

Employee Name : Dipti Todkar
 Manager's Name : Mohan Sonar
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 20
KRA Description : Managing the auditors

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
complete support for the statutory, secretarial and internal audit functions	Text	60		providing data after 20 days	providing data within 10 days	providing data within 7 days	providing data within 5 days	providing adequate data within 3 days
Liasoning with ROC, RD, Banks for any matter	Text	20		providing data after 20 days	providing data within 10 days	providing data within 7 days	providing data within 5 days	providing adequate data within 3 days
Supporting finance and treasury for remittance, funding, funds transfer and statutory updates	Text	20		providing data after 20 days	providing data within 10 days	providing data within 7 days	providing data within 5 days	providing adequate data within 3 days

KRA Category : Business
KRA Weightage : 40
KRA Description : Timely submission of forms with no misses for VVF India and VVf group excluding delays due to technical or unless otherwise company decided

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 completion of annual filings and other forms for any corporate action with Registrar of Companies	Text	70		not filed	> 30 days	<30 days	< 20 days	< 10 days
compliance report	Text	30		not submitted	> 15 days	<15 days	<10 days	<5 days

KRA Category : Process
KRA Weightage : 20
KRA Description : secretarial compliances

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
update of minutes of VVF (India), Synergy India Marketing, Softsens Consumer Products, Vitavon Life, Joshi Trust	Text	70		with in 60 days from end of quarter	within 45 days from end of quarter	within 30 days from end of quarter	within 15 days from end of quarter	within 10 days from end of quarter
Updation of statutory registers above companies	Text	30		with in 60 days from end of quarter	within 45 days from end of quarter	within 30 days from end of quarter	within 15 days from end of quarter	within 10 days from end of quarter

KRA Category : Customer

KRA Weightage : 20

KRA Description : Legal and other matters

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
Drafting and vetting of legal documents of VVF and group companies	Text	30		done after 15 days	done within 10 days	done within 7 days	done within 5 days	done within 3 days
Foreign companies minutes , resolution	Text	30		done after 10 days	done within 10 days	done within 7 days	done within 5 days	done within 3 days
support for Fixed Deposits receipts	Text	10		check and sign after 10 days	check and sign within 10 days	check and sign within 7 days	check and sign within 5 days	check and sign within 2 days
Trademarks related to VVF Group companies	Text	30		done after 10 days	one within 10 days	done within 7 days	done within 5 days	done within 3 days

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

Employee Name	Manager's name	Employee ID	Year
Dipti Todkar	Mohan Sonar	10003582	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	Charles Carvalho	2	

	Communication Skills			
5	The Super Manager	Amit Sanas	2	improvement in leadership skills
6	Six Thinking Hats		1	out of box thinking
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	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	