

10000014 Vivek Kamat

Employee Name : Vivek KamatManager's Name : Vadiraj Ekkundi

Goalsheet Approval Date : 18-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
Keeping track of the expenses incurred for various activities in the department and filing the documents.	Text		50	.	.	As per the needs of finance dept.	Done proactively	.	5	Tracking was done successfully for every activity and matter was shared and forwarded to concern person
Supporting in raising invoices for international expenses	Text		50	.	.	As per the needs of finance dept.	Done proactively	.	5	During one consignment of soap, matter was resolved and forwarded to concern person

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
Environment Health and Safety*	Text		50	.	.	As per IDP	.	.	5	Seminar attended Fire and safety management by Sunil Katekari
Effective time management and execution	Text		50	.	.	As per IDP	.	.	2	Could not attend

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	Actual achievement of year end	Appraisee comment on actual achievement
Indenting of laboratory chemicals and glassware in the system and having periodic checks for the same and follow up with the vendor. Complete the procurement in	Text		35	.	.	1 TO 2 weeks	1 week	< 1 week	5	Immediate response
Renewing AMC's of laboratory instruments.	Text		15	.	.	1 month before the last date	2 months before the last date	< 2 months before the last date	5	For every AMC, after quotation is received from

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										vendor, process is completed within permitted time.
Interacting with other plants for raw materials whenever required.	Text		15	.	.	Achieve as per need basis	Proactively procure	.	5	Proactive involvement and support to respective plants
Take care of R&D admin related needs	Text		35	.	.	Achieve as per need basis	Proactively procure	.	5	Proactive support and guidance to colleagues in maintaining Lab as well as store rooms.

KRA Category : Process
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
Creating purchase requisitions, attaching specifications, clearing inspection lots and doing reservations.	Text		35	.	> 3 days	2 to 3 Days	SECOND DAY	SAME DAY	5	Completed within a day
End user training and trouble shooting – Conduct periodic training sessions if required.	Text		15	.	.	1 Training session for 2 in the year	2 to 3 training sessions in the year	> 3 training sessions in the year	2	No request has been come up for training and hence session could not be conducted.
Creating/Changing BOM's in the system, completion of task	Text		35	.	> 3 days	In 3 days	In 2 days	SAME DAY	5	Provided support to liquids (powders and creams, lotion etc) as well as to soaps for CPD CMB both
Code creation for RM/ PM, completion of task	Text		15	.	.	In 2 days	Less than 2 days	SAME DAY	5	Supported to personal care, home care, Agro chemicals as well as to Oleochemical products.

KRA Category : People
KRA Weightage : 15 _

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Effective time management and execution	Text		50	.	.	As per IDP	.	.	2	Could not attend