

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 |
|---|------|---------------|-------|--------------------------------|-----------------------|---|--------------------------|-----------------------------|
| Proper co ordination, documentation and compliance of the despatches if any from both the units | Text | | | NA | NA | correct and timely documentation and despatch | . | . |

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 |
|---|------|---------------|-------|--------------------------------|-----------------------|-----------------------------|--------------------------|-----------------------------|
| Tracing records and support the litigation matters. | Text | | | NA | NA | As per the schedules given. | * | * |

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 |
|--|------|---------------|-------|--------------------------------|-----------------------|---|--------------------------|-----------------------------|
| Co ordination, compliance and timely despatch of the bulk imports at Kandla port | Text | | | NA | NA | ensure the shedules given are met and well coordinate | * | * |

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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|---|-----------------------------|---|
| Maintainace of the statutory records | Text | | | NA | NA | maintain and update all statutory records | . | . |
| Filing the statutory returns on time | Text | | | NA | NA | on or before the due date | . | . |
| Audit compliance and monthly compliance reports | Text | | | NA | NA | No major observation in internal audits | . | No major observations in EA 2000 audits |