

10002411 Rayomand Khambata

Employee Name : Rayomand KhambataManager's Name : Anant Pednekar

Goalsheet Approval Date : 14-Mar-2018

**KRA Category : Customer**

**KRA Weightage : 20 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
Canteen Service	Text			NA	NA	Introduction of over 5 new dishes by 30th Sep 17	NA	NA	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 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
Support Recruitment & Engagement Team	Text			NA	NA	In time delivery of requirement projected	NA	NA	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 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
Completion of IDP of Self	Text			NA	NA	100% completion by 31st Dec 17	100% completion by 30th Nov 17	NA	NA	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 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
"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	NA	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		

vvf57e264fd8d3ef

Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

Answer:-

2. I have gone the extra mile to help my colleagues/team/organization by:

Answer:-

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

<b>Example1:-</b>
<b>Example2:-</b>
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
<b>Example1:-</b>
<b>Example2:-</b>

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

<b>Employee Name</b>	Rayomand Khambata	<b>Manager's name</b>	Anant Pednekar
<b>Employee Code</b>	10002411	<b>Year</b>	2016-2017

*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	Program completed	Comments
1	Training on ISO 9001 & 15000 **	ASHOKR AO PATIL	1	This is mandatory	undefined	NA
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory	undefined	
3	Prevention of Sexual Harassment *		1	This is mandatory	undefined	
4	Effective Communication Skills	Prasanna Purushothaman	1			
5	Getting Things Done	Prasanna Purushothaman	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	Program Completed	Reviews
1				undefined	undefined

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				undefined	undefined
2	<b>Mentoring</b> through leader from different function for <b>behavioural input</b> inputs				undefined	undefined

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	undefined

