

Employee Name : Madhulika Pathak
 Manager's Name : Gajendra Palo
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Transfer Pricing ,Statutory Audit & Cost Audit

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.Maintanance of records for Cost Audit- VVFI & VVFL	Text			.	.	30th Sept'2016	31st Aug'2016	15th Aug'2016
2.Plant wise Sales Tax & Excise Data	Text			.	.	30th Sept'2016	31st Aug'2016	15th Aug'2016
3.Plant wise CAS-4 Certification	Text			.	.	27th woking day	25th Working day	20th Working day
4.IFCS Compliance -Inventory Valuation - Review	Text			.	.	100% accuracy _ 4 times in a year	100% accuracy _ 6 times in a year	100% accuracy _ 8 times in a year

KRA Category : Customer

KRA Weightage : 25

KRA Description : Special Projects

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.Data for LOP/ Insurance	Text			.	.	with 5 workingdays from requirement	with 3 workingdays from requirement	with 2 workingdays from requirement
2.Data for Bank	Text			.	.	with 5 workingdays from requirement	with 3 workingdays from requirement	with 2 workingdays from requirement
3.Data for Safeguard Duty	Text			.	.	with 7 workingdays from requirement	with 5 workingdays from requirement	with 3 workingdays from requirement
4.Any other Special Project	Text		
5.Data for Anti Dumping	Text			.	.	Need basis	Need basis	Need basis

KRA Category : People
KRA Weightage : 15
KRA Description : IDP

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.Completion of IDP- Slow Moving	Text			-	-	10 Crs.	12 Crs.	14 Crs.
2.Completion of IDP of Team	Text			-	-	-	-	-

KRA Category : Business
KRA Weightage : 20
KRA Description : Annual Business Plan

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.Discussion & Follow up with Business Finance for ABP P&L	Text			-	-	20th Feb'2017	14th Feb'2017	8th Feb'2017
2.Sign off of ABP	Text			-	-	28th Feb'2017	24th Feb'2017	20th Feb'2017
3.Review of Budget upload in SAP	Text			-	-	31st March'2017	30th March'2017	29th March'2017

KRA Category : Business
KRA Weightage : 20
KRA Description : Monthly MIS & Product Costing

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. Product Costing /NRV /Process Order Analysis	Text			-	-	3rd woking day	2nd Working day	2nd Working day
2.Division wise P&L ABP V/s Actual- VVFI & VVFL	Text			-	-	7th woking day	6th Working day	5th Working day
3.Contract wise Profitability Report & Discussion	Text			-	-	10th Working day	9th Working day	8th Working day
4.Processing Cost Report	Text			-	-	10th Working day	9th Working day	8th Working day

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

Employee Name	Manager's name	Employee ID	Year
Madhulika Pathak	Gajendra Palo	10000680	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				Yes	Strength finder training & attended Chally for competency devt.programme.
2	Coaching through leader in own function for functional					

	inputs					
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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	Completed
Project Status Comments	with continuous efforts materials worth Rs.80 lacs mobilized which was lying at K-1&2 for past 5 years.Also we have regularised various stocks at Taloja,Baddi & Daman .Total impact is Rs.7.59 Crs.