

Employee Name : Paulose YohanManager's Name : Paulose Yohan  
Goalsheet Approval Date : 21-Dec-2016

**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
1- Submit all data as per customer requiremnet for getting the forms released from various customers	Percentage			80	80	90	95	100
2- Follow up with varous customers for various forms & give all necessary data for correction and reissue of forms from various customers	Percentage			80	80	90	95	100

**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
1- Verification of various forms received and submit the same to respective locations periodically.	Percentage			80	80	90	95	100
2- Documentation like details of forms and interaction with regards to various forms issue related locations	Percentage			80	80	90	95	100
3- Follow up and reconciliation of pending of forms with difference loactions	Percentage			80	80	90	95	100

**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 - YEAR 2014-15 : Rs.6,78,96,311/-	Percentage			90	90	90	95	100
2 - YEAR 2015-16 : Rs.204,06,63,825/-	Percentage			85	90	90	95	100
3- YEAR 2016-17 : Rs.84,90,19,934/- (Q1)	Percentage			85	90	90	95	100

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
1- Invoice processing - Create Purchase Order & do Service Entry in SAP & make voucher and get signature then send for payment to accounts	Percentage			80	80	90	95	100
2- Provide support to all SMCs as MD / CEO & VPs as well as all other concerned Oleo Managers in various activities	Percentage			80	80	90	95	100
3- Office administrative functions - take care all apparatus fuction properly and get rectified the defective items and also maintain timers and also arragne conferences & teleconference activities in Oleo Dept.	Percentage			80	80	90	95	100
4- Carry out office correspondences / emails / and other follow ups with Plant level people for various activities like documetns for foreign invoice processing etc.	Percentage			80	80	90	95	100
5- Also arraged shifting of all back-logs of old samples lying from 2012 to Taloja	Percentage			100	100	100	100	100

KRA Category : Process  
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
1- Processing of Visa - Arrange pre-requisites for visa requirements to various countries / arrange invitation letters and other documents like Passport and othe relevant documtns and submit to Travel Desk for Visa processing.	Percentage			100	100	100	100	100
2- Arrangement of Foreign currency documents / foreign expenditure statement / prepare various vouchers for domestic and foreign expenses.	Percentage			100	100	100	100	100
3- Arrangement of Inland travel facilities	Percentage			100	100	100	100	100