

Employee Name : Vijay Mhatre  
 Manager's Name : S. Sriram  
 Goalsheet Of Year: 2017-2018

**KRA Category : People**  
**KRA Weightage : 15**  
**KRA Description : IDP : RKBQA : Strategic Planning**

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
Strategy Development	Text			Submit after March'17	Submit after March'17	Submit before March'18	Submit before February'18	Submit before January'18
Strategic Objectives	Text			Submit after March'17	Submit after March'17	Submit before March'18	Submit before February'18	Submit before January'18

**KRA Category : Customer**  
**KRA Weightage : 30**  
**KRA Description : New Business Development**

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
Preparing New Products Financial Models & Costing	Text			Within 5 days of request	Within 4 days of request	Within 3 days of request	Within 2 days of request	Within 1 days of request
Preparing feasibility Reports	Text			Within 5 days of request	Within 4 days of request	Within 3 days of request	Within 2 days of request	Within 1 days of request

**KRA Category : Process**  
**KRA Weightage : 25**  
**KRA Description : Strategic Decision support**

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
Support for Safeguard Duty and Anti-dumping Duty application	Text			Within 5 days of request	Within 4 days of request	Within 3 days of request	Within 2 days of request	Within 1 day of request
Annual Business Plan (ABP) Workings	Text			Within 5 days of request	Within 4 days of request	Within 3 days of request	Within 2 days of request	Within 1 day of request
Creating presentations :	Text			Within 5 days of	Within 4 days of	Within 3 days of	Within 2 days of	Within 1 day of request

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
ABP, Townhall, Industry Conferences, Financial Institutions				request	request	request	request	

**KRA Category : Business**

**KRA Weightage : 30**

**KRA Description : Business Reports**

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
Preparing & Circulating Imports data - Fatty Acids, Fatty Alcohols, Glycerine	Text			Within 5 days of receipt of information	Within 4 days of receipt of information	Within 2 days of receipt of information	Within 1 days of receipt of information	Immediately on receipt of information
Preparing & Circulating Exports data - Fatty Acids, Fatty Alcohols, Glycerine	Text			Within 5 days of receipt of information	Within 4 days of receipt of information	Within 2 days of receipt of information	Within 1 days of receipt of information	Immediately on receipt of information
Preparing & Circulating Imports data - Lauryl Alcohol Ethoxylates (LAE)	Text			Within 5 days of receipt of information	Within 4 days of receipt of information	Within 2 days of receipt of information	Within 1 days of receipt of information	Immediately on receipt of information
Workings for Derived Lauryl Alcohol price fro LAE	Text			Within 5 days of receipt of information	Within 4 days of receipt of information	Within 3 days of receipt of information	Within 2 days of receipt of information	Immediately on receipt of information
Raw Material and Product Delta reports	Text			Within 5 days of receipt of information	Within 4 days of receipt of information	Within 3 days of receipt of information	Within 2 days of receipt of information	Immediately on receipt of information

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

Employee Name	Manager's name	Employee ID	Year
Vijay Mhatre	S. Sriram	10001973	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 Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	

5	The Super Manager	Amit Sanas	2	Need to improve managerial skills
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	Analytical Skills Workshop	2	External Faculty
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	Proactive data submission for Anti-dumping
<b>Review date</b>	
<b>Target end date</b>	31/Mar/2018
<b>Project scope</b>	The data submission will include all market related information available in public domain along with our regular subscribe data.

<b>Project exclusions</b>	All competitors information NOT available in private and public domain unless source is authenticated.
<b>Project deliverables</b> (Target at rating 3: good solid performance)	1. To gather and collect the market information for Anti-dumping duty application 2. To analyse and submit the market information for Anti-dumping duty application 3. Support for costing purpose based on market pricing into for Anti-dumping duty application
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	