

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. Volume Fatty Alcohol 3600mt	Text			Not Available	Not Available	3600 mt	Not Available	Not Available		
2. Volume Fatty acid 5661mt	Text			Not Available	Not Available	5561 mt	Not Available	Not Available		
3. GC /Net Value addition Fatty Alcohol USD 16.8	Text			Not Available	Not Available	16.8 USD	Not Available	Not Available		
4. GC /Net Value addition Fatty Acid USD 29.6	Text			Not Available	Not Available	29.6 USD	Not Available	Not Available		

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. In team with quality audit and excellence	Text			Not Available	Not Available	As per team target	Not Available	Not Available		
2. IDP - SLOB teamwork	Text			Not Available	Not Available	As per team target	Not Available	Not Available		
3. Technical support to Kevin and Derik.	Text			Not Available	Not Available	Qualitative	Not Available	Not Available		
4. Back office support to Derik for Japan.	Text			Not Available	Not Available	Qualitative	Not Available	Not Available		

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. Collections : Receivable below 20% of Business at any time	Text			Not Available	Not Available	< 20% of business	Not Available	Not Available		
2. Satutory /Audit compliance assistance	Text			Not Available	Not Available	1 Month	Not Available	Not Available		
3. Feedback on Quality,	Text			Not Available	Not Available	Within 48 hrs	Not Available	Not Available		

**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. Focus on Vegarol 1618 business Target 15% growth	Text			Not Available	Not Available	300 mt increase over ABP	Not Available	Not Available		
2. New customers :Vegacid Superflex and NPD	Text			<3	3	5	7	>7		
3. Tonage from new customers	Text			Not Available	Not Available	250mt	Not Available	Not Available		

**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. Customer visit A Class	Text			No visit	1 visit	min 2 visit	3 Visit	4 Visit		
2. Customer visit B class	Text			Not Available	Not Available	Min 1 Visit	Not Available	Not Available		
3. Minutes of Meeting / customer visit report	Text			> 10days	8 to 10 days	5 _ 7 days after visit	2_4 days	< 2days		
4. Customer Service and communication	Text			Not Available	Not Available	Within 24 hrs	Not Available	Not Available		



<b>Employee Name</b>	Mohammed Anwar Khan	<b>Manager's name</b>	Pragnesh Buch
<b>Employee Code</b>	10002256	<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			
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					
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

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

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	

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	
Project Status Comments	