

Employee Name : MAHATMA JHUNELA
Manager's Name : Shashibhushan Sharma
Goalsheet Of Year: 2017-2018

KRA Category : People

KRA Weightage : 20

KRA Description : RESPONSIVE & ENGAGED ORGANISATION

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
Application for GST Refund as unit working under exemption benefit	Days			60	45	30	15	10
Application for Export incentives	Days			90	60	45	30	15
Realisation of Export incentives	Days			60	45	40	30	20

KRA Category : Process

KRA Weightage : 20

KRA Description : FLOWLESS EXECUTION

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
First Time Right	Text			10	8	7	5	4
Timely arrangement of vehicle from union & transporter	Text			10	8	7	5	4
Training for self development	Text			10	8	7	5	4
Self - Multiskilling and 2nd line development	Text			10	8	7	5	4

KRA Category : Customer

KRA Weightage : 20

KRA Description : abc

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
Audit by Client	Text			na	na	green	na	na
Customer Feedback for Export Shipment	Ratio			10:5	10:6	10:7	10:8	10:10
EHS Compliance	Text			1	2	3	4	5

KRA Category : Business
KRA Weightage : 40
KRA Description : COMPETITIVE COST

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
Timely Submission of Central Excise, Service Tax & GST Return	Days			11	10	8	6	5
Compliance of Record, Report & Return of imported goods under the Customs (Import of Goods at Concessional Rate of Duty for Manufacture of Exciseable Goods) Rules, 2016.	Days			11	10	8	6	5
Information/ data/record & report for statutory/ internal & other audit	Days			11	10	8	6	5

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

Employee Name	Manager's name	Employee ID	Year
MAHATMA JHUNELA	Shashibhushan Sharma	10002945	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	
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	The art & Science of Coaching	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	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	