

**M.Balaji - OFFICER (sales activities)**

S.No.	Responsibility	Co - Ordination	Reference	Document No	Frequency / Target	Target 25-26	Actual	Target 26-27	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	Dispatch and Kit Packing manpower allotment and utilizes it efficiently.	HOD	Plan vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Manpower	Efficient utilization of manpower & People Development	L2	L3
2	Dispatch activity monitoring as per day wise customer requirement.	Sales	Plan vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Dispatch Activity	Knowledge about customer requirement	L3	L4
3	Sch vs.Supply Review and analysis.	HOD's & Customer	Plan vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	80%	100%	R.Marimuthu/ R.Madheshwaran	Sales Planning	Knowledge on Accountability & Traceability	L2	L3
4	Review of Container opening stock and arrange to users.	All Location	Container Register	Supporting Document	Daily Followup	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	FG Store Activity		L2	L3
5	Production and Purchase commitment foll	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Cust Followup		L3	L4
6	Dispatch and KIT Packing Dock Audit	QAD	Check list	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	O.Muniraju / R.Madheshwaran	Dispatch Activity		L3	L4
7	Clearance of customer complaint / Reject	QAD,Finance	Customer Rejection& Compliant Document	LKM/QAD/DI/58	Daily Followup	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Dispatch Activity	Knowledge on Analytical skill	L2	L3
8	Accounting of container register.	FG. Store	Container Register	Supporting Document	Daily Followup	100%	80%	100%	R.Madheshwaran/ O.Muniraju	Documentation	Knowledge on Accountability & Traceability	L2	L3
9	Maintenances of material handling equipm	PMD	Trolley Register	Supporting Document	Daily Followup	100%	83%	100%	R.Marimuthu/ R.Madheshwaran	FG Store Activity	Knowledge About Material Handling Requirements	L2	L3
10	Critical materials follow up	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	As per plan	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Cust Followup	Knowledge about customer requirement	L3	L4
11	ODC Clearance	FG. Store	ODC Action Plan File	LKM/SLS/DI/25	As per plan	100%	85%	100%	R.Marimuthu/ R.Madheshwaran	Dispatch Activity	Knowledge on Analytical skill	L3	L4
12	Packing material indent and follow up.	Consumable store	Indent Note	Supporting Document	Monthly	100%	80%	100%	O.Muniraju / R.Madheshwaran	FG Store Activity	Product Knowledge	L2	L3
13	Packing material receipt and accounting.	HOD	Packing Material Stock Register	Supporting Document	Monthly	100%	83%	100%	O.Muniraju / R.Madheshwaran	FG Store Activity		L2	L3
14	Log book maintenance.	FG Store, Sales	Log book Register	*****	*****	100%	80%	100%	R.Marimuthu/ R.Madheshwaran	Documentation	Knowledge on Accountability & Traceability	L2	L3

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15	Improvement activities.	Team	CIP File	LKM/PRD/DI/70	****	****	****	****	****	Documentation	CAPA & KAIZEN & SUGGESTION/CIP	L2	L3
16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
17	CL (Casual Labor) and Sub-ordinates work reporting and Review.	HOD	*****	*****	*****	*****	*****	*****	*****	Manpower	Efficient utilization of manpower & People Development	L2	L3
18	Any other Job assigned by HOD.	HOD	****	*****	****	****	****	****	****	Others	Behaviour & Discipline		
S.No	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass												
Prepared by :										Approved by : _____			