

10000053 Balu More

Employee Name : Balu MoreManager's Name : Shashibhushan Singh

Goalsheet Approval Date : 20-Apr-2017

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	Appraiser comment on actual achievement
People behaviour	Text			.	.	Help people in setting up of right attitude and practices inside the company.Does the required filtration and give proper feedback to the HOD regarding basic behavioural improvement.	Give one major/minor improvement suggestion.	Minimum of one major suggestion to other department .	5	NA
Ensuring image of company is maintained with all visitors and visitor management.	Text			.	.	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant. Liaisoning with govt agencies & civil authorities.	.	.	NA	NA
Maintenance of Fire fighting equipment	Text			.	.	"1.Regular upkeep of fire pumps/equipment/ s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers "	Ensure internal audit of fire fighting equipment once in a quarter in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 6 near misses reported.	NA	NA
Training of Security persons in Fire fighting	Text			.	.	Ensure that training on Security matters is given to all security persons once in 6 months.Ensure all attend 1 man –day of training within VVF and in addition at least one departmental training on security and fire fighting.	.	.	NA	NA

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	Appraiser comment on actual achievement
Keeping the outsourced security within Budget constraints.	Text			.	.	Ensure optimum utilization of outsourced security.	Not to exceed the strength of 13 per day even if company security guards are short.	savings of Rs 60,000 from budgeted amount.	NA	NA
Reduce the duties of company security. They may be taken over by contract security where possible .	Text			.	.	Ensure optimum utilization of outsourced security.	"No OT from coy security guards . Conduct general duty timings with reducing AIS in 10% cases ."	Conduct general duty timings with reducing AIS in 20% cases .	NA	NA

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 plan service ,repair,and insurance of cars	Text			.	.	"Ensure all periodical checks to be done by our mechanic.PUC,insurance etc to be kept updated. Servicing done timely."	.	.	NA	NA
Directors Driver management	Text			.	.	To ensure proper turn out of drivers,there leave planning ,overtime ,salary preparation etc.	ensure replacement of drivers within15 days and cater for all tasks in intermittent period.	.	NA	NA
Petty Cash handling	Text			.	.	Ensure petrol filling,accounting of all small expence for car pool including cash and cheque voucher preparation.	.	.	NA	NA

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	Actual achievement of year end	Appraisee comment on actual achievement
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	.	"Only authorised men/material are allowed through the gates as per procedure.Visitor management. Maintanence of registers. Maintain register for material going out /coming in without SAP entry. Check punch in of attendance of company employees & contract labours Scrap material will be checked to only allow authorised material out of the gate. "	"1.Do not have any comment by auditors. 2.Timely circulation of NRGp/RGP report. 3.Proper Material control through system only. "	.	NA	NA
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	.	"1.regular patrolling to report sleeping cases and safety violations 1 % 2.report breach of fence,maintenance of security light . "	"1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 3 % more than last year."	"1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 %"	NA	NA
Training of outsourced security	Text			.	.	"1.The syllabus of contractor security team checked by security management to ensure that the contract security is trained as per needs of VVF. 2.This includes basic security drills, firefighting trg to include wet and dry drill,The trg for response to fire alarms . "	.	.	NA	NA
Contract security statutory compliances	Text			.	.	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections	NA	NA
Transport Security	Text			.	.	Proper monitoring of all transport for pilferages / theft at the gates during entry/exit . Also during transportation from 109 to 109b plot.	"1.thorough checking of tankers at main gate and make robust system . 2. proper traffic control of tankers when moving into the factory premises. 3. Coordinate with instrumentation	Reduction of probability of tanker theft cases by increasing reports of procedure violation . 3%cases in total volume to be reported.(leaking tankers/improper seals, weight difference	NA	NA

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							and weighbridge periodic calibration of weigh bridge to avoid loss 4.Reduction of probability of tanker theft cases by increasing reports of procedure violation . 1%cases in total volume to be reported ,(leaking tankers/improper seals, weight difference ,smuggling in unauthorised material,improper sampling procedure etc) *	,smuggling in unauthorised material,improper sampling procedure etc)		

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
CCTV coverage to be enhanced/monitored at Sion	Text			.	.	"CCTV coverage to be checked properly Minor breakdowns to be addressed within 72 hrs and major within seven days. Effectiveness of recording to be checked daily."	Minimum six incidences of security violations to be detected through cctv system	Reporting more than 12 incidences of violations detected.	NA	NA
Assisting in response for emergency situations/report incidents /near miss	Text			.	.	Proper support for fire fighting and evacuation of persons, to include traffic management.	.	.	NA	NA
Minimising the movement time of tankers in the plant.	Text			.	.	Ensure security handling of tankers is quick and efficient. Coordinate with tank farm departments to systematically remove any bottlenecks in fast movement.	.	.	NA	NA
Security Manual/instructions.	Text			.	.	Update security instructions for sion plant .	Carry out changes as as per analysis of incident and quarterly review of the procedures and document the same.	.	NA	NA