

Employee Name : Shimanchal Padhy
 Manager's Name : Pratik Mehta
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 20
KRA Description : To improve procurement 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
*Complying IDP for self: (1) Soft skills for team work / negotiations / communications etc (2) Advance Excel	Text			Feb 18	Jan 18	Dec 17	Nov 17	Oct 17
(3) Written and Oral communication with vendor and internal customer (4) SAP	Text			Feb 18	Jan 18	Dec 17	Nov 17	Oct 17

KRA Category : Business
KRA Weightage : 20
KRA Description : Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving

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) Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving (0.50 lacs) - 20%	Value		0.5	< 0.35	0.35 to 0.48	0.48 to 0.53	0.53 to 0.65	0.7
2) Implement Identified Initiatives	Text			No Initiative	No implementation	1 initiatives	2 initiatives	3 initiatives

KRA Category : Customer
KRA Weightage : 40
KRA Description : To improve customer services

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) Average PR to PO conversion time (For routine items)	Days			12	11	10	9	8
2) To improve customer service for timely delivery of routine items	Days			18	14	10	6	2

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
3) Timely of delivery of material as per PO delivery date	Percentage			60	70	80	90	100

KRA Category : Process

KRA Weightage : 20

KRA Description : To improve procurement 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
Timely Closure of GR and IR issues from various locations / persons (Dinesh Dange / Sunil Desai / Shruthi / Raksha / Sarjerao etc) - PO Correction issues (HSN, GST Code etc)	Text			2.5 days	2 days	1.5 days	1.0 days	same day
Timely Closure of GR and IR issues from various locations / persons (Dinesh Dange / Sunil Desai / Shruthi / Raksha / Sarjerao etc) - Invoice related issues	Text			21 days	18 days	14 days	10 days	7 days
Project Closure as per defined timeline (SOP is being finalised)	Text			Delayed by 20%	Delayed by 10%	In time	10% before time	20% before time
Timely Closure of Advance payment, with in 30 days of all material receipt	Text			beyond 120 days of receipt of material	within 120 days of receipt of material	within 90 days of receipt of material	within 60 days of receipt of material	within 30 days of receipt of material
*Ensuring MIS as per pre defined schedule / as and when required basis	Text			90%	92%	95%	98%	100%

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

Employee Name	Manager's name	Employee ID	Year
Shimanchal Padhy	Pratik Mehta	10000646	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		1	This is mandatory

	Harassment *			
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					
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	