

Employee Name : DHANANJAY FULSE  
 Manager's Name : DHANANJAY FULSE  
 Goalsheet Approval Date : 23-Nov-2016

**KRA Category : Customer**  
**KRA Weightage : 40 \_**

| 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      |
|--|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Ensure correct communication from shift to shift, time to time   | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Ensure that the results are communicated to the internal customers with out delays & with out errors.  | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| SAP entries are to be done for complete batches before 5 days  | Text |               |       | More than 30 days                  | More than 20 daysMore than 20 days | More than 10 days                     | 5 to 10 days                          | upto 5 days                      |
| The deviations with respect to specifications should be brought to notice of seniors & shift in charge | Text |               |       | No case reported                   | Less than three cases reported     | Three cases reported                  | Four cases reported                   | More than 5 cases reported       |

**KRA Category : People**  
**KRA Weightage : 20 \_**

| 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.Complete the IDP training  | Text |               |       | No attempt                         | 50% complete                         | 100 % complete                        | .                                     | .                                |
| 2.Get familar with a general picture of all plant activities and visit all plants atleast 5 times per year.  | Text |               |       | No visit                           | 2 time visit with abnormality report | 3 time visit with abnormality report  | 5 time visit with abnormality report  | .                                |
| 3.Ensure , by year end, all the working area related to chemist is learnt and is manageable independantly.   | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90%   | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| 4.Always wear proper PPEs while working in lab and while visiting the plants.  | Text |               |       | More than one case in year         | One case in year                     | .                                     | .                                     | .                                |
| 5a. Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glasswares. 5b. Mobile usage inside laboratory premises to be restricted. 5c. No arrogant behaviours / non cooperation / quarrelling with other departments | Text |               |       | More than two case in year         | two case in year                     | .                                     | .                                     | .                                |

**KRA Category : Process**

KRA Weightage : 20 \_

| 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      |
|--|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Do the analysis and all other works in lab strictly as per SOPs.   | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Ensure all analysis results are entered at proper sites and in the first level register with sign and date | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Ensure all batch results entries in shifts in SAP.   | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Maintain proper house keeping in Lab.  | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |

KRA Category : Business  
KRA Weightage : 20 \_

| 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      |
|---|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Ensure minimum glassware breakages                | Text |               |       | More than 10 cases of breakage     | 10 cases of breakage               | Five cases of breakage                | Three cases of breakage               | Only one case of breakage        |
| Minimise absenteeism (Overtime saving)            | Text |               |       | more than 10 leave without pay     | more than 5 leave without pay      | more than 3 leave without pay         | No leave without pay                  | Minimum absenteeism              |
| Ensure that the revised sampling plan is followed | Text |               |       | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |