

Employee Name : SURYAKANT SHABOLU
Manager's Name : Pratik Mehta
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : IDP

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
Complying IDP as per selected training programs	Date			31/Mar/2018	26/Mar/2018	23/Mar/2018	28/Feb/2018	31/Jan/2018
Enhancing skill level of self develop a framework to analyse trends, feedstock / industry analysis, articulating purchase strategy, monthly presentation in a structured manner, sharing info with team members, Excel training etc...	Text			Training + data (trends	Training + data (trends / feedstocks)	Training + data (trends / feedstocks) + show instances of at least 3 improvements	Training + data (trends / feedstocks) + show instances of atleast 5 improvements	Training + data (trends / feedstocks) + show instances of 6 improvements

KRA Category : Process
KRA Weightage : 15
KRA Description : Stengthen department functioning

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
To procure from Manufacturer / Authorised dealer instead of suppliers (other then general items)	Percentage			50	60	70	80	90
Meet compliance Kosher / Halal	Text			100% beyond Jan	100% beyond Jan	100% beyond Dec	100% by Nov	100% by Oct

KRA Category : Business
KRA Weightage : 15
KRA Description : RBNQ Award

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
Undergo training in RBNQA	Date			31/Aug/2017	31/Jul/2017	30/Jun/2017	16/Jun/2017	01/Jun/2017
Preparation of questionnaire	Date			30/Nov/2017	31/Oct/2017	30/Sep/2017	15/Sep/2017	31/Aug/2017
Data collection, GAP analysis and preparation of application	Date			30/Mar/2018	29/Mar/2018	23/Mar/2018	27/Feb/2018	30/Jan/2018

KRA Category : Customer

KRA Weightage : 15

KRA Description : Improve Customer Service

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
Average PR to PO conversion time (For routine items)	Text	30		12 Days	11Days	10 Days	9 Days	8 Days
Average PR to PO conversion time (For non routine items)	Text			5 weeks	4.5 weeks	4 weeks	3.5 weeks	3 weeks
To improve customer service for timely delivery of routine items	Text			14 days or as per lead time + 4 days	12 days or as per lead time + 2 days	10 days or as per lead time	08 days or as per lead time (less 2) days	08 days or as per lead time (less 4) days

KRA Category : Business

KRA Weightage : 40

KRA Description : Cost Savings

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
Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving (40 lacs)	Value	70	47.5	< 32.78	33.25 to 45.13	45.6 to 49.88	50.35 to 61.28	66.03
Gas contract - Develop strategies to derisk / manage risk, develop BPCL / GAIL relationship, Initiatives in Coal and Petcoke Procurement	Text			Alt coal initiatives	Alt coal initiatives	At least 2 new Initiative implementation, Alt coal initiatives + Baddi petcoke assessment	At least 3 new Initiative implementation, Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP	At least 4 new Initiative implementation, Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP + Other initiatives

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Employee Name	Manager's name	Employee ID	Year
SURYAKANT SHABOLU	Pratik Mehta	10002327	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	For more effective utilisation of managerial skills
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			
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	