

10003387 Dinesh Kabra

Employee Name : Dinesh KabraManager's Name : Sunilkumar Singh

Goalsheet Approval Date : 10-Apr-2017

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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| Production OTIF (Common) | Text | | | <94 | 96 | 98 | 99 | 100 | 5 | Consistently achieved OTIF 100% by daily review of plan vs actual deliverances, timely actions taken for bottleneck area in a methodical manner, close monitoring on inventory stocks levels, Review of preventive maintenance system |
| Production OTIF (New) | Text | | | 92 | 94 | 96 | 98 | 100 | 5 | 12 New SKU's and 4 new products launched timely. OTIF 100%. |

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 |
|--|------|---------------|-------|--------------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|--|
| Improvements in employee engagement survey score to improve internal harmony | Text | | | <5% improvement in EE survey | 5% improvement in EE survey | 10% improvement in EE survey | 15% improvement in EE survey | 20% improvement in EE survey | 4 | Actions have been taken to improve employee engagement through monthly mass communication meeting with all employees including contract workers, birthday celebration, Rewards and recognition through Spot award, sharing of unit achievements and critical issues with all, and empowering them to take the own decision in their respective roll. This has resulted in openness in employee management relation ship. All employees are having awareness towards unit achievement and current issues being faced. In last survey, score of Daman unit was 66% and this year it is 76% hence improved by 15.5% |
| Preperation of * Liquid | Text | | | November | October | September | August | July | 4 | Completed on 13th August. |

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| Manufacturing Excellence Docket* | | | | | | | | | | |

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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--|---|
| Revamping project (Dettol GMP) | Text | | | NA | NA | OTIFQ 100% | OTIFQ 100% before 1 week | OTIFQ 100% before 2 week | Layout Plans are made and alligned with RC quality and technical team. CAPEX proposal made with detailed investment. It is under approval process. | NA |
| Facility change over from glass bottle to PET in DAL | Text | | | NA | NA | OTIFQ 100% | OTIFQ 100% before 1 week | OTIFQ 100% before 2 week | | |
| Facility upgradation for J&J section to qualify MRA | Text | | | NA | NA | OTIFQ 100% | OTIFQ 100% before 1 week | OTIFQ 100% before 2 week | | |
| Conceptualisation and Facility creation for facility for New product. | Text | | | NA | NA | OTIFQ 100% | OTIFQ 100% before 1 week | OTIFQ 100% before 2 week | | |

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 |
|---|------------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| Quality Level(At IPQA stage) | Text | | | <4.5 | 4.5 to 5.0 | 5 | 5.1 | 5.2 | NA | NA |
| Consumer complaints | Percentage | | | 30 | 40 | 50 | 55 | 60 | | |
| Customer feedback target | Text | | | 3.4 | 3.6 | 3.8 | 3.9 | 4 | | |
| Internal/External audits | Text | | | Red | Yellow | Green | Green | Green | | |

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 |
|---|------------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| Reduction of Conversion cost reduction year on year basis based on current year ABP. The estimated savings based on 5% would be Rs 53 lacs based on last year Volume 638lacs. | Percentage | | | 3 | 4 | 5 | 6 | 8 | NA | NA |
| Reduction of RM/PM wastages on YOY basis @5%. | Percentage | | | 3 | 4 | 5 | 6 | 8 | | |

vvf57e264fd8d3ef

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

| | | | |
|----------------------|--------------|-----------------------|------------------|
| Employee Name | Dinesh Kabra | Manager's name | Sunilkumar Singh |
| Employee Code | 10003387 | 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 | | | |
| 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 | To get acquainted with latest tools in leadership for self-learning as well as to develop unit team. | undefined | |
| 5 | Advanced Excel (only AGM & above) | | 2 | | | |
| 6 | Environment Health and Safety * | EHS Team | 1 | Mandatory | undefined | |
| 7 | Training on ISO 14001, OHSAS 18001 ** | EHS Team | 0.5 | Mandatory | undefined | |
| 8 | Training on ISO 9001 & 22000 | ASHOKR AO PATIL | 0.5 | | | |
| 9 | Good Manufacturing Practices (GMP +) and cGMP | ASHOKR AO PATIL | 0.5 | Mandatory | undefined | |

| | | | | | | |
|----|-------------------------------|------------------|---|--|--|--|
| | ** | | | | | |
| 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 | Sunil Singh | Quarterly | 31/Mar/2017 | undefined | |
| 2 | Coaching through leader in own function for functional inputs | Mohit Sharma | Quarterly | 31/Mar/2017 | undefined | |

Part C: Development through action learning projects

| | |
|------------------------|--|
| Project Title | Preparation of " Liquid Manufacturing Excellence Docket" |
| Review date | End July |
| Target end date | 30/Sep/2016 |
| | |

| | |
|--|--|
| Project scope | The intent of this docket is to provide general overall guidance for standard requirement for set up of Liquid Manufacturing and packing facility. This includes standards for design, construction criteria for Production Facilities, Manufacturing Facilities, HVAC system, Water systems etc. as a one VVF concept globally. |
| Project exclusions | This document is not intended to replace local laws or regulations. |
| Project deliverables (Target at rating 3: good solid performance) | This docket will help in getting a minimum criteria guideline; it is neither a standard nor a detailed design guide. They are also obligated to ensure that the design meets the requirements for the intended processes, and the anticipated items to be produced. |
| What is the employee expected to learn from this project | <ul style="list-style-type: none"> • External Bench marking. • Gathering information and analysis of same. • Interaction with various subject matter experts. • Exposure for converting paper based information on actual basis. |
| Reviewer(s) name | Sunil Singh |
| Project Status | Select |
| Project Status Comments | |