

Employee Name : RAMESH KHANAVKAR

Manager's Name : Pramod Pardale

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : EXPORT CONSIGNMENT DOCUMENTATION AND DESPTACH

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
Review the despatch plan given by Exports / Marketing and create a daily despatch activity sheet.	Text	20		0	0	Minimum 85% completion as per Schedule.	Minimum 90% completion as per Schedule.	Minimum 95% completion as per Schedule.
Excise and Pre-shipment documentations.	Text	20		0	0	Minimum 80% completion as per Schedule.	Minimum 85% completion as per Schedule.	Minimum 90% completion as per Schedule.
Container stuffing/Loading.	Text	20		0	0	Minimum 80% completion as per Schedule.	Minimum 85% completion as per Schedule.	Minimum 90% completion as per Schedule.
Container/Truck movements/Compliance.	Text	20		0	0	All Excise cleared containers to be despatched.	80	85
Provide the holiday stuffing plan in Advance for Excise intimation.	Text	20		0	0	One day in advance.	90	95

KRA Category : Customer

KRA Weightage : 20

KRA Description : Supply chain compliance Audits, MIS and Record maintenance

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
Audits from the department and compliance as Kosher, ISO audit etc.	Percentage	25		80	82	85	90	95
Maintain the files, records and registers.	Percentage	25		80	82	85	90	95
To plan the department Budget with help from HOD.	Percentage	20		80	82	85	90	95
Monthly sales data.	Percentage	30		80	82	85	90	95

KRA Category : Process
KRA Weightage : 20
KRA Description : Weighbridge Operation.

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
Ensure the consignments coming-in and going out are weighed and ensure the same is in line with the documents.	Text	35		on track	on track	reduce the vehicle turn around time by 10%	reduce the vehicle turn around time by 12%	reduce the vehicle turn around time by 15%
Co-ordination with the instrumentation team to keep the Weighbridge is calibrated, working in good condition and complied with Act.	Text	35		on track	on track	Ensure the compliance and certification needed	on track	on track
Ensure to fulfill the GRN posting in time.	Text	30		on track	on track	To control & update the GRN posting for further process of production.	on track	on track

KRA Category : People
KRA Weightage : 20
KRA Description : Development of Self and team

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
Guide and motivate the TMS and Weigh-bridge team for the effective shift management.	Text	75		on Track	on Track	Reduction in OT by 10%	Reduction in OT by 12%	Reduction in OT by 15%
Undergo the EHS and ISO training.	Text	25		on Track	on Track	As per the IDP schedule.	on Track	As per the IDP schedule.

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
RAMESH KHANAVKAR	Pramod Pardale	10000405	2017-2018

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual		1	This is mandatory

	Harassment *			
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name
1			
2			

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	

Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	