

10000257 JOSEPH SATHE

Employee Name : JOSEPH SATHEManager's Name : Pramath Sanghavi

Goalsheet Approval Date : 21-Apr-2017

KRA Category : Business

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Master data for material rates fo 2016	Text			below _ october	below_Nov	30_Nov	31_Dec	31_Jan	5	Removed on 31/3/2017 as per instruction from kundu sir, in order to get full year data. mail attached
IDP-MS Office Basics/MS Excel Advanced	Text			Above dec	30_Nov	30_Dec	01_Jan	31_Mar	5	Took training from Mr. Rhul khatu/ avinash jadhav, Kundu sir as and when required.

KRA Category : Customer

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Visual inspection/ Dimentional checking/Record keeping of inward defect material vendorwise	Text			.	95% Within 10 days of receiving materials	95% Within 5 days of receiving materials	97% Within 3 days of receiving materials	100% Within 2 days of receiving materials	5	did 100% checking, and intimated person concern in case of defects or rejections, attached one such case
Storing material properly w.r.t good engineering practice sharing information on available material for future projects	Text			.	95% Within 10 days of receiving materials	95% Within 5 days of receiving materials	97% Within 3 days of receiving materials	100% Within 2 days of receiving materials	5	Gave information and was able to reduce cost of sion / sewree / baddi projects, one such case attached

KRA Category : People

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Co-ordination with purchaser, vendor, security, excise dept, to complete GRN entries	Text			.	95 % of GRN will be competed in 21 days	95 % of GRN will be competed in 15 days	100% of GRN will be competed in 10 days	100% of GRN will be competed in 7 days	5	Co-ordination with purchaser, vendor, security, excise dept, to complete GRN entries from time to time
QC pending list generation	Text			.	Fortnightly	weekly	Bi_weekly	.	5	informed every user about receipt of material so that they can do QC

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										and raise IV for issue of material
Inward Material information sharing to stake holders	Text			.	once a week	Daily	Twice in a day	.	5	as soon as material was received snapshot was sent on mail, then I use to send daily report on day to day basis also
Material & Asset transfer process across VVF unit	Text			.	95% within 10 Days of project approval	95% within 5 Days of project approval	97% within 3 Days of project approval	100% within 2 Days of project approval	5	made STPO as soon as all procedures were completed and rubina gave OK

KRA Category : Customer
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Generate PO, coordinate for material delivery	Text			.	with in 10 days	with in 5 days	with in 3 days	with in 1 days	NA	NA
Absolute alcohol licence renewal work	Text			.	.	Mar_17	.	.	3	was renewed on 31/3/2017 for the financial year 17-18
Project scap disposal	Text			.	.	20 MT	35 MT	above 50 MT	5	71 MT was removed in full year
Removal & rearrangement of project material / scrap in the new plot area	Text			.	To be completed by 25.08.2015	To be completed by 16.08.2015	To be completed by 05.08.2015	To be completed by 27.07.2015	5	As instructed by Col ravi Shankar, and Kundu sir, wanted scrap was shifted to one place and unwanted disposed off, actual disposed stock data attached (71 MT)

KRA Category : Business
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	Actual achievement of year end	Appraisee comment on actual achievement
Reduction of Inventory of project material. (Value wise)	Text			.	3%	5%	8%	10%	5	start of year common WBS value was Rs. 816058.62 now on Rs.414392.23 reduction by 50 % in SAP
Material Receipt And tagging to be done on daily basis	Text			.	.	Daily log to be maintained	.	.		
Ensure that material is not issued without Issue voucher to	Text			.	.	*Zero Pending IV Complete pending posting by 21 Jul and match SAP	.	.		

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any user						stock"				
Prepare & Publish a list of non moving old material every 3 months. Upload the unaccounted stock to SAP	Text			.	.	"July, Oct, Jan & Apr Upload to SAP by end Sep"	"July, Oct, Jan & Apr Upload to SAP by Mid Sep"	"July, Oct, Jan & Apr Upload to SAP by End Aug"		
Physical checking of store with SAP stock 100 %.	Text			.	Delay by 15 days	Every Month	Every Fortnight	.		