

Employee Name : Ravendra TripathiManager's Name : Ravendra Tripathi
Goalsheet Approval Date : 09-Feb-2017

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 Manage Tanker placement for all PO's within time limit,follow up with transporters,	Text			Below 95% placement	95% placement	97% placement	99% placement	100% placement within time limit
2. Freight Bill checking, clearing and making payment voucher	Text			Beyond 15 days of receipt of bill	Within 15 days of receipt of bill	Within 13 days of receipt of bill	Within 12 days of receipt of bill	Within 10 days of receipt of bill
3. Ensuring 100% receipt of Transporters bills within 10th of following month for local transport movement	Text			Beyond 12th of subsequent month	To receive by 12th of subsequent month	To receive by 12th of subsequent month	To receive by 11th of subsequent month	To receive by 10th of subsequent month
4. Ensuring 100% receipt of Transporters bills within ...of date of despatch for outstation transport movement	Text			Beyond 45 days of despatch	Within 45 days of despatch	Within 40 days of despatch	Within 35 days of despatch	Within 30 days of despatch
5.Monitoring CNO tanker Movement of VVF Ltd. by giving tanker details of previous day	Text			After 12 Noon	By12.00 everyday	By11.30 everyday	By11.00 everyday	By10.30 everyday

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
1. PO Updated status - Information everyday	Text			Beyond 12.30 pm	By 12.30pm	By 12.00 noon	By 11.30am	By 11.00am
2. MIS for ex-works contracts	Text			Beyond 3.30 pm	By 3.30 pm	By 3pm	By 2.30	By 2.00
3 MIS for inter unit and local - once in a week	Text			Beyond Thursday	By Thursday	Every Wednesday	By Tuesday	By Monday
4 Vendor outstanding detail	Text			NA	NA	By Friday	By Thursday evening	By Thursday morning
5. CNO in transit report with update of previous day	Text			After 2.30 pm	Daily before 2.30 pm	Daily before 1.30pm	Daily before 12.30 noon	Daily before 12 noon

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
1 Joint project with Gaonkar to place various data related to the entire Logistics function on the shared folder	Text			NA	NA	by Oct	by Sept	By Aug
2. Generation of Newer ideas and ways of working	Text			NA	NA	1 ideas every 2nd Month from July 2016	2 ideas every 2nd Month from July 2016	3 ideas every 2nd Month from July 2016

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
1 Ensuring renewal of all contracts with all transporters on time	Text			NA	NA	By due date	One week before due date	one fortnight before due date
2 Calculation of shipment cost to be circulated to all	Text			NA	NA	Every Tuesday	NA	Twice a week