

Employee Name : RAGHUPATHY S.

Manager's Name : Kishor Salunke

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 30

KRA Description : Business 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
Audit Compliance	Text	20		More than 10 Major NC	More than 5 Major NC	Less Than 5 Major NC	Less than 2 Major NC	No Major NC
Support for RBNQA Application	Text	20		After April 2018	After Mar 2018	On or before Mar 2018	On or before Feb 2018	On or before Jan 2018
Annual Health Check up, Shoes, Uniform, Rain Wear	Text	20		Delay by 6 weeks	Delay by 3 months	Delay by 1 Month	Delay by 2 weeks	On time As per Plan
Monitoring of company employee OT cost and manufacturing expenses of contract labour viz-a-viz operations, Proposal to reduce OT expenses	Text	30		Not provided	Delay by 1 day	as and when require with accuracy	One day in advance with 100% accuracy	Two day in advance with 100% accuracy
Coordination of Pest Control as and when	Text	10		after one month	After on weeks	After one working day	On same working day	Immediately

KRA Category : People

KRA Weightage : 30

KRA Description : Organisational Effectiveness by enhancing development of employees

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
Salary Input every Month	Text	50		Delay more than 1 day	Delay by 1 day	Last day of Month	On or before 30	On or Before 29
MIS to all Stakeholders - HOD, HO etc.	Text	25		Not provided or delayed beyond 10th of the month.	After 5th day subsequent month	On Due date i.e. 5th of the month	on 3rd day subsequent month with 100% accuracy	on 1st day subsequent month with 100% accuracy
Updation of Attendance	Text	25		Not updated	After 21st of the month	Upto 21st day of the month with 100% accuracy	Upto 18th day of the month with 100% accuracy	Upto 16th day of the month with 100% accuracy

KRA Category : Process

KRA Weightage : 20

KRA Description : Zero Mandays lost on account of Industrial Relations

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
Feedback on IR Activity to HR Head	Text	20		Not Informed	After 1 working day	On same day	After few hours	Immediately after happening
Grievances Handling	Text	20		Not Resolved	Within 6 working days with 100% satisfaction	Within 2 working days with 100% satisfaction	Within 1 working day with 100% satisfaction	Same day with 100% satisfaction
Counselling and Timely actions on absenteeism cases for more than 3 days absence	Text	20		Action after 5 days completion of next month	Action after 4 days completion of next month	Action after 3 days completion of next month	Action after 2 days completion of next month	Action within completion of next month
PRF Entry, PO and service entry in SAP after receiving the bill from contractor to process payment and Contract Labour Payment Processing till receipt of cheque by contractor	Text	20		If Delayed and processed in subsequent month	After 30th of Month	On or before 30th of month	On or before 28th of month	On or before 26th of month
To coordinate with departments for supply of labours whenever required to meet production/shutdown/maintenance etc	Percentage	20		60	70	80	90	100

KRA Category : Customer
KRA Weightage : 20
KRA Description : Culture Building through HR Processes

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
Mediclaime, Weekly Benefit under GPA	Text	20		After 1 Month	After 1 week	After 2 days	After 1 day	On same day
To do fitment and calculations as per the guidelines of management	Text	30		Delay more than 1 day	Delay by 1 day	O same day when require with accuracy	One day in advance with 100% accuracy	Two day in advance with 100% accuracy
Transport, Canteen and Grievances Handling	Text	20		Not Resolved	Delay by week	After 1 day	On Same day	To handle the issues in case of emergencies. Zero grievances immediately
Administration - Guest arrangement for visitors and Auditors, Drainage Cleaning, Water cooler maintenance etc	Text	20		Timely Service
Employee Engagement - Birthday Pen, Dussera, Diwali, Sports and Farewell	Text	10		Timely Compliance

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

Employee Name	Manager's name	Employee ID	Year
RAGHUPATHY S.	Kishor Salunke	10000429	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	YES
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	1	YES

*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	