

Employee Name : Balu More  
 Manager's Name : Shashibhushan Singh  
 Goalsheet Of Year: 2017-2018

**KRA Category : Customer**

**KRA Weightage : 30**

**KRA Description : Fire fighting Equipment maintenance at Sion (109&109B) & CCTV for 109.**

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
attend and coordinate with customer received good quality works with fire equipment.repairing and refilling.	Text	30		0	0	every time monitoring of fire equipment and fire extinguisher.	every month given feedback	keep update records for audit .
From security point of view, monitor & observe the CCTV movements in the periphery of Plot & Office premises. Report immediately any mishap incident, as well as Malfunctioning of Equipment's.	Text	30		0	0	monitoring CCTV and control all office.	maintenance of camera and control of cost.	surprise check all activaty..
Visitor's management.	Text	25		0	0	maintain of visitor record .	inshore all visitor going on right place.	good beehive with visitor and smoothly handle.
Cost cutting	Text	15		0	0	minimise of guards .	good quality works .	stop over time .

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : control of tanker and monitoring of theft case**

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
received and dispatch tankers from sister unit check proper seal and material quality.	Text	50		0	0	reviving and dispatch handling smoothly.	coordinate with all location and given feed back any mall practice of theft case.	every one hrs observe of all movements.
To ensure that transporter/driver should not get chance to do any malpractice.	Text	25		0	0	checked every one tankers and weighment	keep records of all tankers all materials	surprise checked
To give boost for material movement.	Text	25		0	0	received rm pm material with invoice	checked quality and quantity as per invoice	highly co operate with dealers.

**KRA Category : People**

**KRA Weightage : 40**

**KRA Description : Control of security system in109 sion & 109B.**

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
Round during suitable intervals no any abnormal in accident to take place to avoid company property in any way	Text	25		0	0	To check & ensure the presence of guards on post	to check alertness and vigilantes of guards.	surprise check on alertness .
During night shift sleeping case if any will report to HOD.	Text	25		0	0	To ensure alertness during night.	continued observed	surprise checked
Training of outsourced security	Text	25		0	0	given traning every month.	checked practical on the ground time to time.	surprise checking.of ability.
Security Contractor and contractor security management	Text	25		0	0	minimize of guards	minimize men power and out put works high quality.	control of over time.

#### KRA Category : Process

KRA Weightage : 15

KRA Description : raw material and finish good monitoring

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
All raw material kept in under control and safe area.	Text	50		0	0	check the receiving and unloading proper location.	checked the invoice with same material is in containers.	surprise opened the seal and checked the quality of material.
finish good sefty	Text	25		0	0	taking sefty of finish good	each finish good kept in sap rate .	each good with telly card product name manton on the charts and quantity.
handling with proper	Text	25		0	0	handle with care	not damage unloading and loading time.	proper cover with sefty an rainy season with clearly no any smile and time to time monitoring..

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
Balu More	Shashibhushan Singh	10000053	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		1	This is mandatory

	Harassment *			
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			
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					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**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>	