

Employee Name : Jayaram Patra  
 Manager's Name : Sanjay Sharma  
 Goalsheet Of Year: 2017-2018

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : General Support**

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
Assist to immediate senior to respond immediately for drafting & vetting of agreements primarily for PCP, CMB, Oleo Dept.	Text	50		More than 45 days fr >>	More than 30 days fr >>	20 to 30 days	>15 days	>7 days
Regarding the payment of professional fees of lawyers - Check the bills, Conducting SAP Entries, follow up with account dept. and ensure the timely payment	Text	50		More than 45 days fr >>	More than 30 days fr >>	20 to 30 days	>15 days	>7 days

**KRA Category : Process**  
**KRA Weightage : 20**  
**KRA Description : Litigation 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
Civil Appeal - District Judge Court - at Alibag, Civil Reg. Suit in the Court of Civil Judge Jr. Division at Panvel, Appeal of Palghar Land against MIDC in Bombay High court	Text	50		Not replied or filled claim	Replied or filled beyond limitation with delay condonation	Replied or filled limitation in time	Replied or filled limitation in proactive manner	Replied or filled limitation in proactive manner and settled
Taloja Land against MIDC in Bombay High Court, Arbitration proceeding between JLL & VVF, LBT matter	Text	50		Not replied or filled claim	Replied or filled beyond limitation with delay condonation	Replied or filled limitation in time	Replied or filled limitation in proactive manner	Replied or filled limitation in proactive manner and settled

**KRA Category : Business**  
**KRA Weightage : 40**  
**KRA Description : IPR Management and Compliance of Legal Metrology (Packaged Commodities) Rule 2011**

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
Searching New Trademarks in different classes, Renewal of existing Trademarks, Arranging to File objection against deceptive Trademarks in India, New Application for Trademarks Registration	Text	50		More than 45 days from >	More than 30 days from >	20 to 30 days	>15 days	>7 days
Approve of Wrappers, Carton and Shipper of CPD & CMB as per Legal Metrology (P C) Rule 2011 and Update as per new notification, Application for product registration in License & its renewal under LM Rule, Drafting of reply to Show Cause Notice received from Legal Metrology,	Text	50		More than 45 days from >	More than 30 days from >	20 to 30 days	>15 days	>7 days

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : Co-ordinating and 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
Renewal of License - Legal metrology Office	Text	40		More than 45 days fr >>	More than 30 days fr >>	20 to 30 days	>15 days	>7 days
Liasoning with MIDC, Stamp duty office, Registration office	Text	60		More than 45 days fr >>	More than 30 days fr >>	20 to 30 days	>15 days	>7 days

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

Employee Name	Manager's name	Employee ID	Year
Jayaram Patra	Sanjay Sharma	10003181	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	Communication skill is very essential for representation for organisation.
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			
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	<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**

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	