

10000638 Sujit Das

Employee Name : Sujit DasManager's Name : Sanjib Sinha

Goalsheet Approval Date : 06-Apr-2017

**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 JO- 8.85 cr                               | Text |               | 82    | 6.11 Cr                        | 6.20 Cr               | 8.50 Cr                    | 9.38 Cr                  | 11.51 Cr                    | 7.93                           | achieved 90 % in competitive environment                                |
| 2 DOY- 1.56 cr                              | Text |               | 14    | 1.08 Cr                        | 1.09 Cr               | 1.50 Cr                    | 1.65 Cr                  | 2.03 Cr                     | 1.09                           | achieved 70%  |
| 3 BS-0.24 cr                                | Text |               | 2     | 0.17 Cr                        | 0.17 Cr               | 0.23 Cr                    | 0.25 Cr                  | 0.31 Cr                     | 0.20 cr                        | achieved 83%  |
| 4 BSHW- 10.38 lac                           | Text |               | 1     | 0.07                           | 0.07                  | 0.10                       | 0.11                     | 0.13                        | 0.05 cr                        | Achieve 50%, MTO order has not come and competitor very aggressive      |
| 5 DK- 1.08 lac                              | Text |               | 1     | 0.75                           | 0.76                  | 1.04                       | 1.14                     | 1.40                        | 0.54 cr                        | Achieve 50%, MTO order has not come and competitor like J&J very active |
| 6 DCAVFW- 6.05 lac                          | Text |               |       | 0.04                           | 0.04                  | 0.06                       | 0.06                     | 0.08                        | 0.04 cr                        | Main variant is missing in our portfolio. like NEEM                     |
| 7 Transparent Soap- 5.40 lacs               | Text |               |       | 0.04                           | 0.04                  | 0.05                       | 0.06                     | 0.07                        | 8 lacs                         | achieve targets 148%  |

**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 JO- 27.13 lacs                            | Text       |               | 56    | 18.72                          | 20.35                 | 26.04                      | 28.76                    | 35.27                       | 13.22 lacs                     | MTO order has not come as expected      |
| 2 DOY Care - 8.08 lacs                      | Text       |               | 17    | 5.58                           | 6.06                  | 7.76                       | 8.56                     | 10.50                       | 3.55 lacs                      | MTO order has not come as expected      |
| 3 DOY - 3.39 lacs                           | Text       |               | 7     | 2.34                           | 2.54                  | 3.25                       | 3.59                     | 4.41                        | 0.05                           | MTO order has not come as expected      |
| 4 BS- 9.48 lacs                             | Text       |               | 20    | 6.54                           | 7.11                  | 9.10                       | 10.05                    | 12.32                       | 4.09 lacs                      | MTO order has not come as expected      |
| 5 Fill Rate                                 | Percentage |               |       | 65                             | 70                    | 75                         | 80                       | 85                          | 75                             | Tried hard to maintain fill rate        |

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       |
|--|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| 1 Forecast accuracy Primary sales (Top 10 SKUs wise hit /miss) | Text |               |       | > 80                           | > 90                  | 90% to 110%                | <110                     | < 112                       | 95%                            | sales forecast accuracy maintained            |
| 2 Product Mix Sale cont >20%                                   | Text |               |       | 56%                            | 57%                   | 60%                        | 62%                      | 64%                         | 55%                            | tried maximum contribution of High GC product |

