

Employee Name : Santosh Sharma
Manager's Name : Santosh Sharma
Goalsheet Approval Date : 29-Nov-2016

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Raising PRF & QC and Service Entry for Project related material requirement | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Checking & Maintain Project Cost Centre and GL account for Payment. | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Issuing PRF and IV for Stationery | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Handling Cash Petty for internal dept and site people. Prepare all Voucher and Bills. | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Wind Power - Agreement + visit III party documents and REC related work | Text | | | - | - | On time_ within 15 days | - | - |
| Co-ordination with M/s Global India Pvt Ltd for Agreement for III Party & NOC | Text | | | - | - | On time_ within 15 days | - | - |
| Co-ordination with M/s Suzlon India Ltd for REC and NOC Application | Text | | | - | - | On time_ within 15 days | - | - |
| Co-ordination with M/s Re -Connect India Pvt Ltd for IEX and PXIL | Text | | | - | - | On time_ within 15 days | - | - |
| Arranging Payment with our account dept for Wind Power related MSEDCL | Text | | | - | - | On time_ within 15 days | - | - |

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| Insulation of all Beads project (VVF & vendor scope) | Text | | | 2 weeks delayed | 1 week delayed | As per project schedule | 1 week earlier | 2 weeks earlier |
| Insulation measurement checking and approval | Text | | | 2 weeks delayed | 1 week delayed | As per project schedule | 1 week earlier | 2 weeks earlier |
| Followup with vendor on daily basis for completion of job in time | Text | | | 2 weeks delayed | 1 week delayed | As per project schedule | 1 week earlier | 2 weeks earlier |
| Insulation QC testing & followup with vendor | Text | | | 2 weeks delayed | 1 week delayed | As per project schedule | 1 week earlier | 2 weeks earlier |
| Coordination with vendor for manpower shortfall & makeup | Text | | | 2 weeks delayed | 1 week delayed | As per project schedule | 1 week earlier | 2 weeks earlier |

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|------------------------------|--------------------------------|
| Generating/searching documents required for asset transfer from the date of users request | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |
| Preparation of Asset transfer form & getting approval | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |
| Coordinate with Finance Asset Team to obtain, Transfer cost,Asset upload,Material code creation | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |
| Co-ordinate with site store in charge for STPO | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |
| Co-ordinate with excise representative for Excise gate pass & Invoice | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |
| Co-ordinate with contractor for loading the material & reaching the destination | Text | | | 95% _ within 12 days | 95% _ within 11 days | 95% On time_ within 10 days | 100% On time_ within 10 days | 100% On time_ within 8 days |

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| As and when required Data sheet and Equipment drawing from Plant from various location, give to | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |

| 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 |
|--|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|
| concerned person immediately in time. | | | | | | | | |
| Keeping Track and update of Engineering document.and Preparation of record of order for each project | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Listing of issued drawing or Technical documents and collecting the same and Filing to proper location. | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Distribution of Technical documents to concern Engineer | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Making arrangement for Travel to all Engineers / Manager / Operators Domestic / Over Seas. | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |
| Making arrangements for accommodation and Car-Pick up for Projects related work with help of Travel Desk | Text | | | 4 hrs later | 2 hrs later | On time_ within 1 days | 2 hrs earlier | 4 hrs earlier |