

Employee Name : SANTANU PANJA  
Manager's Name : AMIT MUKHERJEE  
Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Flawless Execution**

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
Supplier audit per year	Text			3	4	5	6	7
FDA Compliance	Text			N/A	N/a	Green	Green	Green
Timely product registration, within weeks	Text			10	8	6	4	2
Release of RM/PM, except micro products, within days	Text			5	4	3	2	1

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : Service**

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
Production OTIF	Percentage			91	93	95	96	97
QL	Text			3.6	3.8	4	4.1	4.2
Reduction in factory bornout complaints	Percentage			40	45	50	55	60
All Audits	Text			N/A	N/A	Green	Green	Green

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Achieving EBIDTA target of Rs 42 Cr**

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
SNOP plan compliance	Percentage			85	90	95	96	97
To improve plant utilisation, potential vs Actual, over last year	Percentage			15	20	25	30	35
Reduce giveaway by	Percentage			6	7	8	9	10

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Training to the shopfloor people**

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
Quality awareness training to the shopfloor people, hours	Text			5	10	15	20	25
GMP training to factory people, number of people	Text			20	25	30	35	40

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

Employee Name	Manager's name	Employee ID	Year
SANTANU PANJA	AMIT MUKHERJEE	10001461	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	<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>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	

<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	