

Employee Name : Rayomand Khambata
 Manager's Name : Anant Pednekar
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 20

KRA Description : To give best class of service and initiatives for customer satisfaction

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
Canteen Service	Text			NA	NA	Introduction of over 5 new dishes by 30th Sep 17	NA	NA
Space Management	Text			NA	NA	Proper maintenance, attain complaints and resolve issue within 3 working day	Proper maintenance, attain complaints and resolve issue within 1 working day	NA
Assistance to New Joiners	Text			NA	NA	Identification of Flats on rent, relocating personal household belongings.	NA	NA
Communication	Text			NA	NA	Ensure timely bill payment, proper service of mobile and data card etc. with 10% cost savings w.r.t. sanctioned budget. Nil Complaints	NA	NA
GYM maintenance	Text			NA	NA	All instruments shall work properly, cleanliness.	NA	NA

KRA Category : Process

KRA Weightage : 20

KRA Description : Change Management - Culture Building through Admin. Initiatives

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
Support Recruitment & Engagement Team	Text			NA	NA	In time delivery of requirement projected	NA	NA
Audits related to Administration activities	Text			NA	NA	NIL Major NC	NA	NA
Housekeeping & Canteen Services process	Text			NA	NA	SOPs 30th Sep 17 with respect to cleaning & periodicity: HK	SOPs by 31st Aug 17 wrt exp. And income for revenue earner menu: Canteen	NA
Travel Desk	Text			NA	NA	NIL Non_implementation of laid down policies	Introduction of two Initiatives for streamlining booking /Invoicing.	NA
Courier Service	Text			NA	NA	NIL Non_implementation of laid down policies	Introduction of two Initiatives for streamlining booking /Invoicing	NA

KRA Category : People
KRA Weightage : 20
KRA Description : Organisational Effectiveness by enhancing development of employees

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
Completion of IDP of Self	Text			NA	NA	100% completion by 31st Dec 17	100% completion by 30th Nov 17	NA
Completion of IDP of Employees under Admin Manager(S. Sharma, U. Pendurkar, Travel Desk Exe.)	Text			NA	NA	100% completion by 31st Mar 18	100% completion by 30th Nov 17	NA
Succession planning w.r.t desk under Admin Manager	Text			NA	NA	100% completion by 30th Sep 17	100% completion by 31st Oct 17	NA
Trade related training for office boys, Cooks & Serving waiters	Text			NA	NA	Monthly Training of 2hrs. Each with records	2 servers & 2 office boys trained for imp. Customers & VIPs. By 31st Oct 17	NA

KRA Category : Business
KRA Weightage : 40
KRA Description : Organisational restructuring to enhance effectiveness of Business

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
"Reduction in Administration Cost 1. Mobile Cost, 2.Canteen Cost, 3. Courier Charges, 4. Stationary exp. 5. Outsource contract"	Text			NA	NA	10% w.r.t. FY 2016_17	15% w.r.t. FY 2016_17	NA
Budgets and compliance	Text			NA	NA	Final budget for FY 17_18 by 15th Jan 17. Lab. & Canteen Comp. upto date within due date	Final budget for FY 17_18 by 1st Jan 17. Lab. & Canteen Comp. upto date within due date	NA
Travel Desk functioning and controls	Text			NA	NA	Two new initiatives for effectiveness in savings	NA	NA
Budget exp. Controls & Admin PPTs.	Text			NA	NA	Exp. PPTs by 10th of succeeding Month of all GLs under Admin	Exp. PPTs by 8th of succeeding Month of all GLs under Admin	NA

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

Employee Name	Manager's name	Employee ID	Year
Rayomand Khambata	Anant Pednekar	10002411	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		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	Negotiation Skills	1	pratik.mehta@vvfltd.com?Pratik Mehta
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	A. V. Pednekar	4	31/Jan/2017		
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	HR Best Practices
Review date	29/07/2016
Target end date	31/Oct/2016
Project scope	Employee Benefit: Travel Desk Process
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	