

Employee Name : Ashwini Kuppast
 Manager's Name : Anant Pednekar
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 30

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
Scrutinization & clearance of bill payments of customer / vendors / service providers	Text	20		Not Applicable	not Applicable	Before 30th of Successive month	Before 20th of Successive month Before 15th of Successive month	Before 30th of Successive month Before 15th of Successive month
Issue of Raincoats/ uniforms/ shoes and other committed requirement to Sewree and Sion employees	Text	25		Not Applicable	Not Applicable	Raincoats: 30th June, Picnic: 31 Jul., Uniform/ Shoes : 31 Aug, Dasera : 30th Sept, Diwali: 30th Sept, Medicals : 31 Oct	05 days prior to the date as mentioned in rating 03	Not Applicable
To create, maintain & manage annual budget w.r.t. Sion & Sewree	Text	15		Not Applicable	Not Applicable	Submission: 15 Jan_17 and 10% saving	Submission: 01 Jan_17 and 15% saving	Not Applicable
Full and final payments w.r.t separating employees of Sion & Sewree	Text	15		Not Applicable	Not Applicable	Gratuity : on last day F&F: next month salary	Gratuity :05 days prior to last day F&F: next month salary Death Cases: all dues within 2 months	Not Applicable
Handling of Payroll, Statutorycompliances, Grievances handling and all the HR related activities for Kutch Plant	Text	25		Not Applicable	Not Applicable	No Major NC	Nil Nc	Not Applicable

KRA Category : People

KRA Weightage : 15

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	20		Not applicable	Not applicable	by 31.03.2018	Not applicable	Not applicable
Understanding on plant activities and process	Text	30		Not applicable	Not applicable	by 31.03.2018	Not applicable	Not applicable
To handle internal & external audits & coordinate with plant managers for the same	Text	50		Not Applicable	Not applicable	No Major NC	No NC	Not applicable

KRA Category : Process

KRA Weightage : 40

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, scrutinization, taking approvals and submission of quarterly compliance reports pertaining to HR & Sion & Sewree Factories. Compliance of Monthly / Quarterly / Half yearly returns / payments/ Maintenance of Notices & Registers/ Documentations under Labour Acts for Sion, Sewree & Kutch	Text	25		Not Applicable	Not Applicable	preceding 15th of each quarter	preceding 12th of each quarter	preceding 10th of each quarter
Compilation, scrutinization, taking approvals for PRF, Offer, CTC and all other documents for Associate & OC cadre for all the plants	Text	20		Not Applicable	Not Applicable	Clearance & Signatory within 10 working days	Clearance & Signatory within 05 working days	Clearance & Signatory within 03 working days
Updation to MIS Team, retirement, transfer & deputation. Updation Concerned authorities about st.compliances & disciplinary action	Text	15		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
To complete the Enquiries with creation & maintainance of evidence/documentation of absenteeism and other misconducts for Sion & Sewree	Text	15		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 maintain Contract Labour Management & maintenance of statutory compliances/records, w.r.t to various labour laws .Regulation updation to various amendements of laws & yearly renewal of cost effective agreements w.r.t to labour compliance	Text	25		Not Applicable	Not Applicable	Compliance on time before the due date & No NC	Compliance 05 days prior before the due date & No NC	Not applicable

KRA Category : Business

KRA Weightage : 15

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
To create JD, organisational charts and reestablish the manpower and work assignment for Associate & OC cadre at Sion & Sewree	Text	50		Not applicable	Not applicable	on or before 31st Dec 17	on or before 30th Nov 17	Not applicable
To create JD, organisational charts and reestablish the manpower and work assignment for Contractual Manpower at Sion & Sewree	Text	50		Not applicable	Not applicable	on or before 31st Dec 17	on or before 30th Nov 17	Not applicable

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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	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	
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	1	to sharpen the negotiating and communication skills

*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	Anant Pednekar	06	31/Mar/2018		

2	Coaching through leader in own function for functional inputs					
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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	
Project Status Comments	