

Employee Name : Jaywant Pawar
 Manager's Name : Vilas Kakade
 Goalsheet Of Year: 2017-2018

KRA Category : People

KRA Weightage : 15

KRA Description : Adherence to safety norms in Warehouse & drum Filling Dept & Training.

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
Accident & Fire Incidence	Text	50		Zero Accidence
RBNQA	Text	20		.	.	After March2018	March2018	Feb2018
Usage of PPE in ware house,drum filling area & To follow work permit procedure	Percentage	10		92	94	96	98	100
To cover all the people for personal & plant safety training programme.(All workers, Mathadi, Godi Seal & Contract labor)	Text	10		One person per session
To meet IDP completion. a) Training need identification b) Completion of Training need	Text	10		Not Done	After March2018	March 2018	Before Jan.2018	Before Dec.2017

KRA Category : Business

KRA Weightage : 40

KRA Description : To meet Dispatch schedule S&OP Target > 90% of finished product of Fatty Acid & Fatty Alcohol (Pastilles, Flakes)

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 FG product dispatches are done as per schedule (Provided material is available)	Percentage	40		80	85	90	95	100
To maintain packaging material well in advance to meet the dispatch schedule. Efficient mangement of packed FG stock,Godown space, packing material & M/C Maintenance.	Percentage	40		80	85	90	95	100
All FG product dispatches Correct quantity loading	Percentage	20		96	97	98	99	100

KRA Category : Customer

KRA Weightage : 15

KRA Description : To ensure reduce complaints,satisfaction & Warehouse Management, stock reconciliation,Business Development.

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 reduce customer complaint From causes related to warehouse activity ex. Labeling, palletizing,Correct material loading & stuffing of bags pallet. After completion of required modification.	Percentage	40		10	15	20	22	25
Reduction of response time to customer complaint.	Text	20		Max.6 Days	Max.7 Days	Max.8 Days	Max.9 Days	Max.10 Days
Physical v/s actual stock to match (Checked book stock & physical stock.)	Percentage	20		80	85	90	95	100
To get audited time to time by internal audit team	Percentage	10		70	75	80	85	90
Monitoring Non moving stock in Warehouse.	Text	10		.	.	Data to be online.	.	.

KRA Category : Process

KRA Weightage : 30

KRA Description : To meet drum filling as per given Target > 90% of finished product of Glycerin ,Fatty Acid & Fatty Alcohol drum filling & Maintain FSMS,GMP condition by validating Glycerin, Fatty acid, Fatty alcohol drum filling process.

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 meet drum filling target for Glycerin, Fatty Acid & Fatty Alcohol.	Percentage	40		80	85	90	95	100
To maintain empty drums & Others material well in advance to meet the Drum filling. Efficient mangement of packed FG stock, Glycerin Godown space ,Packing material & M/C Maintenance.	Percentage	40		80	85	90	95	100
FSMS,GMP+B2+ISO9001-2015,14001-18001 & others survilance audit certificate for glycerin drum filling area.	Text	10		As Per Time Schedule
Get audited for QMS from various Customers and closing the points & observations.	Text	10		As Per Time Schedule

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

Employee Name	Manager's name	Employee ID	Year
Jaywant Pawar	Vilas Kakade	10000252	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	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	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	New Concept in improve warehouse activity.	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 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	