

Employee Name : LAKHAN MEENA

Manager's Name :

Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 25

KRA Description : Technical support to costumers

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
To workout MOCs and to prepare documents as per ISO requirement	Days	40		60	45	30	15	7
To carry out all technical study & give feed back of costumer requirements within given time frame	Days	30		60	45	30	15	7
Ewax plant study and suggest correct production low and plant technology	Date	30		15/Jan/2018	15/Dec/2017	15/Nov/2017	15/Oct/2017	15/Sep/2017

KRA Category : Business

KRA Weightage : 30

KRA Description : Support to projects and R&D for New product development

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
Quats Process Engg validation & review	Date	35		15/Feb/2018	15/Jan/2018	15/Dec/2017	15/Nov/2017	15/Oct/2017
VEGA ESI 65 manufacturing - On Time commissioning as per Proposal	Date	35		15/Nov/2017	01/Nov/2017	15/Oct/2017	01/Oct/2017	15/Sep/2017
Any new project development-Project proposal to be prepared for commercial scale production (within days)	Days	30		35	30	25	20	15

KRA Category : People

KRA Weightage : 15

KRA Description : Learning and development

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
To attend effective communication skill training and to improve communication skill	Text	34		Not applicable	Not applicable	attend training	Use of learning in role	Use of learning in achievement of business objective
To attend the super manager training and implement the learning	Text	33		Not applicable	Not applicable	attend training	Use of learning in role	Use of learning in achievement of business objective
To attend Six thinking hat training and improve group discussion skill	Text	33		NA	NA	ttend training	Use of learning in role	Use of learning in achievement of business objective

KRA Category : Process

KRA Weightage : 30

KRA Description : Cost saving projects

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
Energy saving initiatives in plant(All steam condensate collection in single tank etc.)	Value	50	25	< 17.25	17.5 to 23.75	24 to 26.25	26.5 to 32.25	34.75
Pump efficiency and breakdown improvement study and giving implementable solution	Text	25		NA	NA	3 Nos	4 Nos	5 NOs
Development of matrix for tracking DFA plant section 3 design heat energy vs. actual consumend	Date	25		15/Nov/2017	15/Oct/2017	15/Sep/2017	15/Aug/2017	15/Jul/2017

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

Employee Name	Manager's name	Employee ID	Year
LAKHAN MEENA		10003035	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	For enhanced role, good communication skill

				is one of the important aspect I want to work on
5	The Super Manager	Amit Sanas	2	In order to learn how to manage people, feels this training is best for me
6	Six Thinking Hats		1	To improve group discussion skill
7	Art of Charm	Anant Pednekar	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
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	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	
Project Status Comments	