

Employee Name : Vidyadhar Parab  
 Manager's Name : Mohit Sharma  
 Goalsheet Of Year: 2017-2018

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : Compensation & Benefits (International)**

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
Preparation of Inbound and outbound employee's Compensation offers	Text	20		Not Prepared	Prepared with Delay & Error	Timely Preparation	Timely Preparation without Error	Timely Preparation without Error
Monitoring International Payroll (Indonesia, Singapore, South Africa)	Text	10		Non Completion	With Delay	As per timelines	1 Day before Time lines	1 Day before Time lines
Migration of UAE Payroll	Text	50		Not Completed	With Delay of two month	without Delay	Without delay with zero Error	Without delay with zero Error
Monthly Processing of UAE Payroll	Text	20		Not Completed	With Delay of two month	without Delay	Without delay with zero Error	Without delay with zero Error

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Payroll Operation - India , Payroll Audits**

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
Timely completion of Payroll processing and Payroll accounting	Text	25		not before due date	not before due date	On or before Last day of the month	On or before Last day of the month	On or before Last day of the month
Timely completion of payroll statutory compliance such as Income Tax return filing, issuance of Form 16	Text	25		Delay in payment due to non completion of activity	Delay in payment due to non completion of activity	As per Due Dates	As per Due Dates	As per Due Dates
Year end Payroll GL reconciliations, Preparation of Audit schedules, Readiness of Leave data for leave valuations	Text	25		Not as per Timelines	Not as per Timelines	as per agreed timelines from finance	as per agreed timelines from finance	as per agreed timelines from finance
Completion of payroll audits	Text	25		Not as per Time lines	Not as per Time lines	as per agreed timelines from finance	as per agreed timelines from finance	as per agreed timelines from finance

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Payroll Budget 2019**

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
Annual Employee budget 2018-19	Text	50		3 Months Delayed from Time Lines	1 Month Delayed from Time Lines	As per Time Lines	As per Time Lines with Zero Error	As per Time Lines with Zero Error
Controlling employee budget 2017-18 and maximizing saving potentials	Text	50		Far Exceeding Budget	Exceeding Budget	As per Budget	10% Saving from Budget	25% Saving from Budget

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Compensation & Benefits - (India)**

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
Salary Negotiation and Job offers for New Recruit	Days	40		10	8	4	3	2
Completion of Compensation Bench marking (JMC & above)	Text	40		Not Done	upto 31 March 2018	31 January 2018	31 Dec 2017	30 Sep 2017
Annual Merit Increase activity 2017-18	Text	20		not as per timelines	10 days delay	as per timelines	before timelines	before timelines

**KRA Category : Business**

**KRA Weightage : 30**

**KRA Description : Long Term and Short Term Inentive Policy & Employee Benefits Programe**

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
Concripting LTI Policy, Communication Deck, Implementation Programme	Text	40		Not Completed	Post 31st March 2018	31st March 2018	31st Dec 2017	30 Sep 2017
Reconfiguration of Short Term Performance Incentive Policy	Text	30		Not Completed	Post 31st March 2018	31st March 2018	31st Dec 2017	30 Sep 2017
Employee Benefits Review	Text	30		Not Completed	Post 31st March 2018	31st March 2018	31st Dec 2017	30 Sep 2017

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

Employee Name	Manager's name	Employee ID	Year
Vidyadhar Parab	Mohit Sharma	10002957	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	Helps in Critical Thought Process as well in decision making process
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	International Mobility (Mercer)	1	External Faculty
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	MR. Mohit	5	13/Mar/2018		

	leader in own function for <b>functional</b> inputs	Sharma				
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Mr. Khushroo Forbes	5	15/Feb/2018		

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

<b>Project Title</b>	Long Term Incentive
<b>Review date</b>	15/Oct/2017
<b>Target end date</b>	31/Dec/2017
<b>Project scope</b>	Conscripting of LTI Policy for SLT Members of VVF
<b>Project exclusions</b>	will be decided
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Successful Submission of LTI Proposal
<b>What is the employee expected to learn from this project</b>	Understanding effectiveness of LTI while driving performance base reward culture
<b>Reviewer(s) name</b>	Mohit Sharma
<b>Project Status</b>	
<b>Project Status Comments</b>	