

10003284 Manpreet Singh

Employee Name : Manpreet SinghManager's Name : Ramadhi Sen

Goalsheet Approval Date : 11-Apr-2017

KRA Category : Process

KRA Weightage : 20 _

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
Audit by Client	Text			Not Available	Not Available	Green	Green	Green	5	All audits through out year are Green No Major finding. During audits by client there is no repetition of point/observation by timely execution of corrective and protective actions.
To Ensure timely removal of rejection, Obsolete/ Expired material	Text			Not Available	Not Available	Monthly	within 15 days	Not Available	5	All rejected, Obsolete/Expired material for which decision has been taken are timely removed with in time period
Customer feedback	Text			3 out of 5	3.25 out of 5	3.5 out of 5	4 out of 5	5 out of 5	4	3.75 rating for customer feedback
"Updation/Ammendments in ISO documentation as per customer feedback "	Text			Red	Amber	Green	Green	Green	5	Green
" Required stores System / documentation For ISO , RSPO ,Kosher certification at Baddi "	Text			Not Available	JQ 16	MQ 16(31ST MARCH 16)	MQ (28th FEB 16)	MQ(31ST JAN16)	5	Successful Audit for Kosher with nil observation and ISO
Strengthening the stores activities in the plant w.r.t. receipt, storage, issuance and dispatch of FG to reduce the factory born out customer complaints	Text			Not Available	Not Available	100%	100%(with extra project)	Not Available	4	NA
To do updation in powder plant store under Project Symphony in order to strengthen process w.r.t. Quality front.	Text			Not Available	Not Available	200 T of Talc FG	250 T of Talc FG	300 T of Talc FG	4	Updation in powder plant for keeping material within same space even addition of three new clients in powder paint

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
Achievement of Production OTIF by providing error free services to production wrt to receipt, issue and dispatch of FG	Text			94	95	96	97	98	4	97.25% achieved for production whereas
Reduction in SMOG Inventories of CPD/CMB	Percentage			20	25	30	35	40	5	68 % reduction in SMOG
Innovation led Business	Percentage			93	94	95	98	100	3	95.5 % Achieved for NPD

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
Development (new products/business) NPD OTIF by providing facility in terms of RM,PM and Trail Samples										
Reduction in RM/PM cost by reducing wastage and proper monitoring of stocks and issues to production floor (Rs in lacs, basis last year's average)	Text			80	90	100	110	120	3	No variance in RM/PM, so no wastage observed
Reduction in Man power cost w.r.t. Annual Production plan @ Stores	Text			Not Available	Not Available	0.2M	0.25M	0.3M	3	No Reduction in Manpower cost because new clients added so inventory movement increases
Maintaining all records w.r.t standard operating procedures as per ISO Documentation.	Text			Not Available	Not Available	Green	Green	Green	5	No any deviation in ISO audit w.r.t. to stores on documentation part

KRA Category : Customer
KRA Weightage : 20 _

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
*Project OTIFQ within Budget *	Text			Not Available	Not Available	100%	100% (completion well before time line.	Not Available	4	NA
*Reduction in Fire Incidents (EHS Compliance) *	Text			Not Available	Not Available	25% less from last year	30%	35%	0	NA
Reduction in First Aid cases (EHS Compliance)	Text			Not Available	Not Available	25% less from last year	30%	35%	5	54% reduction as compared to last year
SBO and HI (5 Nos /Month/Employee)	Text			Not Available	Not Available	100% for 5 Employee	6 Nos	7 nos	3	

KRA Category : People
KRA Weightage : 20 _

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
Improvement in EES scores over 2015	Text			Not Available	Not Available	10% improvement.	12%	15%	4	CMB manufacturing score is 5.4% higher than average score of VVF
Multiskilling /	Text			Not Available	Not Available	100%	100%	100%	4	With Addition of

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
Additional responsibility of store executives as per skill matrix										new clients in CMB additional responsibility divided among executives
Additional Responsibility to Executive as per their area of conceren	Text			Not Available	Not Available	2	3	4	4	With Addition of new clients in CMB additional responsibility divided among executives
Additional Project on handling of scrap and updation in scrap handling area	Text			Not Available	Not Available	100%	100%	100%	5	Without taking any extra budget Scarp Yard Room modified and make presentable to any one who's so ever want to visit as a cause of Brand Protection and GMP.

vvf57e264fd8d3ef

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

Employee Name	Manpreet Singh	Manager's name	Ramadhi Sen
Employee Code	10003284	Year	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	Interpersonal Skills	Yes	Training given by Mr Nishant Mahajan
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	OEE	2	ramadhi.sen@vvflt d.com?Ramadhi Sen	Yes	
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	Select
Project Status Comments	