRF to Joining) .. GET and APPRENTICES compliaances returns as per schedule dates by Govt.	30 days (PRF to Joining) .. GET and APPRENTICES compliaances returns as per schedule dates by Govt.	10 days (PRF to Joining)..GET and APPRENTICES compliaances returns as per schedule dates by Govt.	Done	No issue reported