

Employee Name : Sanjay Alu
 Manager's Name : Pramod Pardale
 Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 30
KRA Description : Vendor Bill Passing

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
Freight Bills passing	Days	20		5	4	3	2	1
Transport Bills passing	Days	20		9	8	7	6	5
C.H.A Bills passing	Days	20		9	8	7	6	5
Inspection Agencies Bills passing	Days	20		9	8	7	6	5
Vendor Bill provision.	Text	20		4 Day Delay	3 Day Delay	2 Day Delay	1 Day Delay	Montly Basis

KRA Category : Customer
KRA Weightage : 20
KRA Description : Pre & Post Shipment documents of Personal Care Products and Bulk Shipment and other activities

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 Export Pre shipment documents for Baddi, Tiljala and Bulk Shipment.	Text			4 day delay	3 day delay	2 day delay	1 day delay	same day on receipt of packing confirmation
Preparation of Export Post shipment documents for Baddi, Tiljala and Bulk Shipment.	Text			7 day delay	6 day delay	5 day delay	4 day delay	3 working days from date of receipt of Bill of Lading
Maintaining statement for ASMECHEM, Marine Insurance Premium and MEIS scheme.	Text			4 day delay	3 day delay	2 day delay	1 day delay	Daliy Basis
Maintaining Audit data for Internal & External Auditors.	Text			4 day delay	3 day delay	2 day delay	1 day delay	Month Basis
Creating PRF of stationery items for Exim Dept and follow up.	Text			4 day delay	3 day delay	2 day delay	1 day delay	3 Month Basis

KRA Category : Business
KRA Weightage : 30
KRA Description : Taloja Export Post shipment document management

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 and of Export Post shipment documents	Text	20		5 working days from date of Shipment.	4 working days from date of Shipment.	3 working days from date of Shipment.	2 working days from date of Shipment.	1 working days from date of Shipment.
Collecting of all other export shipping documents from the respective Agencies.	Text	20		4 working days from date of Shipment.	3 working days from date of Shipment.	2 working days from date of Shipment.	1 working days from date of Shipment.	Same day date of shipment
Scanning of shipment advice + copy documents to Marketing for approval.	Text	20		5 working days from date of Shipment.	4 working days from date of Shipment.	3 working days from date of Shipment.	2 working days from date of Shipment.	1 working days from date of Shipment.
Submission of Export Post Shipment documents to Tresury Dept and further process to resspective Banks.	Text	20		5 working days from date of Shipment.	4 working days from date of Shipment.	3 working days from date of Shipment.	2 working days from date of Shipment.	1 working days from date of Shipment.
Sales Closure of Export Commercial Invoices.	Text	20		Not Booking	Not Booking	Montly Basis	Weakly Basis	Daily Basis

KRA Category : People
KRA Weightage : 20
KRA Description : External & Internal Department

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
Liasioning with Forwarders/Shipping Line to get the B/Ls, Freight Invoices.	Text	40		4 working days from date of Shipment.	3 working days from date of Shipment.	2 working days from date of Shipment.	1 working days from date of Shipment.	same working day from date of Shipment.
Liasioning with Inspection Agencies to get the Certificate of Analysis.	Text	20		1 working day from date of Shipment.	same working day from date of Shipment.	1 working days from prior to date of Shipment.	2 working days from prior to date of Shipment.	3 working days from prior to date of Shipment.
Liasioning with Koshier Authorities to get the Koshier Certificate.	Text	20		1 working day from date of Shipment.	same working day from date of Shipment.	1 working days from prior to date of Shipment.	2 working days from prior to date of Shipment.	3 working days from prior to date of Shipment.
Co-ordinating with Oleo Marketing Dept for shipment related issues.	Text	10		4 Day Delay	3 Day Delay	2 Day Delay	1 Day Delay	Daily Basis
Co-ordinate with Treasury Department for Payment Advice's, AWB Nos. etc and documents related issues.	Text	10		4 Day Delay	3 Day Delay	2 Day Delay	1 Day Delay	Daily Basis

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

Employee Name	Manager's name	Employee ID	Year
Sanjay Alu	Pramod Pardale	10000657	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	