

10002496 TEJAL LAD

Employee Name : TEJAL LADManager's Name : Indresh Kumar

Goalsheet Approval Date : 24-Apr-2017

KRA Category : Customer

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
1.0 Microbiological release of RM/PM/ Water/EM/Swabs (90% Materials as per SOP norms)	Text			Not Available	Not Available	As per SOP	5 % improvement in TOT for the samples	5_10 % improvements in TOT for the samples	3	As per Requirement done timely
2.0 Timely execution of Validation /Calibration activities	Text			Not Available	Not Available	As per SOP	5% Improvement	5_10 % Improvement	3	As per attachment.
3.0 Micro SOP Revision	Text			Not Available	Not Available	As per SOP Within 3 month of review date	50 % Within 2 month of review date	60 % Within 1 month of review date	3	SOP revision/ Review carry out in time
4.0 Monitor, Control & Execution of Microbiological lab activities	Text			Not Available	Not Available	As per requirement	5 % improvement in TOT of FG samples	5_10 % improvements in TOT of FG samples	3	As per requirement

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
1. Improvements in Employment engagemnt (surve figs)	Text			Improvement of 05% over last year	Improvement of 08% over last year	Improvement of 10% over last year	Improvement of 15% over last year	Improvement of 20% over last year	NA	NA
2. Development of self & second line (IDP)	Text			Not Available	self	self + one	Self + 2	Self + 3	NA	NA

KRA Category : Business

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
1.0 Customer feedback target	Text			3.4	3.6	3.8	3.9	4	3	NA
*2.0 Improvement in Quality levels At	Text			<4.5	4.5_5.0	5	5.1	5.2		

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
IPOA Stage a. Liquids – 4.4 to 5 *										
*3.0 Customers / ISO/ Regulators Audits a. support to ensure all audits are in compliance. b. Compliance to all FDA stds for the factory. C. Sites to be in compliance state for Internal Audits *	Text			Red	yellow	Green	Green	Green		

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
1.0 Plant hygienist monoterling - Equipments C&S & swab on monthly monitoring & Dismantalling & swabbing quartely w.r.t microbiology	Text			Not Available	Not Available	As per SOP	1. SOP + Any new method developed	*1 SOP + Any new method developed 2. Implmentetion of new suggestion and improvments *	3	Done as per Schedule
*2.0 Quality & Regulatory Standards Implementation & Compliance. A. (critical observations releated to microbiology) – to be complied within 3 months from the audit date. *	Text			Not Available	Not Available	* within 3 months *	* within 2 months *	* within 1 months *	No critical observation	
3.0 Micro Risk assesment study	Text			Not Available	Not Available	2 / year	3 / year	4 / year	Not done	