

Employee Name : Varsha Bhosale
 Manager's Name : Shashibhushan Sharma
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 30

KRA Description : Closure of EPCG lic. No.0330044004 DATED 23.03.2016.

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
1. Closure of EPCG Licence NO.0330044004 DATED 23.03.2016 & Maintain data for EPCG closer	Date			31/Mar/2018	28/Feb/2018	25/Dec/2017	25/Oct/2017	25/Sep/2017
Complete the data as per S/B and BRC fob.	Date			30/Mar/2018	27/Feb/2018	31/Aug/2017	25/Aug/2017	10/Aug/2017

KRA Category : Customer

KRA Weightage : 20

KRA Description : Preparing and follow up for Repair Challans ; Sales return JV posting.

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
Prepare and follow up for repair challans.	Text			3 months.	2 months	within a month	within a week.	within 2 days..
Sales return JV posting.	Text			2 months	one month	within 2 weeks	within a week	within 2 days.

KRA Category : Process

KRA Weightage : 30

KRA Description : Cenvat/GST for imported and input material.

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
Taking CENVAT/ GST for input material received.	Text			Within a month.	within 2 weeks	within a week from receipted invoice.	Within 2 days from receipted invoice.	same day of receipted invoice.
Taking CENVAT/GST for import material received.	Text			Within a month.	within 2 weeks	within a week from receipted invoice.	within 2 days from receipted invoice.	same day from receipted invoice.

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
Maintaining data in the excel files and Review.	Text			none.	none	once in a month	in 2 weeks	once in a week

KRA Category : People
KRA Weightage : 20
KRA Description : IDP

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
Interpersonal skills	Text			NONE	NONE	AS PER IDP SCHEDULE	AS PER IDP	IDP
Influencing skills	Text			NONE	NONE	AS PER SCHEDULE	TRAINING.	IDP

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

Employee Name	Manager's name	Employee ID	Year
Varsha Bhosale	Shashibhushan Sharma	10002967	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	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
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	