

10002895 Sanjay Sharma

Employee Name : Sanjay SharmaManager's Name : Mohan Sonar

Goalsheet Approval Date : 12-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Support on internal Compliance management system through out the organisation on various laws applicable to company business	Text			None	None	Zero Major+2 minor	Zero Major+1 minor	Zero Major + Zero Minor	Ensure timely changes in compliance reports to support business No major or minor complaint	NA
2. Circulationn of Compliance Reports to various business heads for quarterly feedback	Text			None	None	Every quarter timely circulation of compliance reports to various business heads for feedback	Zero Major+1 minor	Zero Major+Zero Minor	Timely circulation of compliance reports to BU heads No major or minor complaints	NA
3. Collected compliance Reports handed over to Internal Control for risk review/audit	Text			None	None	Follow up and timely receive compliance report from HODs	Zero Major + 1 minor	Zero Major+ Zero Minor	Compliance report timely collected and handed over for risk review No major or minor compliant	NA

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Draft Reply to Show Cause Notice received from Legal Metrology & FDA.	Text			None	None	Timely reply to show cause notices received from Legal Metrology department	Closure of atleast two notices	Closure of all the notices without compounding fee	Notice has been received during the year	NA
2. Approved declarattions on wrappers of the Pack Commodity & issues relating to Legal Metrology (Package) Commodity Rules	Text			None	None	zero major notice & 2 minor	Zero major notice +1 minor	Zero major + Zero Minor	During the year 116 artwork approved	NA

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Drafting and vetting of agreements primarily for PCP, CMB, Oleo and other contracts of VVF (India) Limited & VVF Limited	Text			None	None	Within 7 days do risk analysis of the contract	Within 3 days conclude contract	None	During the year 161 agreements reviewed from various departments mostly within 3 days	NA

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.File/defend litigation 1. MIDC Talaja 2. Palghar & Gavan Jsasai land matter 3. NPPA, 4. APMC 5. Octroi matter and other matters	Text			None	None	No instance of setback to litigation due to delay in response	Getting interim order/final order in favour of at least one case	Closure of atleast two cases in business interest	Criminal case No. 2898 at Lucknow compounded Appeal No. 51/15 (Gavan) decided in our favour WP NO. 13011 filed against MIDC & obtained interim orders	NA
Appeal (octroi matter) in ahemdabad High court & case pending in Navsari court	Text			None	None	No instance of setback to litigation due to delay in response	Getting order in favour for at least one case	Closure of both the cases in favour	SCA No. 3255 of 2000 & 2847/2000 relating to octroi (1% & 2%) decided in VVF favour In refund matter all the steps taken timely	NA
3. Assist in Arbitration matter of JLL	Text			None	None	No instance of setback to arbitration by delay in response	Closure of evidence of the arbitration on time and getting interim order	Release of deposit from court	Affidavit of evidence has been filed to Arbitrator Timely steps have been taken	NA
4. Follow up for registration of new trademarks/Copyrights in India and other countries, renewal of IPR time to time, protection of IPR with the help of attorney	Text			None	None	Timely renewal of all the registered trademark/copyright/design & file opposition to protect the mark	Getting interim order/final order/notices in favour at least one case	Closure of atleast two cses in business interest	13 trademark renewed during the year 7 new applications filed 2 opposition filed There is no litigation pending relating to IPR	NA
5. Assist in new assignments	Text			None	None	None	None	None	Assist in Legal audit & other legal support	NA

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	Actual achievement of year end	Appraisee comment on actual achievement
1. Attend professional development planning	Text			None	None	complete professional development programme	On account of professional development change reflect in the functioning of the department	on account of professional development professional benefit to the company	NA	NA
2. Interpersonal development of self /professional development skills	Text			None	None	change in the interpersonal communication of the reportee	Change reflect in the working of reportee	Make reportee better human resource	NA	NA

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
of the reportee										

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

Employee Name	Sanjay Sharma	Manager's name	Mohan Sonar
Employee Code	10002895	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	Inspirational Leadership may excel my existing skills and help me in achieving qualitative results	undefined	
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	This module will help me in team building	undefined	

*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	Mr. Mohan Sonar	5	31/Mar/2017	undefined	
2	Coaching through leader in own function for functional inputs	Mr. Abhay Budholiya	3	31/Mar/2017	undefined	

Part C: Development through action learning projects

Project Title	Strengthen & effective implementation of Compliance Reporting System
Review date	31st March, 2017
Target end date	31/Mar/2017

Project scope	Revise compliance reports on account of change in laws, monitoring compliance, timely circulation and collection of reports.
Project exclusions	NA
Project deliverables (Target at rating 3: good solid performance)	NA
What is the employee expected to learn from this project	Employee will learn latest changes in various laws; effectively change compliance reports, timely compliance with various laws in the business of the company.
Reviewer(s) name	Mr. Mohan Sonar
Project Status	Select
Project Status Comments	