

10002969 Mahesh Hindlekar

Employee Name : Mahesh HindlekarManager's Name : Anandrao Sangle

Goalsheet Approval Date : 12-Apr-2017

**KRA Category : People**

**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 Self IDP Fullfilment	Text			.	.	100%	.	.		
2 Autocad Training	Text			.	.	6 hrs.	8 hrs.	10 hrs.		
3 PRF making in SAP	Text			.	.	100%	.	.		

**KRA Category : Customer**

**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
Site Visit at Sewree Tank Farm For Proposed Tank Farm Expansion Project.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Site Visit at BPT Area For Proposed Above Ground Bitumen Pipe Line.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Baddi users technical document preparation in autocad	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Reduce complaint of user on account of drafting errors	Text			.	.	zero complaint of 95% work	zero complaint of 100% work	zero complaint of 110% work		
Preparation of TCR for Projects.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		

**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
Participating in different activities for on time commissioning of project	Text			.	.	As per project schedule	.	.		
Project process commissioning activities as required	Text			.	.	As per project schedule	.	.		
Coordinating with vendors for arranging of commissioning material etc	Text			.	.	As per project schedule	.	.		

#### KRA Category : Customer

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
Site visit at Daman Plant for As Built Drawing Preparation of J & J Floor Plans.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Preparation of Dettol Building Machinery Layout For Proposed Airjet & Monoblock Machines in Filling Area	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
As Built Floor Plans Drawings For Dettol Building. Modification work done as per required by Daman Plant Technical people.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Reduce complaint of user on account of drafting errors	Text			.	.	zero complaint of 95% work	zero complaint of 100% work	zero complaint of 110% work		
Preparation of TCR for Projects.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		

#### 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
Various Projects P&ID & PFD Preparation.	Text			.	.	95% completion on time	100% completion on time	100% completion before time		
Various Projects Equipment Layout Plans & Section Preparation.	Text			.	.	95% completion on time	100% completion on time	100% completion on time		
Coordination with	Text			.	.	95% completion on	100% completion	100% completion		

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
site people for pre engineering work of different projects.						time	on time	on time		
As built drawings preparation.	Text			.	.	95% completion on time	100% completion on time100% completion on time	100% completion on time		

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

<b>Employee Name</b>	Mahesh Hindlekar	<b>Manager's name</b>	Anandrao Sangle
<b>Employee Code</b>	10002969	<b>Year</b>	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			
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			

\*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					
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**

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	