

Employee Name : Bhavin Malaviya
 Manager's Name : Shashibhushan Sharma
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 30

KRA Description : warehouse management

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
Reduction in manpower Utilisation from last year	Percentage			2	4	6	8	10
Stock Reconciliation and review analysis	Text			Every month Before 8	Every month Before 5 th	Every month Before 5 th	Every month Before 3 rd th	Every month Before 2 nd
Ageing Inventory anyalysisof inventory and Liquidation plan	Text			Every month After 15 th	Every month before	Every month 10 th	Every month before 8 th	Every month before 5 th
To impose stringent control to have a better cost reduction on consumable /Valued items	Text			Reduction Less than 3%	Reduction 5%	Reduction 8%	Reduction 10%	More than 12%

KRA Category : People

KRA Weightage : 25

KRA Description : Implementation of GST at plant levelGuidance and training to team member

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
Guidance and training to team member	Text			on or Before 30 June	on or Before 30 June	on or Before 30 June	On or Before May 31	On on before 1 may
to make understand the concept of GST to other dept owner at plant level	Text			On or before July 31	On or before July 31	On or before July 31	on or Before June30	On or Before 1 June
Readiness and Implementation of GST	Text			On or before July 31	On or before July 31	On or before June 30	on or Before June1	On or Before 31 May

KRA Category : Customer

KRA Weightage : 25

KRA Description : Audit and its compliances in State excise and Central excise and GST

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
Compliance Report ontime to management	Text			after 15 th working days	after 10 th working days	before 10 th working days	before 7 th working days	before 5 th working days
Internal and External Audit compliances - EA 2000, CERA	Text			ajor Obseravion with Duty Impact, otherthan interpretational nature	Major Obseravion with Duty Impact, otherthan interpretational nature	Minor observation of other than interpretational duty Impact	Minor observation of other than interpretational duty Impact	No any observation And No duty impact
External Audit compliances for state Excise (malpani Association)	Text			ajor Obseravion with Duty Impact, otherthan interpretational nature	Major Obseravion with Duty Impact, otherthan interpretational nature	Minor observation of other than interpretational duty Impact	Minor observation of other than interpretational duty Impact	No any observation And No duty impact

KRA Category : Process
KRA Weightage : 20
KRA Description : Procument

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
Procure ment OTIF for DAMAN unit weekly Basis	Text			Less than 60 %	60	70	80	More than 80%
Achieve RM inventory of 20 days	Days			30	25	20	19	18
Achieve PM inventory of 15 days	Days			17	16	15	14	13
Capa Closing of Audit coplinace(after Audit Report)	Text			ess than 60 %	60	70	80	More than 80%

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

Employee Name	Manager's name	Employee ID	Year
Bhavin Malaviya	Shashibhushan Sharma	10002295	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	
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	ShashiBhushan Sharma	2	28-2-2018		
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	Smooth Implementation of GST and Training and Its compliances At Plant Level
Review date	31-12-2017
Target end date	31-3-2018

Project scope	Deeveloping Down level staff for GST awareness. GST compliances for smooth functioning for daily routine work.
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	Better performance for new Indirect Taxation implementation
Reviewer(s) name	Shashibhushan Sharma
Project Status	
Project Status Comments	