

Employee Name : MAHATMA JHUNELA  
Manager's Name : Shashibhushan Sharma  
Goalsheet Of Year: 2017-2018

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : RESPONSIVE & ENGAGED ORGANISATION**

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
Application for GST Refund as unit working under exemption benefit	Days			120	90	75	60	45
Application for Export incentives	Days			90	75	60	45	30
Realisation of Export incentives	Days			180	150	120	90	60
Quality Level	Text			4	4.1	4.2	4.3	4.4

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : FLOWLESS EXECUTION**

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
SBO	Text			>3	>3	3	4	5
HAZARD IDENTIFICATION	Text			>3	>3	3	4	5
REDUCTION IN FAC OVER LAST YEAR	Percentage			30	40	50	60	70
Self - Multiskilling and 2nd line development	Text			0	0	2	3	4

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : CUSTOMER/CUSTOMER QUALITY**

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
Audit by Client	Text			na	na	green	green	na
Customer Feedback for Export Shipment	Text			2 out of 5	2.5 out of 5	3 out of 5	3.5 out of 5	4 out of 5
EHS Compliance	Text			na	na	green	green	na

**KRA Category : Business**  
**KRA Weightage : 40**  
**KRA Description : COMPETITIVE COST**

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
Checking the status of pending utilisation of Bill of Entry for material received under 50/2017(earlier 12/2012)	Text			after three months	within three month	within two month	with thirty days	before the end of the month
Compliance of Record, Report & Return of imported goods under the Customs (Import of Goods at Concessional Rate of Duty) Rules, 2017.	Days			15	12	10	9	8
Information/ data/record & report for statutory/ internal & other audit	Text			timely	timely	before due date	ready any time	maintained
Checking the status of Pending Annexure	Text			once in a week	twice in week	Thrice in a week	daily	daily
preparing the ageing report of Pending Bill of Entry	Text			after two month	after the end of the month	before the end of the month	before twenty days	within fifteen days

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

Employee Name	Manager's name	Employee ID	Year
MAHATMA JHUNELA	Shashibhushan Sharma	10002945	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 &	ASHOKRAO PATIL	1	This is mandatory

	15000 **			
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	The art & Science of Coaching	2	External Faculty
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>	

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	