

Employee Name : Vinod Verma
 Manager's Name : Sunil Katekari
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : Reduction in no of incidents

| 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 |
|---|------------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Reduction of FAC over last year % | Percentage | 20 | | 30 | 40 | 50 | 60 | 75 |
| Reduction of Fire Incident over last year % | Percentage | 20 | | 30 | 40 | 50 | 60 | 75 |
| Audits of work permits(% of permits audited out of total permits issued) | Percentage | 20 | | 2 | 5 | 10 | 12 | 15 |
| Site improvement as per system requirement.Ensure safe operation through proper work permit system(No reportable incident) | Text | 20 | | Red | Amber | Green | Green | Green |
| Identification of SBO/ HI | Text | 20 | | 150 | 200 | 250 | 300 | 325 |

KRA Category : People

KRA Weightage : 15

KRA Description : Training & Employee Awareness.

| 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 |
|--|------------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Safety Training to Workers/ Associate Cader | Percentage | 25 | | 25 | 30 | 40 | 50 | 60 |
| Emergency preparedness training to 100% HOD's and first reportees | Text | 25 | | Nov | Oct | Sept | Aug | July |
| Emergency preparedness training to company employees(50% employees have to got trained out of total company employees) | Percentage | 25 | | 30 | 40 | 50 | 60 | 70 |
| Planned and unplanned mock drills(one mock drills per quarter) | Text | 25 | | One | One | One | Two | Two |

KRA Category : Customer
KRA Weightage : 15
KRA Description : Preparation of Legal Register

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|
| Preparation of Legal Register | Text | 25 | | Dec17 | Nov17 | Oct17 | Sept17 | Aug17 |
| To ensure Compliance | Text | 25 | | Complied | Complied | Complied | Complied | Complied |
| Audit compliance | Text | 25 | | Red | Amber | Green | Green | Green |
| To Maintain Quality level | Text | 25 | | 4.0 | 4.1 | 4.2 | 4.3 | 4.4 |

KRA Category : Business
KRA Weightage : 40
KRA Description : Readiness of EMS & OHSAS

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|
| Formation of Core Committee & Conduct Training | Text | 25 | | Dec17 | Nov17 | Oct17 | Sept17 | Aug17 |
| Preparation of Aspect Impact & HIRA | Text | 50 | | Jan18 | Dec17 | Nov17 | Oct17 | Sept17 |
| Preparation of System Manual, System procedure, SOP / Work Instructions | Text | 25 | | April18 | March18 | Feb18 | Jan18 | Dec17 |

KRA Category : Process
KRA Weightage : 15
KRA Description : Environment Monitoring

| 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 ensure Environment monitoring of Boiler | Text | 25 | | Complied | Complied | Complied | Complied | Complied |
| To ensure Environment monitoring of DG set | Text | 25 | | Complied | Complied | Complied | Complied | Complied |

| 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 ensure Environment monitoring of Noise | Text | 25 | | Complied | Complied | Complied | Complied | complied |
| To ensure Environment monitoring of water | Text | 25 | | Complied | Complied | Complied | Complied | Complied |

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

| Employee Name | Manager's name | Employee ID | Year |
|---------------|----------------|-------------|-----------|
| Vinod Verma | Sunil Katekari | 10003963 | 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 | | 2 | |
| 5 | Getting Things Done | | 1 | |
| 6 | The Super Manager | Amit Sanas | 2 | |
| 7 | Six Thinking Hats | | 1 | |
| 8 | 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 | Coaching | 1-2 | rakesh.sharma@vvfltd.com?Rakesh Sharma |
| 2 | Coaching | 1-2 | rakesh.sharma@vvfltd.com?Rakesh Sharma |

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 | |