

10002945 MAHATMA JHUNELA

Employee Name : MAHATMA JHUNELAManager's Name : Shashibhushan Sharma

Goalsheet Approval Date : 07-Apr-2017

KRA Category : Customer

KRA Weightage : 30 _

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			None	None	Green	None	None	3	Audit conducted by the various customers during the year to meet the expectations of the customers as per quality standard.
GMP Rating	Text			None	None	Green	None	None	3	Maintained the same as per required quality standard.
EHS Compliance	Text			None	None	Green	None	None	3	Taken 2D initiative to maintain zero complain from customers.
Customer Feedback for Export Shipment	Text			None	None	Green	None	None	3	Complied EHS norms and trained and educated forklift operator, supervisor.

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
Timely Submission of Central Excise & Service Tax Return	Text			None	None	100% with accuracy	None	None	3	Filled & Submitted Central Excise Return ER-1 (Monthly) & quarterly return in Form-A U/R 12(A) for availing of benefit of exemption under notification no. 50/2003 C.E. dated 10.06.2003 before the due date.
Compliance of Record, Report & Return of imported goods under the Customs (Import of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2016.	Text			None	None	100% with accuracy	None	None	3	Submitted quarterly return for (Import of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2016 before the due date.
Information/ data/record & report for statutory/ internal & other audit	Text			None	None	within 2 days of requirement	None	None	3	Required information for registration of Customs for Import of goods under concessional rate of duty & for acceptance of Bond for Rs. 25.00 crore.
Despatch compliance	Text			None	None	96% stretched 98%	None	None	3	Maintained the 100% delivery without a single complaint from customers.
Physical vs books	Text			None	None	by 2nd working	None	None	3	Provided the same

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
stock report to plant management.						days of every month				to plant management timely.

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
Application for Export incentives	Text			None	None	within 60 days	None	None	3	Filled with department timely
Realisation of Export incentives	Text			None	None	with in 90 days of application	None	None	3	Timely follow up taken with department for rebate claims.
Slow moving & non moving stock report with analysis	Text			None	None	Every quarter (by 10th day of the end of quarter)	None	None	3	Provided the same to plant management regularly.
F G inventory accuracy	Text			None	None	100%	None	None	3	coordinate with despatch team for proper up keeping of warehouse.

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
First Time Right	Text			None	None	100%	None	None	3	Maintained the 100% delivery without a single complaint from customers.
Timely arrangement of vehicle from union & transporter	Text			None	None	everyday	None	None	3	Arranged vehicles from union and whenever union was unable to provide, arranged the same from outside.
Training for self development	Text			None	None	as per IDP	None	None	3	Attend the training of GST & interpersonal communication skill.
Self - Multiskilling and 2nd line development	Text			None	None	2 officer	None	None	3	Trained two officer for 2nd line to coordinate with Central Excise department during my absence.

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Employee Name	MAHATMA JHUNELA	Manager's name	Shashibhushan Sharma
Employee Code	10002945	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	To deal with people in better way	Yes	
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	OK	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	OK	Yes	

	**					
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				undefined	undefined
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	Not Applicable
Project Status Comments	