

Employee Name : Anil Prajapati  
 Manager's Name : Rajeev Chaubal  
 Goalsheet Of Year: 2017-2018

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : Statutory Liasoning**

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
1. Liasoning with Distict Industries Corporation (DIC) - Bhuj - coordinate with Head Office, Sion for 50% Investment of K-I & K-II Incentive within the State as per policy matters during 2017-18.	Days			10	8	6	5	4
2. Liasoning with Industries Commissionerate - Gandhinagar with coordinate with Head Office to provide details for 50% Investment within the State and other policy matters during 2017-18.	Days			10	8	6	5	4
3. Liasoning with Industries Commissionerate - Gandhinagar for Communicate with Industries Commissionerate and coordinate with Head office to provide details for Name change from VVF Ltd. to VVF (I) Ltd. during 2017-18.	Days			10	8	6	5	4
4. Liasoning with Bank, Advocates, Mamlatdar - at Anjar, Bhuj, Gandhidham for Mortgage of Property. - To fulfill there requirements in time during 2017-18.	Days			10	8	6	5	4

**KRA Category : Business**  
**KRA Weightage : 15**  
**KRA Description : SDM,Collector office**

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
1. Visit at Sub Divisional Magistrate (SDM)- Anjar & Collector officeto complete change in name from VVF Ltd. To VVF (India) Ltd.	Date			31/Mar/2018	31/Jan/2018	31/Dec/2017	31/Oct/2017	30/Sep/2017
2. Completion of with Stamp Duty Litigation - Bhuj & Gandhinagar. & Follow-up with the concern Officers for transfer of Company name from VVF Ltd. to VVF (I) Ltd on Land Property post demerger with co-ordinate with H.O. team.	Date			31/Mar/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
3. Visit at Mamledar Circle Office /Talati/ PGVCL completion change in name from	Date			31/Mar/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017

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
VVF Ltd. To VVF (India) Ltd. Name change								

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Monthly Yearly Activity**

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
1. Annual E-return and VAT Audit for VVF(I) / VVF Ltd/NOPL	Date			15/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017	15/Oct/2017
2. Compliance report send to HO- Monthly	Text			15th of following month	12th of following month	10th of following month	6th of following month	4th of following month
3 Compliance report send to HO- Quarterly	Text			After 13th day after every Quarterly	13th day after every Quarterly	12th day after every Quarterly	10th day after every Quarterly	8th day after every Quarterly
4. Cash Balance Certificate	Text			After 5th	5th of every month	3rd of every month	2nd of every month	1st of every month
5. Yearly Physical stock tacking and follow up by other Plant / H.O.	Date			31/Mar/2018	28/Mar/2018	24/Mar/2018	22/Mar/2018	20/Mar/2018

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Sales Tax - Gujarat VAT & CST**

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
1. Activation of Tribunal- A'Bad for K-I (F.Y. 03-04 to 05-06 & for 2007-08 - lodged for availing benefits of Branch Transfer within Gujarat State) & K-II (F.Y. 05-06) Minimum three meetings during 2016-17 with Consultant with coordinate with H.O.	Date			30/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	31/Oct/2017
2. JC Appeal- Rajkot 2008-09 & 2009-10 for K-I (Appeal are completed and following up with Pre Audit - GVAT)	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	31/Oct/2017
3. Visits to attend Tribunal at A'bad for 2010-11 & 2011-12 for K-II with coordinate with H.O. & GVAT.	Days			5	4	3	2	1
4. Disposal of Engineering Stock	Text			25 lacs	30 lacs	35 lacs	40 lacs	50 lacs

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
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**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Moving / Non Moving Inventory**

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
1. Moving / Non Moving Inventory	Text			25 lacs	30 lacs	35 lacs	40 lacs	50 lacs
2. Sale out of Scrap Material	Date			31/Dec/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017	30/Sep/2017

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

Employee Name	Manager's name	Employee ID	Year
Anil Prajapati	Rajeev Chaubal	10001159	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	Need GST Implementation Training (We have doing work related to GST- Indirect Tax)		rajeev.chaubal@vvf ltd.com?R ajeiv Chaubal
2	Moving / Non Moving Inventory		madhulika.pathak@vvf ltd.com ?Madhulika Pathak

**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)	

What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	