

10001461 SANTANU PANJA

Employee Name : SANTANU PANJAManager's Name : AMIT MUKHERJEE

Goalsheet Approval Date : 22-Apr-2017

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
*1. Supplier certification program Implementation & Compliance a. Implement supplier certification program for critical Raw and Packaging material suppliers. b. Ensure Supplier assessment for critical Raw and Packaging material – One audit per supplier / year c. A (critical observations) – to be complied within 3 months from the audit date. *	Text			Not Available	*a. 1suppliers /year b. Zero audit / year c. More than 3 months"	*a. 2 suppliers /year b. one audit / year c. within 3 months"	"03_05 2_3 audits c. within 2 months"	"> 5 > 3 audits c. within 1 months"	4	Meet expectation
2Compliance to all FDA / customer and internal QMS requirements in the factory.-Renewal of FDA Mfg. licences and GMP certification for Tiljala Soap MFG	Text			16 weeks	14 weeks	12 weeks	12 weeks	11 weeks	3	Need more attention to complete
3) Timely product registrations for new products for CMB & CPD	Text			10 weeks	8 weeks	6 weeks	6 weeks	5 weeks	4	Meet expectation
4) Ensure Quality & Regulatory System assessment for all VVF India sites – One audit annually & A (critical observations) – to be complied within 3 months from the audit date.	Text			No complainece	c. More than 9 months	c. within 3 months	c. within 2 months	c. within 1 months	4	Meet Expectation

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
Develop on job training Formats for various sections of Quality at VVF Tiljala - RM , FG , Documentation , etc	Text			Not Available	1 section	2 section	3 section	4 section	4	Meet expectation
Successful completion of IDP Project	Text			Not Available	Not Available	Mar'17	Dec'16	Sep'16	4	Meet expectation
*Trainings with needs identification + trainings + Assessment of	Text			1 man hours per employee	1.5 man hours per employee	2 man hours per employee	2.1 man hours per employee	2.25 man hours per employee	4	Meet expectation

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
benefits achieved : 2 man hours per employee: stretched 2.25 man hours per employee "										

KRA Category : Customer
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
Borne out Consumer complaints reduction over 2015-16	Text			10% reduction	20% reduction	Max.50% reduction	55% reduction	Max.60% reduction	5	No consumer complaint comes FY 2016-17
QL for Soaps	Text			3.2	3.4	3.6	3.8	4	5	Meet expectation firmly
*Customer Survey feedback : 3.5 out of 5: Stretched : 4 out of 5 *	Text			3.6	3.7	3.8	3.9	4	4	Meet expectation

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
1.To achieve a savings over budget (2016-17)	Text			10 % increase in budget	5 increase in budget	as per budgeted	5 % savings	> 10 % savings	4	Saving over budget by 5% from previous year.
2. Timely released RM/PM/BLK/FG (90% Materials as per SOP norms - stretched 95%)	Text			Not Available	Not Available	As per SOP	5 % improvement	5_10 % improvements	5	On time released material improved by 10%.
*3 Revamping Project –Plant specific – OTIFQ : 100% "	Percentage			50	70	80	90	100	4	Meet expectation