

10000102 Swapnil Mhatre

Employee Name : Swapnil MhatreManager's Name : V. R. Krishnan

Goalsheet Approval Date : 20-Apr-2017

**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	Actual achievement of year end	Appraisee comment on actual achievement
Providing support for GST implementation in SAP	Text			Not Available	Not Available	All documents to be checked when the System is ready.	Ready by 15th March	Ready by 1st March	46 Customer have given the GST Details. Rest of the customers are yet to provide details.	Customer code, zone wise had been segregated and master file created and communicated to customer to forward the GST copy and along with it duly filled excel file with relevant information. The files received from the customer had been forwarded to Tax department and to IT department to maintain the same.
Testing GST in SAP	Text			Not Available	Not Available	Not ready	Not Available	Not Available	To be implemented from 1st July 17	To be implemented from 1st July 17

**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
Generate Sales Contract & Order based On receipt of Inquiry no & correct PO from marketing within 2 day from enquiry generation	Text			with in 4 days	with in 3 days	with in 2 days	Within in one day	on the same day	On the same day	Total SC 2829 created Total SO 3054 created
Check Contracts for billing structures	Text			with in 4 days	with in 3 days	within 1 day	on the same day	Not Available	On the same day	Ensured that the duty & Tax structure enter in system is correct as per PO
Modification of Sales Order -Sales order to be modified/changed only with written instruction from authorised authority	Text			with in 4 days	with in 3 days	with in 2 days	Within in one day	on the same day	On the same day	Done on the same day as per instruction from MKT manger
Product-wise Fatty A/c/Fatty acid/Glycerine for orders generated Qty/customer wise as and when required	Text			More than 3 days from date of request	Within 3 day from day of request	Within 2 day from day of request	Within 1 day from date of request	On the date of the request	On the same day	Generated Product wise, customer wise report upon same day of the request.
Product wise pending order report generation and discussion with marketing manager for short closing of Sales order and documenting reason for the same	Text			On the 7th day of the month	On the 6th day of the month	On the 5th Day of the month	On the 4th day of the month	On the third day of the month	On the third day of the month	Done on monthly basis with discussion with MKT Manager

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
Generate statement of despatch for Hydrogen Gas customer wise- every day,	Text			with in 4 days	with in 3 days	with in 2 days	On a daily basis	Not Available	Done on Daly & Weekly Basis & Comparative statement of Hydrogen gas monthly	Done on Daly & Weekly Basis & Comparative statement of Hydrogen gas monthlyOn Track

#### 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	Actual achievement of year end	Appraisee comment on actual achievement
Product wise, Customer wise Sales Report generation and provide to marketing manager for C Form	Text			Not Available	Not Available	By 10th	by 5th	by 3rd	NA	This KRA could not be completed since supporting hand as agree while accepting the KRA was not provided.
Followup with Customers for overdue payments	Text			Not Available	No reduction	Reduction by 3 days	Reduction by 4 days	Reduction by 5 days	NA	This KRA could not be completed since supporting hand as agree while accepting the KRA was not provided.

#### 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	Actual achievement of year end	Appraisee comment on actual achievement
Circulation of Monthly MIS - 1st MIS 10th Sept	Text			Not Available	Not Available	By 5th	By 5th	By 3rd	NA	This KRA could not be completed since supporting hand as agree while accepting the KRA was not provided.