

Employee Name : ABHIJEET JALKOTE

Manager's Name : Vinoo Dias

Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 20

KRA Description : New business support and Effective working capital 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
Support to NPD product of Ewax , vega ETS etc.	Text			fornightly	weekly	twice a week	thrice a week	daily
Reduction of Int. alcohol in to minimum level	Text			2000 MT above	1800 to 2000	1500 to 1800	1200 to 1500	1000 to 1200
Provide the production data for OTIF	Text			after 10 of the month	9 to 10 th of month	7 to 8 of the month	5 to 6 of the month	3 to 4 of the month

KRA Category : Process

KRA Weightage : 20

KRA Description : Inventory 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
1.Slow moving above 90 days - of pack stock (Basis 60 MT on 31 mar17 closing stock)	Text			60	57.5	55	52.5	50
2. Identifying the slob of pack material and Initiate the action Plan to eliminate at source	Text			Monthly	Fornightly	once in week	Twice in a week	Thrice in a week
3.Monitoring and Tracking inventory	Text			Fornightly	once in week	Twice in a week	Thrice in a week	Daily

KRA Category : Business

KRA Weightage : 40

KRA Description : S&OP 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
Preparation of Pastillation, flaking,Drumming of fatty acid and beads plan as per demand and liquid material availability	Text			5 to 6th of Next month	3 to 4th of next month	1to 2 of Next month	28 to 30/31 of every month	26 to 27 of every month
2.Co-ordinate with demand planner ,manufacturing team for meeting SNOP commitment	Text			fortnightly	weekly	twice a week	thrice a week	daily
3.Planning versus Actual for products in packed form (monthly basis)	Text			<80%	>80% to 85 %	> 85% to 90%	>90% to 95 %	>95%

KRA Category : People

KRA Weightage : 20

KRA Description : Information flow to concern for better control

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
1.keeping Track of Stock vs SNOP Commitment	Text			monthly	fornightly	weekly	twice a week	thrice a week
2.Keeping a track of Sales,open contracts and Ensuring Material availability.	Text			monthly	fornightly	weekly	twice a week	thrice a week
3.Preparation of consolidated production reports of taloja for monitoring Yields.	Text			9_10 of the month	8_7 of the month	5_6 of the month	4_3 of the month	1_2 of the month
4.Keeping a track of Packaging Material requirement,stock and ensure material availability on time	Text			Fornightly	weekly	twice a week	thrice aweek	Daily

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

Employee Name	Manager's name	Employee ID	Year
ABHIJEET JALKOTE	Vinoo Dias	10000495	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	Effective people management of Taloja to work done smoothly
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	Communication with top management	1	amit.sanas@vvfltd.com?Amit Sanas
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	
Project Status Comments	