

Employee Name : Naresh Dhimmar

Manager's Name :

Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 25

KRA Description : Supporting Excise SCN , Appeal litigation .

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
Tracing records the litigation matters.	Text			As per the schedules given.maintain and update all statutory records	As per the schedules given.as & when required	As per the schedules given.as & when required	As per the schedules given.as & when required	As per the schedules given.as & when required
Tracing support the litigation matters.	Text			As per the schedules given.No major observation in internal audits	As per the schedules given.No major observations in EA 2000 audits	As per the schedules given.No major observations in EA 2000 audits	As per the schedules given.No major observations in EA 2000 audits	As per the schedules given.No major observations in EA 2000 audits

KRA Category : Process

KRA Weightage : 25

KRA Description : Co ordination for the Bulk imports at Kandla

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
Co ordination with H O , compliance and timely despatch of the bulk imports at Kandla port	Text			ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate
Co ordination with CHA & Port site compliance and timely despatch of the bulk imports at Kandla port	Text			ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate	ensure the shedules given are met and well coordinate

KRA Category : People

KRA Weightage : 15

KRA Description : Co-ordination and documentation for the goods removal from Kutch 1 and Kutch 2 units

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
Proper co ordination of the despatches if any from both the units	Percentage	40		2	5	8	15	20
Proper documentation and compliance of the despatches if any from both the units	Percentage	60		2	5	8	15	20

KRA Category : People
KRA Weightage : 30
KRA Description : Co-ordination and documentation for the goods removal from Kutch 1 and Kutch 2 units

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

KRA Category : Business
KRA Weightage : 25
KRA Description : Co-ordination and documentation for the goods removal from Kutch 1 and Kutch 2 units

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
Proper co ordination, documentation and compliance of the despatches if any from both the units	Text			correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch
Proper co ordination, documentation and compliance of the despatches if any from both the units	Text			correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch	correct and timely documentation and despatch

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

Employee Name	Manager's name	Employee ID	Year
Naresh Dhimmar		10001111	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

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	Sunil Katekari	1	This is mandatory

	Safety *			
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	GST		shashibhushan.sharma@vvfltd.com?Shashibhushan Sharma
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

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	
Project Status Comments	