

Employee Name : Jyoti Thorat
Manager's Name : Madhulika Pathak
Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 20

KRA Description : Annual Business Plan 2017-18(VVFI and VVFL)

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
1. Preperation of Data Formats	Text			.	.	20th Jan'2017	15th Jan'2017	12th Jan'2017
2.ABP Data updation & Circulation	Text			.	.	20th Feb'2017	14th Feb'2017	8th Feb'2017
3.Monthly ABP P&L	Text			.	.	31st March'2017	20th March'17	15th March'17

KRA Category : Business

KRA Weightage : 20

KRA Description : Divisional P&L & other data

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
1. Divisional P&L for PCP	Text			.	.	7th woking day	6th Working day	5th Working day
2.Inventory Ageing Report	Text			.	.	7th woking day	6th Working day	5th Working day
3.Detailed MIS Reports (CMB &CPD)	Text			.	.	9th Working day	8th Working day	7th woking day
4.Monthly Data for PE	Text			.	.	10th Working day	9th Working day	8th Working day
5.Monthly Trends (as per costing & as per financial)	Text			.	.	10th Working day	9th Working day	8th Working day
6.Working for Activity Rate	Text			.	.	20th of working day	19th of working day	18th Working day

KRA Category : Customer

KRA Weightage : 20

KRA Description : Divisional -Sales & Overhead Variance Report

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
1. Sales Variance reports for VVF (India) Ltd.	Text			-	-	4th woking day	3rd Working day	2nd Working day
2.Overhead Variance report for VVF (India) Ltd.	Text			-	-	7th woking day	6th Working day	5th Working day
3.Product & Customer wise report for PCP	Text			-	-	3.Product & Customer wise report for PCP	8th Working day	7th woking day
4.Weekly sales report	Text			-	-	Weekly	Weekly	Weekly

KRA Category : People

KRA Weightage : 15

KRA Description : IDP

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
1.Completion of IDP	Text			-	30th Nov 2016	31st Oct 2016	15th Oct 2016	30th Sept 2016

KRA Category : Process

KRA Weightage : 25

KRA Description : Utilities Consumption & Other special assignment

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
1. Cost Sheet break up from SAP for Statutory Audit	Text			-	-	As per requirement within 3 working days	As per requirement within 2 working days	As per requirement within 1 working days
2. Various data for Treasury	Text			-	-	Within 3 working days	Within 2 working days	Within 1 working days
3.Data for LOP/ Insurance	Text			-	-	Need basis.	Need basis.	Need basis.
4. Other reports as per requirement	Text			-	-	As per requirement	As per requirement	As per requirement

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
5. Reporting of Daily collection/payment *	Text			-	-	Need basis.	Need basis.	Need basis.
6. Anti-dumping data for sales of 2012-13 to 2016-17	Text			-	-	Need basis.	Need basis.	Need basis.
7. Excise Provision for Inventory in March	Text			-	-	Need basis.	Need basis.	Need basis.

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

Employee Name	Manager's name	Employee ID	Year
Jyoti Thorat	Madhulika Pathak	10002896	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	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	ok
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	ok
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	ok
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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	Advanced PPT Training	NA	31.03.2017	Yes	NA
2	Coaching through leader in own function for functional inputs		Array			

Part C: Development through action learning projects

Project Title	Master Data Cleaning
Review date	
Target end date	30-11-2016
Project scope	Material master data cleaning.
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	Need to discuss