

Employee Name : Ashwini Kuppast  
 Manager's Name : Anant Pednekar  
 Goalsheet Of Year: 2016-2017

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Organisational restructuring to enhance effectiveness of Business**

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
Compliance of Monthly / Quarterly / Half yearly / Yearly Statutory returns / payments/ Maintenance of Notices & Registers w.r.t. Company and Contract Labour for Sion, Sewree & Kutch	Text			Not Available	Not Available	1. Compliance on time as per the due date of respective act 2. No NC	1. Complied in 8 working days in advance w.r.t. due date. 2. No NC	Not Available
To maintain Contract Labour Management & clearance of bills for Sion & Sewree w.r.t to rules & regulation. Renewal of cost effective agreements w.r.t to compliance	Text			Not Available	Not Available	1. Compliance on time as per the due date of respective act 2. No NC	1. Complied in 8 working days in advance w.r.t. due date. 2. No NC	Not Available
To handle internal & external audits & co-ordinate with plant managers for the same	Text			Not Available	Not Available	No Major NC	Nil NC	Not Available
To create effective HR/IR Budget for Sion & Sewree	Text			Not Available	Not Available	savings 10% vs FY 15_16	"savings 15% vs FY 15_16 "	Cost saving upto 30% of budget
Handling of Kutch Plant	Text			Not Available	Not Available	No NC observed	Not Available	Not Available

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Change Management - 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
Compilation and submission of quarterly compliance of all plants	Text			Not Available	Not Available	preceding 15th of each quarter	preceding 10th of each quarter	Not Available
Reduction of absenteeism / misconduct cases by way of Disciplinary actions for Sion & Sewree	Text			Not Available	Not Available	Action within 3 working days of incident reported	Action taken within 2 working days of incident reported	Action taken within 1 working days of incident reported
To complete the Enquiries with creation & maintenance of evidence/documentation of absenteeism and other misconducts for Sion & Sewree	Text			Completion of Enquiry within 120 days.	Completion of Enquiry within 80 days.	Completion of Enquiry within 60 working days.	Completion of Enquiry within 45 working days.	Completion of Enquiry within 30 working days.
To clear Baddi & Taloja PRF/offer letters & other documents	Text			Not Available	Not Available	Clearance & Signatory within 10 working days	Clearance & Signatory within 05 working days	Not Available
Updation to MIS Team, Concerned authorities about St.compliances & disciplinary action	Text			on or before 20th of succeeding month	on or before 10th of succeeding month	on or before 7th of succeeding month	on or before 5th of succeeding month	on or before 3th of succeeding month

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Effective services to employees/ customer**

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
Bill payments of customer / vendors / service providers	Text			Not Available	Not Available	Before 30th of Successive month	Before 15th of Successive month	Not Available
Issue of uniforms/ shoes and other committed requirement to Sewree and Sion employees	Text			Not Available	Not Available	Uniform/ Shoes : 31 Jul Picnic: 31 Jul. Medicals : 31 Oct Welfare Commit. : as per last year	Uniform/ Shoes :15 Jul Picnic: 15 Jul Medicals : 15 Oct Welfare Commit. : 15 days prior to last year	Not Available
Full and final payments w.r.t. BC of Sion & Sewree	Text			Not Available	Not Available	Gratuity : on last day F&F: next month salary	Gratuity : on last day F&F: next month salary Death Cases: all dues within 2 months	Not Available
Budget FY 2016-17	Text			Not Available	Not Available	savings 10% vs FY 15_16	savings 15% vs FY 15_16	Not Available
Submission of annual budget w.r.t. Sion & Sewree	Text			Not Available	Not Available	Submission: 15 Jan_17	Submission: 01 Jan_17	Not Available

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Self 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
Completion of IDP of self	Text			Not Available	Not Available	By 30.09.2016	By 31.07.2016	Not Available
Track of IDP completion of Sewree and Sion JMC and above team	Text			Not Available	Not Available	90% IDP completion by 31.03.2017	100% IDP completion by 31.03.2017	Not Available

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

Employee Name	Manager's name	Employee ID	Year
Ashwini Kuppast	Anant Pednekar	10002670	2016-2017

*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	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

\*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				Yes	Received regular coaching by Mr. Pednekar in day to day functional activities. I was coached in understanding various concepts & step by step functioning on labour laws, contract management & PRF/Offer letters & other plant activities. I also received knowledgeable inputs on understanding human behavior, self control, street smartness which has helped in professional & personal life.

2	Coaching through leader in own function for functional inputs				No	Not Applicable
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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	Not Completed
Project Status Comments	Not completed