

Employee Name : Poonam GhuneManager's Name : Poonam Ghune  
Goalsheet Approval Date : 13-Dec-2016

**KRA Category : Business**  
**KRA Weightage : 15 \_**

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
1 Weekly Import Status for Arrival and Clearance Status to concerned departments	Text			After 3pm Every Monday	Before 3pm Every Monday	12 Noon Every Monday	By 11 noon Every Monday	Before 10 noon Every Monday
2 RM Receipts Rate for PCP for the Month	Text			Beyond 4 Working Day of Every Month	By 4 Working Day of Every Month	By 3 Working Day of Every Month	By 2 Working Day of Every Month	By 1 Working Day of Every Month
3 Daily updated Arrival Status - Plant wise for the department	Text			After 11.30 Am Every Day	By 11.30 Am Every Day	By 11 Am Every Day	By 10.30 Am Every Day	By 10 Am Every Day
4. Vessel Log information circulate, MIS on insurance, MIS on Demurrage, LC Amendment status	Text			Beyond 11th Working Day of Every Month	By 11th Working Day of Every Month	By 10th Working Day of Every Month	By 8th Working Day of Every Month	By 6th Working Day of Every Month
5. Value Addition through Reduction in Baddi Inventory %age over previous year average - All Local Oils Only	Text			Below 6% stock reduction	Reduction in Baddi Stock average 6% or more	Reduction in Baddi Stock average 7% or more	Reduction in Baddi Stock average 10% or more	Reduction in Baddi Stock average 12% or more
6.For Baddi Ensure no stock outs at factory for any local oils	Text			More than 3 instances	3 instance of stock out	2 instance of stock out	1 instance of stock out	100% no stock out for any oil

**KRA Category : Process**  
**KRA Weightage : 15 \_**

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
1 Lodging Insurance Claims after receipt of OTR (OTR to get within 1 day of customs clearance) and Initial claim with steamer co. / Insurance Company	Text			Beyond 12 working Days From OTR receipt	12 working Days From OTR receipt	9 working Days From OTR receipt	7 working Days From OTR receipt	5 working Days From OTR receipt
2 Working on Demurrage calculation basis estimated rate and readying it within ....days of receipt of Survey Report	Text			Beyond 7 working days	Within 7 working days	Within 6 working days	Within 5 working days.	Within 4 working days
3.Servicing stock requirement as per plan given weekwise vs actual and data to be provided. (2 weeks buffer to keep)	Text			80% of plan given	85% of plan given	90% of plan given	95% of plan given	100% of plan given
4.Sending Baddi, Tiljala MEO/RMO/DFA Taloja MIS everyday duly updated with information as of previous day ..by (basis 100% cases)	Text			Beyond 11.30 am	By 11.30 am	11:00 AM	By 10.30 am	10.00 am

**KRA Category : Business**  
**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
1 Contract verification, Connecting for Forex Booking and Logistics, Making Purchase Orders and release of PO	Text			93% verification and PO release within 3 working days	95% verification and PO release within 3 working days	97% verification and PO release within 3 working days	99% verification and PO release within 3 working days	100% verification and PO release within 3 working days
2. Obtaining import non negotiable documents within .... Days of ship sailing	Text			Beyond 6 working days from BL Date	Withing 6 working days from BL Date	Withing 5 working days from BL Date	Withing 4 working days from BL Date	Withing 3 working days from BL Date
3. Monitoring delivery schedules and shpment as per plan (servicing stock requirement) OTIF	Text			less than 94% as per contracted schedule	94% as per contracted schedule	95% as per contracted schedule	97% as per contracted schedule	98% as per contracted schedule
4. Ensuring Retirement of Original Documents	Text			Beyond 7 working days from Receipt in Bank	Within 7 working days from Receipt in Bank	Within 6 working days from Receipt in Bank	Within 5 working days from Receipt in Bank	Within 4 working days from Receipt in Bank
5. For Baddi, Tiljala and RMO,MEO, DFA etc for Taloja Creating PO communicating to parties same day of buyer confirmation (all received during the day)	Text			Below 97%	97% PO to be made on same day	98% PO to be made on same day	99% PO to be made on same day	100% PO to be made on same day
6.For Baddi Tiljala, RMO,MEO, DFA Obtaining Bills from factories and submitting to accounts within ... days of unloading (in working days)	Text			Beyond 7 days	Within 7 days	Within 6 days	Within 5 days	Within 4 days

**KRA Category : Customer**  
**KRA Weightage : 15**

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
1 Daily MIS of Hedging Transaction with MTM	Text			After 1 pm Every Day	Before 1 Pm Every Day.	Before 11 Am Every Day	Before 10.30 Am every Day	Before 10 Am Every Day
2 Hedging SAP Entries	Text			After 1 pm Every Day	Before 1 Pm Every Day	Before 11 Am Every Day	Before 10.30 Am every Day	Before 10 Am Every Day
3 Daily MIS for MCX- NCDEX Market Data	Text			.After 2 pm Every Day	.Before 2Pm Every Day	Before 12 Am Every Day	Before 11 Am every Day	Before 10.30 Am Every Day
4 Ensuring all Kotak Contracts entries in SAP, Reconcile balance with Accts and reporting same. Send joint mail	Text			Beyond 11th of every month	By 11th of every month	By 10th of every month	By 9th of every month	By 8th of every month

**KRA Category : People**  
**KRA Weightage : 15**

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
1 Develop 2 Team member to take complete charge of Imports during my absence - Train them up by....	Text			Beyond 31st December 2016.	By 31st December 2016	By 30 November 2016	By 31st October 2016	By October 15, 2016
2 Team project - putting all information in Share Folder, Generate specific individual MIS as required.	Text			Beyond 31st December 2016	By 31st December 2016	By 30 November 2016	By 31st October 2016	By October 15, 2016
3. Generation of Newer ideas and ways of working + Monthly meeting and presentation	Text			.	.	1 ideas every 2nd Month from July 2016	2 ideas every 2nd Month from July 2016	3 ideas every 2nd Month from July 2016