

Employee Name : RAMESH PRASAD SINGH

Manager's Name : Clarence Carvalho

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : World Class Service: Overlook Physical Security management of entire PCP business (primarily of Taloja plant)

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
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text	20		-	-	1.Only authorised men/material is allowed through the gates as per procedure. 2.Visitor management. 3.Maintenance of registers, put up for monthly inspection by manager Maintain register for material going out/coming in without SAP entry. 4.Check Attendance of company employees & contract labours.	1.Do not have any comment by auditors. 2.Timely circulation of NRG/RGP report. 3.Proper Material control through system only. 4.verifying & timely sending the bill to account department before 5th of all contractor/transporters bill. 4. interact with night patrolling atleast once a Quarter.	1.Reduction in theft cases by 20 %, case 2.No production loss due to all shift in/out and should take place maximum of 15 min. 3. Secure environment in close vicinity for worker and contract workers to ingress and egress the plant. Incidents to be brought to less than 1 per quarter.
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text	20		-	1.regular patrolling.to report sleeping cases and safety violations 1 % 2.report breach of fence,maintenance of security light .	1.Reduction in throwing incidences of Plant material.by 30 % 2.Observations/advisories to be communicated to respective departments regarding near miss 3.Regular patrolling.to report sleeping cases and safety violations 3 %	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 %	Ensure coordination with law authorities to report and take corrective measures in vicinity of VVF. 3. immediate intimation to police of crime attempts outside the Taloja site
Contract security statutory compliances	Text	20		-	-	1.Reduction in throwing incidences of Plant material.by 30 % 2.Observations/advisories to be communicated to respective departments regarding near miss 3.Regular patrolling.to report sleeping cases and safety violations 3 %	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 %	Ensure coordination with law authorities to report and take corrective measures in vicinity of VVF. 3. immediate intimation to police of crime attempts outside the Taloja site
Transport Security	Text	20		-	-	1.Proper monitoring of all transport for pilferages / theft at the gates during entry/exit and devising proactive measures to check loss of company material during transportation. 2.Ensuring interplant movement is monitored on a day to day basis and incidents reported within 48 hours. 3.Ensuring all vehicles are accurately sealed/escorted to avoid contamination/shortages. 4.Keep proper track on weigh bridge operations. 5.Periodical calibration of the weigh bridge & cross check with different units for the material deficit & surplus. 6.Vigilant while sampling and proper method of carrying	1. checking of tankers at main gate as per check list and make robust system . 2. effective intervention during traffic bottlenecks/ incidences internally/vicinity of factory premises. 3.Superimpose during verification of weighbridge calibration. 4.100% seal checking of tanker &proper follow up of sampling system to ensure and raise near miss/violation of system 5.Proper analysis of improper seals & information to quality if found seal tampered or improper.	1.All critical tankers check list to be maintained individually. 2.More than one case/cases per quarter of tanker leakages while leaving / entering premises and follow up action taken. 3.more than one cases of sample check violations reported.
Input regarding Security for Kutch & Sewree Plant	Text	20		-	-	Be prepared to move on deputation /temporay duty at short notice in case of organisational requirement.	when deputed keep a proper track on overall security through reports & regular communication with security supervisors.	minimum five measures implemented to prevent security breach having direct major impact on operations

KRA Category : Customer

KRA Weightage : 20

KRA Description : Engaged & Empowered team: Security Dept Personnel management & Fire fighting Equipment maintenance.

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
People behaviour	Text			.	.	1.Ensure own department maintain 5's standards in documentation & maintenance. 2.Providing behavioral aberation cases within the factory premises at leaset once a month.	Give one major/minor improvement suggestion.	Minimum of one major suggestion to other department .
Ensuring image of company is maintained with all visitors and visitor management.	Text			.	.	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing & provide proper guidance about plant.	.	.
Maintenance of Fire fighting equipment	Text			.	.	1.Regular upkeep of fire pumps/equipment/s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers	do atleast one internal audit of fire fighting equipment in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 4 near misses reported.
ensuring that all essential fire maintenance is carried out economically	Text			.	.	.Ensure timely availability of spares. 2.Optimise the fire fighting equipment maintenance . Replace rubber parts before they cause any breakage or breakdown.	.	.

KRA Category : Process

KRA Weightage : 20

KRA Description : E2E Competitive Cost: Monitoring the budgeting and cost control of Security Dept of Taloja plant. saving 15% after taking into consideration escaltion of costs.

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
Keeping Own and the outsourced security within Budget constraints.	Text	50		.	.	1.Ensure optimum utilization of outsourced security . 2.Use extra security only after specific sanction and debited to department requesting the same.	"Not to exceed other than mandatory 2 executives post per shift. "	saving of 4.5 lacs by using contract guard in place of company guards were feasible.
ensuring that all essential fire maintenance is carried out economically	Text	50		1 Ensure timely availability of spares 2 Optimise the fire fighting equipment maintenance . example Save rs 250 per extinguisher due for in maintenance cost by using cartridge type instead of stored pressure type

KRA Category : People

KRA Weightage : 20

KRA Description : Flawless execution: Scrap management ,establishing of radio communication setup,writing security manual of Taloja & establishing

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
Monthly Fire & security Reports	Text			-	-	Ensure timely and accurate monthly report dissemination	Root cause anyalsis & preventive measures of all incidences/violations of safety /security in coordination with EHS department.	Not more than two minor incidences and increase in reporting of near misses by 50%.
Radio Communication/electric fencing ,security equipment	Text			-	-	Maintain 100% maintenace of equipment & communication	-	-
Security Manual	Text			-	-	Update security manual for Taloja plant with special emphasis on standard as laid down in PMS.	-	-
CCTV's camera	Text			-	-	upgradation & reviews of CCTV's network for sewree & sion.	Atleast one incidence of security breached to be detected through cctv system	atleast two incidences of breach detected.
Scrap Management : Nil incidents of Pilferage/theft during scrap movement	Text			-	-	"1.Ensure proper security supervision on of all scrap (Daily scrap,Noodle MS/SS,Powder,Filter mud,Pet coke ash) moving out of plant. 2.Ensure proper system/SOP is being followed 3.Ensure proper sorting of scrap before moving it to scrap yard area "	Minimum one case of theft/fraud during scrap disposal process.	Minimum two cases reported.

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
RAMESH PRASAD SINGH	Clarence Carvalho	10000595	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 Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	yes
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	yes
7	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	na	o	External Faculty
2	Na	0	clarence.carvalho@vvfltd.com ?Clarence Carvalho

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	