

Employee Name : SHARMAS SAYYED
 Manager's Name : Shashibhushan Singh
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : To look after maintenance & repairs of company cars.

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 check all cars for proper Documentation	Text	20		0	0	Check K M run record.Check validity of Insurance ,PUC & get updated.	Check K M run record.Check validity of Insurance ,PUC & get updated.	Check K M run record.Check validity of Insurance ,PUC & get updated.
Physical Checking of all company cars.	Text	20		0	0	Check petrol,Engine oil,Coolant,Battery,Tyre pressure etc.	Check petrol,Engine oil,Coolant,Battery,Tyre pressure etc.	Check petrol,Engine oil,Coolant,Battery,Tyre pressure etc.
To attend break down of all cars.	Text	20		0	0	Visit the site,inspect & provide required assistance for repair on the spot.If necessary arrange towing of breakdown car.	Visit the site,inspect & provide required assistance for repair on the spot.If necessary arrange towing of breakdown car.	Visit the site,inspect & provide required assistance for repair on the spot.If necessary arrange towing of breakdown car.
T keep track of all cars Service & maintenance.	Text	20		0	0	Take the car to authorised garage for service on appointment date.Follow up for work done, check the car after service & bring back.	Take the car to authorised garage for service on appointment date.Follow up for work done, check the car after service & bring back.	Take the car to authorised garage for service on appointment date.Follow up for work done, check the car after service & bring back.
Petrol Filling in all cars.	Text	20		0	0	To be in tuch of car drivers,check other cars which is parked in company,& fill petrol as & when required.	To be in tuch of car drivers,check other cars which is parked in company,& fill petrol as & when required.	To be in tuch of car drivers,check other cars which is parked in company,& fill petrol as & when required.

KRA Category : People

KRA Weightage : 40

KRA Description : LOOK AFTER FORKLIFT MAINTANANCE & OPERATION.

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 keep Fork lift operational for work.	Text	50		0	0	Daily it is to be checked ,started & kept ready.	Daily it is to be checked ,started & kept ready.	Daily it is to be checked ,started & kept ready.
Maintanance of Fork Lift	Text	25		0	0	Weekly /monthly maintanance of Fork Lift to be done to ensure 100% servcibility.	Weekly /monthly maintanance of Fork Lift to be done to ensure 100% servcibility.	Weekly /monthly maintanance of Fork Lift to be done to ensure 100% servcibility.
Fork Lift Operation.	Text	25		0	0	To carryout Fork Lift Operator duty as and when required.	To carryout Fork Lift Operator duty as and when required.	To carryout Fork Lift Operator duty as and when required.

KRA Category : Customer

KRA Weightage : 20
KRA Description : CAR DRIVER DUTY.

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
Car Driver Duty	Text	50		0	0	To carry out car driver duty when shortage of driver,for promoters& directors.	To carry out car driver duty when shortage of driver,for promoters& directors.	To carry out car driver duty when shortage of driver,for promoters& directors.
CMD's Car driver duty.	Text	50		0	0	During Day time to be stand by for CMD car driver duty	During Day time to be stand by for CMD car driver duty	During Day time to be stand by for CMD car driver duty

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

Employee Name	Manager's name	Employee ID	Year
SHARMAS SAYYED	Shashibhushan Singh	10000236	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			
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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	