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 JO- 8.85 cr                               | Text |               |       | 6.11                           | 6.20                  | 8.50                       | 9.38                     | 11.51                       | 7.48 cr                        | secondary sales done as per primary achievement-7.93 cr   |
| 2 DOY- 1.56 cr                              | Text |               |       | 1.08                           | 1.09                  | 1.50                       | 1.65                     | 2.03                        | 1.10 cr                        | secondary sales done as per primary achievement-1.09 cr   |
| 3 BS-0.24 cr                                | Text |               |       | 0.17                           | 0.17                  | 0.23                       | 0.25                     | 0.31                        | 0.18 cr                        | secondary sales done as per primary achievement-0.20 cr   |
| 4 BSHW- 10.38 lac                           | Text |               |       | 0.07                           | 0.07                  | 0.10                       | 0.11                     | 0.13                        | 0.05 cr                        | secondary sales done as per primary achievement-0.05 cr.  |
| 5 DK- 1.08 lac                              | Text |               |       | 0.75                           | 0.76                  | 1.04                       | 1.14                     | 1.40                        | 0.88 lacs                      | secondary sales done as per primary achievement-0.54 lacs |
| 6 DCAVFW- 6.05 lac                          | Text |               |       | 0.04                           | 0.04                  | 0.06                       | 0.06                     | 0.08                        | 0.04 cr                        | secondary sales done as per primary achievement-0.04 cr   |
| 7 Transparent Soap- 5.40 lacs               | Text |               |       | 0.04                           | 0.04                  | 0.05                       | 0.06                     | 0.07                        | 0.07 cr                        | Achieved target   |

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 TLSD-47                                   | Text |               |       | 45                             | 46                    | 47                         | 48                       | 49                          | 46                             | Maintain TLSD                               |
| 2 Productivity-36                           | Text |               |       | 34                             | 35                    | 36                         | 37                       | 38                          | 38                             | achieve targetted norms                     |
| 4 Increase Penetration -Doy Transparent     | Text |               |       | Not Available                  | Not Available         | 5500                       | Not Available            | Not Available               | 5596                           | achieve targetted outlet coverage placement |

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

|                      |           |                       |              |
|----------------------|-----------|-----------------------|--------------|
| <b>Employee Name</b> | Sujit Das | <b>Manager's name</b> | Sanjib Sinha |
| <b>Employee Code</b> | 10000638  | <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    | Needs to improve communication            | No                | not completed |
| 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    | Ok  | No                | not completed |
| 7  | Training on ISO 14001, OHSAS 18001 **            | EHS Team         | 0.5  | Ok  | No                | not completed |
| 8  | Training on ISO 9001 & 22000                     | ASHOKR AO PATIL  | 0.5  |   |                   |               |
| 9  | Good Manufacturing Practices (GMP +) and cGMP    | ASHOKR AO PATIL  | 0.5  | Ok  | No                | not completed |

|    |                               |                  |   |  |  |  |
|----|-------------------------------|------------------|---|--|--|--|
|    | **                            |                  |   |  |  |  |
| 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  | Grow business by identifying opportunities             | 1           | khushroo.forbes@vvfltd.com?Khushroo Forbes | Yes               | completed with more than 12 meetings and market work |
| 2  | Art of Thinking clearly & Ignite the leader within you | 12          | sanjib.sinha@vvfltd.com?Sanjib Sinha       |                   |  |

**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 | Mr.Sanjib Sinha | 6                          | 31/Mar/2017 | Yes               | completed with more than 06 meetings and market work |
| 2  | <b>Coaching</b> through leader in own function for <b>functional</b> inputs | Mr.K.R.Forbes   | 2                          | 31/Mar/2017 | Yes               | completed with more than 02 meetings and market work |

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

|                      |                          |
|----------------------|--------------------------|
| <b>Project Title</b> | Develop sales of Bankura |
| <b>Review date</b>   | 31/Oct/2016              |

|  |  |
|--|--|
| <b>Target end date</b>   | 31/Mar/2017  |
| <b>Project scope</b>   | To identify brand/ SKU to get lost volume in that district.                  |
| <b>Project exclusions</b>  | NA   |
| <b>Project deliverables</b> (Target at rating 3: good solid performance) | 1.to come up with brand/sku, so that volume grows                            |
| <b>What is the employee expected to learn from this project</b>          | understand how to develop existing market                                    |
| <b>Reviewer(s) name</b>  | Mr.Sanjib Sinha  |
| <b>Project Status</b>  | Completed  |
| <b>Project Status Comments</b>   | brand identified single Jo and Pure cream.Sales started increasing in total. |