

Employee Name : DINESH KURDEKAR
Manager's Name : Ramkrishn Sahu
Goalsheet Of Year: 2017-2018

KRA Category : People

KRA Weightage : 15

KRA Description : Training and 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
1) Completion of self IDP a) Classrom Training on MS Excel Advanced	Text	75		not done	after March 2018	before March 2018	before Jan2018	before November
2) training to subordinates	Text	25		not done	after March 2018	before March 2018	before Jan2018	before November 2017

KRA Category : Customer

KRA Weightage : 15

KRA Description : EHS in Engineering Store

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
accidents	Text	40		more than four	three	two	one	zero
usage of ppe's	Text	25		less than 25%	25%	50%	75%	100%
Risk assessment in specific manual activity (other than routine) - As & when specific job is taken up	Text	15		less than 25%	25%	50%	75%	100%
House keeping	Text	20		less than 25%	25%	50%	75%	100%

KRA Category : Business

KRA Weightage : 20

KRA Description : Availability of packaging material and raising timely PRF's for same

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
Delivery of RM/PM	Text	50		> 4 weeks from delivery date	> 3 weeks from delivery date	> 2 weeks from delivery date	> 1 week from delivery date	no down time
Preparation of PRF's in time by giving enough lead time to Purchase dept	Text	50		90% without PO	75% without PO	50% without PO	25% without PO	no receipts without PO

KRA Category : Process

KRA Weightage : 20

KRA Description : Improvements in Store

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
Labelling of all materials in store	Text	40		25%	50%	75%	85%	100%
Physical Stock Check	Text	60		not done	partially done	50% value wise	75% value wise	100%

KRA Category : Business

KRA Weightage : 30

KRA Description : Store Day to day 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
GRN preparation	Text	40		Within 7 working days, if all the papers are clear and available	Within 4 working days, if all the papers are clear and available	Within 2 working days, if all the papers are clear and available	Within 1 working day, if all the papers are clear and available	Within half day, if all the papers are clear and available
Ensure all invoices i.e. Original for buyer & Duplicate for transporter are forwarded to Accounts & excise department once GRN is punched	Text	25		To be submitted within 72 hrs after preparing GRN	To be submitted within 48 hrs after preparing GRN	To be submitted within 24 hrs after preparing GRN	To be submitted within 12 hrs after preparing GRN	To be submitted within 8 hrs after preparing GRN
Ensure all material receipts are labelled and kept in quarantine area till QC clearance	Text	15		Shift material to respective location after QC clearance within 72hours	Shift material to respective location after QC clearance within 48hours	Shift material to respective location after QC clearance within 24hours	Shift material to respective location after QC clearance within 12hours	Shift material to respective location after QC clearance within 8 hours
Ensuring Issue of material 100% against Issue Slip Posting	Text	10		50% against Issue slip posting	75% against Issue slip posting	80% against Issue slip posting	90% against Issue slip posting	100% against Issue slip posting
Ensuring to maintain material stock SAP vs Actual	Text	10		75%	80%	85%	>90%	100%

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

Employee Name	Manager's name	Employee ID	Year
DINESH KURDEKAR	Ramkrishn Sahu	10000231	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	basic excel	2	External Faculty
2	none	0	vilas.kakade@vvfltd.com?Vilas Kakade

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	