

KRA Category : Customer
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) Daily to plan & allocate material for dispatch as per specification in sales order in co-ordination with QA & Logistics.	Text			Not Available	Not Available	Zero container hold_up time due to material quantity & product SKU.	Not Available	Not Available
2) To check stock of packing material for drum filling and ware house & raise PRF	Text			Not Available	Not Available	Zero downtime on account of packing material not available	Not Available	Not Available
3) To create stock of scrap in the system	Text			Not Available	Not Available	Zero delay in disposal plan	Not Available	Not Available
4) To make documentation of Ware house & drum filling for ISO certification	Text			Not Available	Not Available	100% compliance	Not Available	Not Available
5) To make documentation for certification of 14001 & 18001 for ware house & drum filling	Text			Not Available	Not Available	100% compliance	Not Available	Not Available

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
1. To co-ordinate with Internal & External auditors for stock checking & report generation	Text			Not Available	Not Available	Month on month	Not Available	Not Available
2. Services bills of palletization work check & verify for service entry to be done in SAP	Text			Not Available	Not Available	Month on month	Not Available	Not Available
3. To make Production Report of Pastillator, drum filling and flaker	Text			Not Available	Not Available	Daily	Not Available	Not Available
4. To create Product stock report batchwise	Text			Not Available	Not Available	Daily	Not Available	Not Available

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
1. Production data - a) Data Entry of daily production & downtime in SAP - Fatty Acid Plant, Glycerine Plant, Pastillator, Flakes and drum filling. B) To make BOM data format & get BOM up-loaded in SAP in consultation with HOD	Text			Not Available	Not Available	a) Daily Production Data Entry in SAP before 02.00 pm. B) As and when required	Not Available	Not Available
2. Availability of FG stock in SAP a) To make available FG stock and various blending products daily in SAP b) To enter data in SAP using critical movements like MB1A and keep record of it	Text			Not Available	Not Available	a) Zero delay time on account of material not available in SAP b) As and when it is required with proper justification	Not Available	Not Available
3. Material Reconciliation - a) To generate Material reconciliation report and match the tank-wise stock in consultation with respective HOD b) Verify data SAP Vs Actual	Text			Not Available	Not Available	Month on month	Not Available	Not Available
4. To generate various report on data entry from SAP for Production support	Text			Not Available	Not Available	As and when it is required	Not Available	Not Available
5. Purchase requisition, Issue voucher (IV) & Service PR to create in SAP.	Text			Not Available	Not Available	As and when it is required	Not Available	Not Available

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
1. CMIE and Ministry of Commerce related documentation	Text			Not Avialable	Not Avialable	Monthly	Not Avialable	Not Avialable
2. To prepare Excise related documents and Report like Sr No.3, 12/2012, Duty drawback & RSPO Mass balance etc	Text			Not Avialable	Not Avialable	Month on Month	Not Avialable	Not Avialable
3. To Assist Plant Head for various daily jobs that are assigned.	Text			Not Avialable	Not Avialable	Daily	Not Avialable	Not Avialable
4. IDP completion by training	Text			Not Avialable	Not Avialable	100%	Not Avialable	Not Avialable