

10001159 Anil Prajapati

Employee Name : Anil PrajapatiManager's Name : Rajeev Chaubal

Goalsheet Approval Date : 12-Apr-2017

**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	Appraiser comment on actual achievement
1. Visit at Sub Divisional Magistrate (SDM)- Anjar & Collector officeto complete change in name from VVF Ltd. To VVF (India) Ltd.	Text			By end of 31/03/2017	By end of 31/01/2017	By end of 31/12/2016	By end of 31/10/2016	By end of 31/08/2016		
2. Completion of with Stamp Duty Litigation - Bhuj & Gandhinagar. & Follow-up with the concern Officers for transfer of Company name from VVF Ltd. to VVF (I) Ltd on Land Property post demerger with co-ordinate with H.O. team.	Text			By end of 31/03/2017	By end of 31/01/2017	By end of 31/12/2016	By end of 30/11/16	By end of 31/10/2016		
3. Visit at Mamledar Circle Office /Talati/ PGVCL completion change in name from VVF Ltd. To VVF (India) Ltd. Name change	Text			By end of 31/03/2017	By end of 31/01/2017	By end of 31/12/2016	By end of 31/11/2016	By end of 31/10/2016		

**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	Appraiser comment on actual achievement
1. Liasoning with Distict Industries Corporation (DIC) - Bhuj - cordinate with Head Office, Sion for 50% Investment of K-I & K-II Incentive within the State as per policy matters during 2016-17.	Text			less than 5 visits	5 visits	At least 6 visits	At least 8 visits	Over 10 visits		
2. Liasoning with Industries Commissionerate - Gandhinagar with coordinate with Head Office to provide details for 50% Investment within the State and other policy matters during 2016-17.	Text			less than 5 visits	5 visits	At least 6 visits	At least 8 visits	Over 10 visits		
3. Liasoning with Industries Commissionerate - Gandhinagar for Communicate with Industries Commissionerate and coordinate with Head office to provide details for Name change from	Text			less than 5 visits	5 visits	At least 6 visits	At least 8 visits	Over 10 visits		

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
VVF Ltd. to VVF (I) Ltd. during 2016-17.										
4. Liasoning with Sales Tax Department - Gandhidham,Rajkot - To fulfill there requirements in time during 2016-17.	Text			less than 5 visits	5 visits	At least 6 visits	At least 8 visits	Over 10 vists		
5. Liasoning with Bank, Advocates, Mamlatdar - at Anjar, Bhuj,Gandhidham for Mortgage of Property. - To fulfill there requirements in time during 2016-17.	Text			less than 5 visits	5 visits	At least 6 visits	At least 8 visits	Over 10 vists		

**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. Activation of Tribunal-A'Bad for K-I (F.Y. 03-04 to 05-06 & for 2007-08 - lodged for availing benefits of Branch Transfer within Gujarat State) & K-II (F.Y. 05-06) Minimum three meetings during 2016-17 with Consultant with coordinate with H.O..	Text			By end of 30/06/2017	By end of 31/05/2017	By end of 31/03/2017	By end of 28/02/2017	By end of 30/01/2017		
2. JC Appeal- Rajkot 2008-09 & 2009-10 for K-I (Appeal are completed and following up with Pre Audit - GVAT)	Text			By end of 31/05/2017	By end of 31/03/2017	By end of 31/01/2017	By end of 31/12/2016	By end of 31/10/2016		
3. Visits to attend Appeal at Rajkot for 2010-11 & 2011-12 for K-II with coordinate with H.O. & GVAT.	Text			Less than 5 visits	5 visits	At lease 7 visits	9 Visits	10 + Visits		
4. Completion of Appeal at Surat for 2010-11 K-I & NVS.	Text			By end of 30/09/2016	By end of 15/09/2016	By end of 31/08/2016	By end of 15/08/2016	By end of 31/07/2016		
5. Completion of Assessment at Valsad for 2011-12 K-I (Received refund order for Rs. 1.02.Crore)	Text			By end of 30/06/2016	By end of 15/06/2016	By end of 31/05/2016	By end of 15/05/2016	Completed by 05/05/2016		

**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
1. Monthly Statutory Payments - VVF Ltd./ VVF (I) Ltd & NOPL	Text			After 22nd day of the following month	22nd day of the following month	21st day of the following month	20th day of the following month	19th day of the following month		
2. Monthly Filing E-returns - VVF Ltd./ VVF (I) Ltd & NOPL	Text			After 30th day of the following month	30th day of the following month	25th day of the following month	20th day of the following month	10th day of the following month		
3. Annual E-return and VAT Audit for VVF(I) / VVF Ltd/NOPL	Text			After 31/12/2016	31/12/2016	11/30/2016	31/10/2016	30/09/2016		
4. Compliance report send to HO- Monthly	Text			15th of following month	12th of following month	10th of following month	6th of following month	4th of following month		
5 Compliance report send to HO- Quarterly	Text			After 13th day after every Quarterly	13th day after every Quarterly	12th day after every Quarterly	10th day after every Quarterly	8th day after every Quarterly		
4. Cash Balance Certificate	Text			After 3rd	3rd of every month	2nd of every month	1st of every month	Last day _ month end		
5. Yearly Physical stock tacking and follow up by other Plant / H.O.	Text			After 31/03/2017	31/03/2017	30/03/2017	25/03/2017	20/03/2017		

vvf57e264fd8d3ef

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

<b>Employee Name</b>	Anil Prajapati	<b>Manager's name</b>	Rajeev Chaubal
<b>Employee Code</b>	10001159	<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	Attending for deferent type of Government Authority.		
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		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok		
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5	ok		

	and cGMP **					
10	Influencing skills	Internal TBD	2	Attending for deferent type of Government Authority.		
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>	Slow moving /Non-moving inventory reduction
<b>Review date</b>	30/09/2016
<b>Target end date</b>	31/Mar/2017

<b>Project scope</b>	Inventory of Kutch I & II plant
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock 1.00 crore
<b>What is the employee expected to learn from this project</b>	Working capital Optimisation
<b>Reviewer(s) name</b>	Madhulika Pathak
<b>Project Status</b>	
<b>Project Status Comments</b>	