

Employee Name : Yogita Sawant  
Manager's Name : Vidyadhar Parab  
Goalsheet Of Year: 2016-2017

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Payroll & Reimbursement Accounting**

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.Monthly payroll JV	Text			.	.	Monthly basis, before last day of the month	.	.
2.Monthly payroll reimbursement JV	Text			.	.	Monthly basis before first fortnight	.	.
3.Payroll accounts scrutiny	Text			.	.	Monthly basis before 10th of next month	.	.

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Business Dev**

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. Updation of Organisation Structure	Text			.	.	Before last date of the Every Quarter	.	.
2. Preparation of Recruitment Budget	Text			.	.	As per Timelines	.	.
3. Preparation of HR Overhead Budget	Text			.	.	As per Timelines	.	.
4. Self development through IDP	Text			.	.	31st March 2017	.	.

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Payroll Operation - India**

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.Timely Completion of JMC Payroll Processing	Text			.	.	Last date of the every month	.	.
2.Payroll Query Handling	Text			.	.	4 working days	2 working days	.
3.Coordination with location for timely completion of payroll activities	Text			.	.	On Monthly basis in order to close payroll activities on last day of the month	.	.
4.Year end Tax saving Investment activities closure & Issuance of Form 16	Text			.	.	"31st Jan 2017 As per due dates"	15th Jan 2017	.
5. Payroll MIS	Text			.	.	10th of every month	7th of every month	5th of every month

**KRA Category : Business**  
**KRA Weightage : 15**  
**KRA Description : Gratuity Trust**

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. Gratuity Trust accounting for FY 2015 -16 and Audit thereon	Text			.	.	31st August 2016	31st July 2017	.
2. Payroll Statutuory Audit data preparations	Text			.	.	As per finance timelines	31st March 2017	.

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : Employee Advance for all locations**

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.Scrutiny of employee advances	Text			.	.	30th Sept 2016	.	.
2.Balance confirmation from employees	Text			.	.	31st March 2017	.	.
3.Employee Advances aging report	Text			.	.	Monthly basis before 10th of every month	.	.

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

Employee Name	Manager's name	Employee ID	Year
Yogita Sawant	Vidyadhar Parab	10000705	2016-2017

*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	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

\*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**

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<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>	Not Completed
<b>Project Status Comments</b>	PPT on HR Practices was submitted to reporting manager, First cut discussion and presentation was presented to Manager. Finalisation and implementation is in progress