

Employee Name : Swapnil Mhatre  
 Manager's Name : V. R. Krishnan  
 Goalsheet Of Year: 2017-2018

**KRA Category : Customer**

**KRA Weightage : 30**

**KRA Description : SAP Master data, Genearte Sales Contract & create Sales Order in SAP for all Domestic Sales**

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
Generate Sales Contract & Order based On receipt of Inquiry no & correct PO from marketing within 2 day from inquiry generation	Text			with in 4 days	with in 3 days	with in 2 days	Wthin in one day	on the same day
Check Contracts for billing structures, checking and updating for Tax details, Freight, Rate Difference, Commission while preparing SO	Text			with in 4 days	with in 3 days	within 1 day	on the same day	.
Modification of Sales Order -Sales order to be modified/changed only with written instruction from authorised authority	Text			with in 4 days	with in 3 days	with in 2 days	Wthin in one day	on the same day
Ethoxylate export from 106 - Support from system point of view & enteries plus coordination for correct documents	Text			NA	On the Next day	On the same day of request	NA	NA
Provide Details to Ramkrishna Bajaj National Quality Award	Text			A week from date of request	Third day from date of request	Two days from date of request	The Next working day of the request	On the same day of the request

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : Generate and provide Order related MIS to Marketing Managers for Domestic Sales**

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
Product-wise Fatty Alc/Fatty acid/Glycerine for orders generated Qty/customer wise as and when required	Text			More than 3 days from date of request	Within 3 day from day of request	Within 2 day from day of request	Within 1 day from date of request	On the date of the request
Product wise pending order report generation and discussion with marketing manager for short closing of Sales order and documenting reason for the same	Text			On the 7th day of the month	On the 6th day of the month	On the 5th Day of the month	On the 4th day of the month	On the third day of the month
Generate statement of despatch for Hydrogen Gas customer wise-every day.	Text			with in 4 days	with in 3 days	with in 2 days	On a daily basis	.
Generate statement of despatch for Sales of Vegarol 1214 HUL A/c customer wise, Qty Wise	Text			with in 15 days	with in 12 days	with in 10 days	Weekly	.

**KRA Category : Process**  
**KRA Weightage : 40**  
**KRA Description : GST Documentation and testing in SAP**

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
Providing support for GST implementation in SAP	Text			Task pending	Task incomplete upon deadline	completed the task on the due date	completed the task within the deadline	completed the task within the deadline
Testing GST in SAP	Text			Task pending	Task incomplete upon deadline	completed the task on the due date	completed the task within the deadline	completed the task within the deadline
Customer code, zone wise segregat and master file creat and communicat to customer to forward the GST Details	Text			Task pending	Task incomplete upon deadline	completed the task on the due date	completed the task within the deadline	completed the task within the deadline
GST Details files receiv from the customer forward to Tax department and to IT department to maintain the same.	Text			Task pending	Task incomplete upon deadline	completed the task on the due date	completed the task within the deadline	completed the task within the deadline
GST Details wise New Customer Creation Sales Invoice :- for GST	Text			Task pending	Task pending	completed the task on the due date	completed the task within the deadline	completed the task within the deadline

**KRA Category : People**  
**KRA Weightage : 15**  
**KRA Description : Generate and provide Order related MIS to Marketing Managers for Domestic Sales**

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
Product-wise Fatty Alc/Fatty acid/Glycerine for orders generated Qty/customer wise as and when required	Text			More than 3 days from date of request	Within 3 day from day of request	Within 2 day from day of request	Within 1 day from date of request	On the date of the request
Product wise pending order report generation and discussion with marketing manager for short closing of Sales order and documenting reason for the same	Text			On the 7th day of the month	On the 6th day of the month	On the 5th Day of the month	On the 4th day of the month	On the third day of the month
Generate statement of despatch for Hydrogen Gas customer wise-every day.	Text			with in 4 days	with in 3 days	with in 2 days	On a daily basis	.
Generate statement of despatch for Sales of Vegarol 1214 HUL A/c customer wise, Qty Wise	Text			with in 15 days	with in 12 days	with in 10 days	Weekly	.

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

Employee Name	Manager's name	Employee ID	Year

Swapnil Mhatre	V. R. Krishnan	10000102	2017-2018
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*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	LOGISTICS COST MIS	2	mahesh.kasbekar@vvfltd.com ?Mahesh Kasbekar
2	LOGISTICS COST MIS	1	s.sriram@vvfltd.com?S. Sriram

**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					
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Part C: Development through action learning projects

Project Title	LOGISTICS COST MIS
Review date	30/Mar/2018
Target end date	31/Dec/2017
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	