

Employee Name : Rayomand Khambata
 Manager's Name : Anant Pednekar
 Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 40

KRA Description : Organisational restructuring to enhance effectiveness of Business

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 in Administration Cost 1. Mobile Cost, 2.Canteen Cost, 3. Courier Charges, 4. Stationary exp. 5. Outsource contract"	Text			Not Available	Not Available	10% w.r.t. FY 2015_16.	15% w.r.t. FY 2015_16.	Not Available
Relocation of office space 109 B to alternate location. Shortlisting of three locations with permissions and financials.	Text			Not Available	Not Available	Final PPT to Sr. VP HR by 30th Nov 16 and Admin Head by 15th Nov 16	Final PPT to Sr. VP HR by 31st Oct 16 and Admin Head by 15th Oct 16	Not Available
Budgets and compliances	Text			Not Available	Not Available	Final budget for FY 17_18 by 15th Jan 17. Lab. & Canteen Comp. upto date within due date	Final budget for FY 17_18 by 1st Jan 17. Lab. & Canteen Comp. upto date within due date	Not Available
Travel Desk functioning and controls	Text			Not Available	Not Available	Two new initiatives for effectiveness in savings	Training the IC Travel for Administraion by 31st Aug 16	Not Available
Budget exp. Controls & Admin PPTs.	Text			Not Available	Not Available	Exp. PPTs by 10th of succeeding Month of all GLs under Admin	Exp. PPTs by 8th of succeeding Month of all GLs under Admin	Not Available

KRA Category : People

KRA Weightage : 20

KRA Description : Organisational Effectiveness by enhancing development of employees

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
Completion of IDP of Self	Text			Not Available	Not Available	100% completion by 31st Dec 16	100% completion by 30th Nov 16	Not Available
Completion of IDP of Employees under Admin Manager(S. Sharma, U. Pendurkar, Travel Desk Exe.)	Text			Not Available	Not Available	100% completion by 31st Mar 17	100% completion by 30th Nov 16	Not Available
Sucession planning w.r.t desk under Admin Manager	Text			Not Available	Not Available	100% completion by 30th Sep 16	100% completion by 31st Oct 16	Not Available
Trade related training for office boys, Cooks & Serving waiters	Text			Not Available	Not Available	Monthly Training of 2hrs. Each with records	2 servers & 2 office boys trained for imp. Customers & VIPs. By 31st Oct 16	Not Available

KRA Category : Customer

KRA Weightage : 20

KRA Description : To give best class of service and initiatives for customer staisfaction

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
Canteen Service	Text			Not Available	Not Available	Introduction of over the counter sales by 30th Sep 16	Introduction of over the counter sales by 31st Aug 16	Not Available
Space Management	Text			Not Available	Not Available	Proper maintenance, attain complaints and resolve issue within 3 working day	Proper maintenance, attain complaints and resolve issue within 1 working day	Not Available
Assistance to New Joinees	Text			Not Available	Not Available	Identification of Flats on rent, relocating personal household belongings.	Not Available	Not Available
Communication	Text			Not Available	Not Available	Ensure timely bill payment, proper service of mobile and data card etc. with 10% cost savings w.r.t. sanctioned budget. Nil Complaints	Not Available	Not Available
GYM maintenance	Text			Not Available	Not Available	All instruments shall work properly, cleanliness.	Not Available	Not Available
Courier Service	Text			Not Available	Not Available	Ensure all delievery ontime with zero loss. With 10% cost savings	Ensure all delievery ontime with zero loss. With 15% cost savings	Not Available

KRA Category : Process

KRA Weightage : 20

KRA Description : Change Management - Culture Building through Admin. Initiatives

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
Support Recruitment & Engagement Team	Text			Not Available	Not Available	In time delivery of requirment projected.	Not Available	Not Available
Audits related to Administration activities	Text			Not Available	Not Available	NIL Major NC	Not Available	Not Available
Housekeeping & Canteen Services process	Text			Not Available	Not Available	SOPs 30th Sep 16 with respect to cleaning & periodicity: HK	SOPs by 31st Aug 16 wrt exp. And income for revenue earner menu: Canteen	Not Available
Travel Desk	Text			Not Available	Not Available	NIL Non_implementation of laid down policies	Introduction of two Initiatives for streamlining booking /Invoicing.	Not Available

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

Employee Name	Manager's name	Employee ID	Year
Rayomand Khambata	Anant Pednekar	10002411	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	Negotiation Skills	1	pratik.mehta@vvfltd.com?Pratik Mehta
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	A. V. Pednekar	4	31/Jan/2017	Yes	NA
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	HR Best Practices
Review date	29/07/2016

Target end date	31/Oct/2016
Project scope	Employee Benefit: Travel Desk Process
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	Completed
Project Status Comments	