

Employee Name : Kamal Saboo
Manager's Name : Mohan Sonar
Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 25

KRA Description : contract and litigation ,management

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
Review & revision of existing templates of contracts	Days	25		180	150	90	60	45
Create a policy framework for third party contracts (internal guidelines)	Days	20		90	75	60	45	30
Drafting, vetting and negotiation of routine business Contracts	Text	20		failed to review any contract	taking more than 15 days time for 1st review of the contract	1st draft to be given within 7 days	1st draft to be given within 3 days	1st draft to be given within 2 days
Litigation of LBT and other new litigations which may come during the year	Text	35		delay in response which results in loss to the company	delay in response to any against litigation	favourable order	favourable order which reduces the financial burden on the company	favourable order through which company gains monetarily

KRA Category : People

KRA Weightage : 15

KRA Description : people

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
improved response time on business queries	Text			no improvement	unsatisfactory response	timely response	timely and professional response	timely, professional and ownership approach shown by the team members
professional development of reportee	Text			continues process	continues process	continues process	continues process	continues process

KRA Category : Process

KRA Weightage : 30

KRA Description : Compliance reporting

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
Circulation of Compliance Reports to various business heads for quarterly feedback	Text	15		failed to circulate the compliance report	failed to circulate the compliance report and delay is beyond 7 working days from the end of the quarter	circulated in time	circulated in time plus updated in every aspect which is reasonably expected	circulated in time plus updated in every aspect of law.
review the current compliance system and suggest the changes	Text	25		more than 90 days	more than 75 to 90 days	between 60 to 75 days	between 45 to 60 days	30 to 45 days
Finalisation of IT compliance solution service Provider which is cost effective and best suited for the organisation	Days	20		90	75	60	45	30
implementation of tool from the date of approval	Days	40		180	150	120	90	60

KRA Category : Customer

KRA Weightage : 30

KRA Description : Legal Support in day-to-day activities and advisory

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
Resolve the day-to-day business related legal queries and present the facts and rational on which the query has been resolved or the legal opinion has been arrived at	Text	75		failed to resolved the query to the satisfaction of stakeholders	resolved but too more than 15 days time to resolve	resolved within 7 to 15 working days	resolved within 3 to 7 working days	resolved within two days
Legal Metrology Compliances	Text	25		Notice from department on the approved packages which can not be challenged on the legal ground	failed to approve the artwork or not resolved to the satisfaction of stakeholders	approved or otherwise gave solution within 3 working days	approved or given comment within 2 working days	approved or otherwise gave solution within 1 working days

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

Employee Name	Manager's name	Employee ID	Year
Kamal Saboo	Mohan Sonar	10004045	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	will be helpful in career development
7	Six Thinking Hats		1	will be helpful in career development
8	Art of Charm	Anant Pednekar	1	will be helpful in career development

*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	Coaching through leader in own function for functional inputs	Mohan Sonar	3	31/Mar/2018		
2	Coaching through leader in own function for functional inputs	Ramesh Doraiswami	3	31/Mar/2018		

Part C: Development through action learning projects

Project Title	need discussion
Review date	31/Mar/2018

Target end date	31/Mar/2018
Project scope	need discssion
Project exclusions	need discussion
Project deliverables (Target at rating 3: good solid performance)	need discussion
What is the employee expected to learn from this project	need discussion
Reviewer(s) name	need discussion
Project Status	
Project Status Comments	