

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
QL (MQ 17 figure, stretched 4.2 average of 16-17)	Text			4	4.1	4.2	4.2	4.2	3	4.16 avg and march exit 4.43
Audits	Text			Not Available	Not Available	Green	Green	Green	5	green
Reduction in factory bourn out complaints(including CPD)	Text			40	45	50	55	60	2	NA
Customer Feedback	Text			3	3.25	3.5	3.75	4	4	3.75

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
Production OTIF(%)	Text			94	95	96	97	98	4	97.3 % actual achieved

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
EHS Compliance - Reduction in FAC	Text			20%	23%	25%	27.5	30	5	57 %
EHS Compliance - Reduction in Fire Incidents	Text			20	22.5	25	27.5	30	2	NA
SBO - 5/month/employee,	Text			Not Available	Not Available	Complied	Complied	Complied	5	complied

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
HI - 5/month/employee										
Develop better understanding of process & products, Transparent/Syndet	Text			Not Available	MQ 17	DQ 16	SQ16	SQ16	4	SQ

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
Reduction in conversion cost(% compared to last year average)	Text			1	3	5	6.5	8	1	260 mt doy transp soap production
Reduction in RM/PM cost by reducing wastage(Rs in lacs, basis last year's average)	Text			80	90	100	110	120	5	220 lac
NPD OTIF %	Percentage			93	94	95	97	98	3	95
SMOG Reduction (% , from March 2016 figure)	Text			20	25	30	35	40	5	NA

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
Employee engagement score improvement(from 2015-16 figure)	Text			8	9	10	11	12	5	NA
Multitasking/Additional responsibility(shift officer)	Text			1	1	2	3	3	5	sushil,prashant,naandan

vvf57e264fd8d3ef

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

Employee Name	Naresh Patel	Manager's name	Vijay Dhiman
Employee Code	10002341	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 Skill, To enhance more skill to improve	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			
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 +)	ASHOKR AO PATIL	0.5			

	and cGMP **					
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	Neeraj Sharma	10	31/Mar/2017	Yes	
2	Coaching through leader in own function for functional inputs	Ashok Dogra	10	31/Mar/2017	Yes	

Part C: Development through action learning projects

Project Title	Reduction Of Transparent conversion cost
Review date	31/Dec/2017
Target end date	31/Jan/2017

Project scope	Transparent Soap Operations Optimisation
Project exclusions	Not applicable
Project deliverables (Target at rating 3: good solid performance)	Reduction in Conversion cost by 15 %.
What is the employee expected to learn from this project	Process Optimisation and effective utilisation of resources.
Reviewer(s) name	Neeraj
Project Status	Completed
Project Status Comments	