

Employee Name : Shashibhushan Singh

Manager's Name :

Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Strategy for overall security management.--establishing of radio communication setup, & establishing CCTV"s network

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
CCTV coverage to be enhanced/monitored at Sion	Text	50		0	0	"CCTV coverage to be checked properly Minor breakdowns to be addressed within 72 hrs and major within seven days. Effectiveness of recording to be checked daily."	Minimum six incidences of security violations to be detected through cctv system	Reporting more than 12 incidences of violations detected.
Assisting in response for emergency situations/report incidents /near miss	Text	25		0	0	Proper support for fire fighting and evacuation of persons, to include traffic management.	All time readiness.	Ensure timely action
Security Manual/instructions.	Text	25		0	0	Update security instructions for sion plant .	Carry out changes as as per analysis of incident and quarterly review of the procedures and document the same.	Carry out changes as as per analysis of incident and quarterly review of the procedures and document the same.

KRA Category : Business

KRA Weightage : 40

KRA Description : World Class Service: Overlook Physical Security management of entire Sion location.(109 and 109B PLOT)

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
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text	25		0	0	"Only authorised men/material are allowed through the gates as per procedure.Visitor management. Maintinence of registers. Maintain register for material going out /coming in without SAP entry. Check punch in of attendance of company employees & contract labours Scrap material will be checked to only allow authorised material out of the gate. "	"1.Do not have any comment by auditors. 2.Timely circulation of NRGp/RGP report. 3.Proper Material control through system only. "	Do not have any problem
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text	25		0	0	"1.regular patrolling to report sleeping cases and safety violations 1 % 2.report breach of fence,maintenance of security light . "	"1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 3 %"	"1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 %"
Training of outsourced security	Text	25		0	0	Proper monitoring of all transport for pilferages / theft at the gates during entry/exit . Also during transportation from 109 to 109b plot.	"1.thorough checking of tankers at main gate and make robust system . 2. proper traffic control of tankers when moving into the factory premises. 3. Coordinate with instrumentation and weighbridge perodic calibration of weigh bridge to avoid loss 4.Reduction of probability of tanker theft cases by increasing reports of	Reduction of probability of tanker theft cases by increasing reports of procedure violation . 3%cases in total volume to be reported.(leaking tankers/improper seals, weight difference ,smuggling in unauthorised material,improper sampling procedure etc)

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
							procedure violation . 1%cases in total volume to be reported.(leaking tankers/improper seals, weight difference ,smuggling in unauthorised material,improper sampling procedure etc) *	
Contract security statutory compliances	Text	25		0	0	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections

KRA Category : Customer

KRA Weightage : 20

KRA Description : Engaged & Empowered team: Security Dept Personnel management & Fire fighting Equipment maintenance.

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
People behaviour	Text	25		0	0	Help people in setting up of right attitude and practices inside the company.Does the required filtration and give proper feedback to the HOD regarding basic behavioural improvement.	Give Three major/minor improvement suggestion.	Minimum of one major suggestion to other department .
Ensuring image of company is maintained with all visitors and visitor management.	Text	25		0	0	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant. Liaisoning with govt agencies & civil authorities. Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant. Liaisoning with govt agencies & civil authorities.	To handle the visitors in a decent manner.	Allways to maintain company image.
Maintenance of Fire fighting equipment	Text	25		0	0	*1.Regular upkeep of fire pumps/equipment/s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers *	Ensure internal audit of fire fighting equipment once in a quarter in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 6 near misses reported.
Training of Security persons in Fire fighting	Text	25		0	0	Ensure that training on Security matters is given to all security persons once in 6 months.Ensure all attend 1 man –day of training within VVF and in addition at least one departmental training on security and fire fighting.	Have a check periodically	Ensure all attends.

KRA Category : People
KRA Weightage : 20
KRA Description : E2E Competitive Cost: Monitoring the budgeting and cost control of Security Dept of Sion plant,including company car pool management.

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
Keeping the outsourced security within Budget constraints.	Text	20		0	0	Ensure optimum utilization of outsourced security.	Not to exceed the strength of 13 per day even if company security guards are short.	savings of Rs 50,000 from budgeted amount.
Reduce the duties of company security, They may be taken over by contract security where possible.	Text	20		0	0	Ensure optimum utilization of outsourced security.	"No OT from coy security guards . Conduct general duty timings with reducing ASI in 10% cases ."	Conduct general duty timings with reducing AIS in 20% cases .
To plan service ,repair,and insurance of cars	Text	20		0	0	"Ensure all periodical checks to be done by our mechanic.PUC,insurance etc to be kept updated. Servicing done timely."	Check the reports of work shop time to time	All document updation is ensured.
Directors Driver management	Text	20		0	0	To ensure proper turn out of drivers,there leave planning ,overtime ,salary preparation etc.	ensure replacement of drivers within15 days and cater for all tasks in intermittent period.	To control the duty to avoid OT
Petty Cash handling	Text	20		0	0	To preapare voucher with care.	Ensure all suporting documents with voucher	Double check all before putting for HOD Approval

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

Employee Name	Manager's name	Employee ID	Year
Shashibhushan Singh		10000088	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	To get the things done better.
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			
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	