

Employee Name : Rajesh Chavan
 Manager's Name : Pramod Pardale
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 25

KRA Description : Entire movement for Import Shipment in Container (looking for transportation, vendor payment & Liaisoning with the concern persons)

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
Preparation of Wharfage payment and other relevant documents required of the clearance of Bulk Exports	Text	20		not applicable	one same days of vessel arrival.	Before one days of vessel arrival.	Before two days of vessel arrival.	Before Three days of vessel arrival.
Co-ordinate with CHA, Surveyor, Shipping Agent, Barge Operators, Logistic Dept for tankers, Contractors and related parties for the execution of shipment	Text	20		not applicable	on same day of vessel arrival.	Before one days of vessel arrival.	Before two days of vessel arrival.	Before three days of vessel arrival.
To attend Export bulk vessel and other related on board vessel operations	Text	20		not applicable	on same day of vessel arrival.	Before one days of vessel arrival.	Before two days of vessel arrival.	Before three days of vessel arrival.
Maintain all MIS for outstanding payment.	Text	20		every four month	every three month	Every two month	monthly basis	weekly basis
Total Export operation & co-ordination with shipping company, barge operators, Sewree and Taloja Team. Attend all bulk Export Vessel	Text	20		not applicable	on same day of vessel arrival.	Before one days of vessel arrival.	Before Two days On vessel arrival	Before three days of vessel arrival.

KRA Category : People

KRA Weightage : 25

KRA Description : Documentation & Planning to clear import & Export bulk shipment.

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
To obtain various required documents from Oil Purchase department, Finance, Supplier, Shipping Line etc for the clearance	Text	20		one Working days before Vessel Arrival. Five Working days before Vessel Arrival.	two Working days before Vessel Arrival. Five Working days before Vessel Arrival.	Three Working days before Vessel Arrival. Five Working days before Vessel Arrival.	Four Working days before Vessel Arrival. Five Working days before Vessel Arrival.	Five Working days before Vessel Arrival.
Arrange duty payment co- ordinate with account dept. and inform to CHA	Text	20		fifth day receipt of voucher	fourth day receipt of voucher	third day receipt of voucher	second day receipt of voucher	same day receipt of voucher
To arrange Barge for movement of cargo from ship to shore tank, Barge inspection etc.	Text	20		NOT POSSIBLE	NOT POSSIBLE	All arrangement on same day vessel Arrival	All arrangement one day before vessel Arrival	All arrangement before two day vessel Arrival
To co-ordinate with all concern operation dept.including sion /sewree/taloja and arrange delivery from docks to factory Taloja	Text	20		NA	on arrival days On vessel arrival	Before One days On vessel arrival	Before Two days On vessel arrival	Before THREE days On vessel arrival
Attend All Import Export (bulk) Vessel operation , and try to complete all operation within lead time , without demmurage with minimum expenses	Text	20		NA	on arrival days On vessel arrival	Before One days On vessel arrival	All Vessel operation before one day time allocation.	All Vessel operation before two day time allocation.

KRA Category : Business

KRA Weightage : 25

KRA Description : To Maintain MIS Reports as per shipments and Requirement

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
Providing daily, weekly & monthly reports to the HOD's & respective department.	Text	20		every two month	every month	every fifteen days	weekly basis	On regular basis
To prapare MIS report as per the requirement of Seniors and /or Management	Text	20		every three month	every month	every month	every fifteen days	Weekly Basis
Maintain all vendors payment & outstanding MIS	Text	20		every three month	every month	every month	every fifteen days	Weekly Basis
Maintain All Filling / scanning for OIL as well as PCP documents	Text	20		every three month	every month	every month	every fifteen days	Mainintain Weekly filling
Maintaining the MIS for OLEO & PCP shipment.	Text	20		every two month	every fifteen days	every fifteen days	weekly basis	On daily basis

KRA Category : Customer

KRA Weightage : 25

KRA Description : Bulk Export (Job Work) vessel operation & preparation of export documents

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
Preparation of Wharfage payment and other relevant documents required of the clearance of Bulk Exports	Text	20		not applicable	on same days of vessel arrival.	Before one days of vessel arrival.	Before two days of vessel arrival.	Before three days of vessel arrival.
Co-ordinate with CHA, Surveyor, Shipping Agent, Barge Operators, Logistic Dept for tankers, Contractors and related parties for the execution of shipment	Text	20		not applicatble	on same days of vessel arrival.	Before one days of vessel arrival.	Before two days of vessel arrival.	Before three days of vessel arrival.
To attend Export bulk vessel and other related on board vessel operations	Text	20		not applicable	not applicable	not applicable	not applicable	All Vessel operation before time allocation.
Maintain all MIS for outstanding payment.	Text	20		four monthly basis	four monthly basis	three monthly basis	two monthly basis	monthly basis
Total Export operation & co-ordination with shipping company, barge operators, Sewree and Taloja Team. Attend all bulk Export Vessel	Text	20		not applicable	on same days of vessel arrival.	Before one days of vessel arrival.	Before Two days On vessel arrival	Before three days of vessel arrival.

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

Employee Name	Manager's name	Employee ID	Year
Rajesh Chavan	Pramod Pardale	10001933	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 Harassment *		1	This is mandatory
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	