10001933 Rajesh Chavan

Employee Name : Rajesh ChavanManager's Name : Pramod Pardale

Goalsheet Approval Date : 21-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
Prepartion of Wharfage payment and other relevant documents required of the clearance of Bulk Exports	Text			.	.	Before two days of vessel arrival.	.	.	5	Every custom and MBPT allow in time without any complaint and delay.
Co-ordinate with CHA, Surveyor, Shipping Agent, Barge Operators, Logistic Dept for tankers, Contractors and related parties for the execution of shipment	Text			.	.	Before two days of vessel arrival.	.	.	4	during all shipments of export co-ordination and execution of shipment was done properly within this year and we got team award for that as attached
To attend Export bulk vessel and other related on board vessel operations	Text			.	.	All Vessel operation before time allocation.	.	.	5	All required vessel documents prepared and arrange for vessel master in time without any delay with accuracy

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
Arranging clearance within time to avoid detention and demmurage	Text			.	.	four working days after receiving original documents as well as vessel arrived (7 days for ADC & fassai Clearance)	Three working days after receiving original documents as well as vessel arrived (7 days for ADC & fassai Clearance)	.	4	All shipment within this year cleared as per target date exceptionally only factory unloading problem of some heating cargo
Arranging the transportation for import container movement till factory.	Text			.	.	Planning Before one day of container despatch with proper co_ordination with factory to avoid detention.	.	.	3	Inform regularly to transporter for lorry with senior instruction and follow up
Tracking & Communicating with the factory for the import material arrival.	Text			.	.	Co_ordinate with factory person before vessel arrival	.	.	5	All dispatched details share with all concern person with all security and weighbridge
Looking after import vendor (transporter, barge operators, clearing agent, surveyor etc…) payments & follow up with the account dept.	Text			.	.	Assure that all vendor payments within 15 days .	.	.	4	All accounts issue related import payments resolve with accounts dept. and process all bills to accounts dept.
Maintaining daily report to concerns for daily despatch and for vendor payment & making the respective entry in the SAP.	Text			.	.	On daily basis	.	.	4	Maintain MIS for actual expenses and maintain all SAP related entry.
Reporting all outstanding MIS to Dept. HOD	Text			.	.	Weekly basis outstanding report.	.	.	3	Maintain vendor payment sheet supporting file cant upload due to more than 1 mb

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 daily, weekly & monthly reports to the HOD's & respective department.	Text			.	.	On regular basis	.	.	4	maintain MIS and provide concern person as per requirement.
To prapare MIS report as per the requirement of Seniors and /or Management	Text			.	.	Weekly Basis	.	.	4	Maintain MIS of all shipment expenses / all shipment records / payment voucher details file cant load due to size
Maintain all vendors payment & oustanding MIS	Text			.	.	Weekly Basis	.	.	3	Maintain vendors bills details with all details of payment.
Maintain All Filling / scanning for OIL as well as PCP documents	Text			.	.	Mainintain Weekly filling	.	.	5	We can get all documents in scanning with me, which is use for save paper and time also. with all documents and vendors bills also attachment cant upload due to file size
Maintaining the MIS for OLEO & PCP shipment.	Text			.	.	On daily basis	.	.	5	Maintain all data with all deails of dispatch upto factory

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Mainting Shipment wise landing cost statement	Text			.	.	Implementation by Aug 15	.	.	4	Regularly maintain actual cost with proper data as a cost statement.

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
To obtain various required documents from Oil Purchase department, Finance, Supplier, Shipping Line etc for the clearance	Text			.	.	Four Working days before Vessel Arrival.	.	.	5	NA
To arrange warehouse Tank Licence, Insurance other related formalities	Text			.	.	Two Working days before Vessel Arrival.	.	.	4	now this year warehouse tank licence not required for bonding and insurance regularly done in time.
All Clerance formalities including Insurance /Bonding /CHA	Text			.	.	Four Working days after Vessel Arrival.	.	.	5	All clerance formalities done within time.
To arrange Barge for movment of cargo from ship to shore tank, Barge inspection etc.	Text			.	.	All arrangement before vessel Arrivial	.	.	5	Every shipment available barge for all import movement, done proper co-ordination with all barge and shore tank for movement of cargo.
To co-ordinate with all concern operation dept.including sion /sewree/taloja and arrange direct docks to our factory	Text			.	.	Before Two days On vessel arrival	.	.	5	done all operation success with co-ordinate sewree and taloja plant person.
Total Export operation & co-ordination with shipping compay, barge operators, Sewree and Taloja Team. Attend all bulk Export Vessel	Text			.	.	Before Two days On vessel arrival	.	.	5	Done all export operation within given time and all coordination.
Atted All Import Export (bulk) Vessel operation , and try to complate all opetation within our time allocation, without demmurage and minimum expenses	Text			.	.	All Vessel operation before time allocation.	.	.	5	All operation success with in time and avoid maximum demmurage and expenses.