

Employee Name : Jyoti Thorat  
Manager's Name : Madhulika Pathak  
Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Divisional -Sales & Overhead Variance Report**

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. Sales Variance reports for VVF (India) Ltd.dit	Text			NA	NA	4th woking day	3rd Working day	2nd Working day
2.Overhead Variance report for VVF (India) Ltd.	Text			NA	NA	7th woking day	6th Working day	5th Working day
3.Prodcut & Customer wise report for PCP	Text			NA	NA	9th Working day	8th Working day	7th woking day
4.Weekly sales report	Text			NA	NA	Weekly	Weekly	Weekly

**KRA Category : Business**

**KRA Weightage : 30**

**KRA Description : Divisional P&L & other data**

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. Divisional P&L for PCP	Text			9th Working day	8th Working day	7th woking day	6th Working day	5th Working day
2.Detailed MIS Reports (CMB &CPD)	Text			11th woking day	10th woking day	9th Working day	8th Working day	7th woking day
3.Monthly Data for PE	Text			12th Working day	11th Working day	10th Working day	9th Working day	8th Working day
4.Monthly Trends (as per costing & as per financial)	Text			12th Working day	11th Working day	10th Working day	9th Working day	8th Working day
5.Working for Activity Rate	Text			22nd of working day Depend on accounts close	21st of working day Depend on accounts close	20th of working day Depend on accounts close	19th of working day Depend on accounts close	18th of working day Depend on accounts close

**KRA Category : Process**  
**KRA Weightage : 30**  
**KRA Description : Utilities Consumption & Other special assignment**

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. Cost Sheet break up from SAP for Statutory Audit	Text			Within 5 working days	Within 4 working days	Within 3 working days	Within 2 working days	Within 1 working days
2. Various data for Treasury	Text			Within 5 working days	Within 4 working days	Within 3 working days	Within 2 working days	Within 1 working days
3.Data for LOP/ Insurance	Text			Need basis.	Need basis.	Need basis.	Need basis.	Need basis.
4. Anti-dumping data for sales.	Text			Need Basis	Need Basis	Need Basis	Need Basis	Need Basis
5. Excise Provision for Inventory in March	Text			Within 5 working days	Within 4 working days	Within 3 working days	Within 2 working days	Within 1 working days

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Annual Business Plan 2017-18(VVFI and VVFL)**

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. Prepration of Data Formats	Text			NA	NA	20th Jan'2018	15th Jan'2018	12th Jan'2018
2.ABP Data updation & Circulation	Text			NA	NA	20th Feb'2018	14th Feb'2018	8th Feb'2018
3.Monthly ABP P&L	Text			NA	NA	31st March'2018	20th March'18	15th March'18

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

Employee Name	Manager's name	Employee ID	Year
Jyoti Thorat	Madhulika Pathak	10002896	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**

	Name of program	Faculty	Days	Please explain why the training is needed
No				

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			
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<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>	
<b>Project Status Comments</b>	