

10000770 Devanand Gaonkar

Employee Name : Devanand GaonkarManager's Name : P. R. Krishnan

Goalsheet Approval Date : 09-Apr-2017

KRA Category : Business

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
1 Provide Material lifting plan based on Material availability at Vendors end and Payment clearance status	Text			Below 95% placement	95% placement	97% placement	99% placement	100% placement within time limit	4	NA
2 Manage Tanker placement for all PO's within time limit.follow up with transporters.	Text			Below 95% placement	95% placement	97% placement	99% placement	100% placement within time limit		
3 Preparation and circulation of Stocks and Stocks in transit MIS to Production planning Dept on daily basis	Text			.	.	Daily by 1.30	Daily by 1.00	Daily by 12.30		

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
1 Sourcing of new transport vendors at least one in each zone	Text			Less than 2 vendors	Overall 2 vendors	1 vendor in each zone	2 vendor in each zone	3 vendor in each zone	NA	NA
2 Monitoring reporting of Detention	Text			Beyond by 6.00 P.M	Daily by 6.00 P.M	Daily by 5.00 P.M	Daily by 4.00 P.M	Daily by 3.00 P.M		
3 Participate in preparation of benchmark prices for conducting reverse auction.	Text			Keeping it ready by Aug end	Keeping it ready by Mid Aug	Keeping it ready by July end	Keeping it ready by mid July	Keeping it ready by June end		
4. Daily Purchase Information to sent by	Text			After 12 noon	By 12.00 am daily	By 11.30 am daily	By 11.00 am daily	By 10.30 am daily		

KRA Category : Customer

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
1.Verification and Release of service P.O & shipment cost releasing	Text			Beyond 4 hrs	in 4hrs	in 3 hrs	in 2.5 hrs	in 2 hrs	4 is done in 2hrs	NA
2.Freight bills verification and approval of Payment vouchers	Text			Beyond 96 hrs	96 hrs	72 hrs	48 hrs	24 hrs		
3. Monitor outstanding payments of transport vendors and get fund allocation as per due dates	Text			.	.	Every Tuesday	.	.		
4.Report -El nino - weekly every Monday	Text			After 12 noon	By 12.00 am daily	By 11.30 am daily	By 11.00 am daily	By 10.30 am daily		

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
1. Effective time management and execution	Text			4	NA
2.Joint project with Ravendra to place various data related to the entire Logistics funtion on the shared folder	Text			.	.	by Oct	by Sep	by Aug	4	
3. Generation of Newer ideas and ways of working	Text			.	.	1 ideas every 2nd Month from July 2016	2 ideas every 2nd Month from July 2016	3 ideas every 2nd Month from July 2016	2	

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

Employee Name	Devanand Gaonkar	Manager's name	P. R. Krishnan
Employee Code	10000770	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	This will help me build up on my strength to deliver required data on time as is required by Management	undefined	
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	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	NA	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	NA	undefined	

	**						
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	Select
Project Status Comments	