10000327 SUHAS MANJREKAR

Employee Name : SUHAS MANJREKARManager's Name : Jaywant Pawar

Goalsheet Approval Date : 20-Apr-2017

KRA Category : People KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1 Accident & Fire Incidence	Text							Zero Acidence	Zero Incidence	Zero Incidence
2 Usage of PPE in ware house & To follow work permit procedure	Text					100% implementation			100% IMPLEMNTATION	100% IMPLEMNTATION
3 To cover all the people for personal & plant safety training programme	Text					One person per session			All people cover	All people cover
4 To meet IDP completion. a) Training need identification b) Completion of Training need	Text					a) TNI = 100% b) Training completion > 90%			90% complete	Due to heavy dispatch load on training scheduled day so i could not attend one training

KRA Category : Business KRA Weightage : 20 _

Key Performance	Unit	KPI Weightage	Value	(1) Unsatisfactor	(2) Needs	(3) Good Solid	(4) Superior	(5) Outstanding	Actual achievement	Appraisee comment on
Indicator (KPI)		Wolginago		y Performance	Improvement	Performance	Performance	Performance	of year end	actual achievement
description										
Coordinate with despatch planning, logistics and QC. For effective despatches (domestic as well as export) of pastilles, flakes syndet soap flakes& Drum.	Text					If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Aransporting and racking of pallatized pastille bags in ware house with proper lable and documentation.	Text					If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Stuffing of Pastille ,flakes bags/Jumbo bags & Drum with proper lable and loading in container and documentation.	Text					If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Arrange for repacking in coordination with QC and Production in case of damaged bags or as per requirement.	Text					If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100%	Meets Target up to 100%	Meets Target 100%

KRA Category : Customer KRA Weightage : 20 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				у	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance						achievement
description										
Reduction in	Text					85% customer	95% customer	Zero customer	Zero Complaints	Zero Complaints
Pallatization					1	complaint	complaint	Complaints.		
complaints.					1	reduction compared to last	reduction compared to last			
					1	year with causes	year with causes			
					1	due to warehouse	due to warehouse			
					1	activity.	activity.			
Reduction in	Text					85% customer	95% customer	Zero customer	95% Customer	95% Customer
Complaints related					1	complaint	complaint	Complaints.	complaint	complaint
with Correct					1	reduction	reduction		reduction	reduction
material & Correct quantity loading					1	compared to last year with causes	compared to last year with causes			
quantity loading					1	due to warehouse	due to warehouse			
					1	activity.	activity.			
Reduction in	Text					85% customer	95% customer	Zero customer	95% Customer	95% Customer
complaints related					1	complaint	complaint	Complaints.	complaint	complaint
with damaged					1	reduction	reduction		reduction	reduction
bags or					1	compared to last	compared to last			
stickers/lables.					1	year with causes due to warehouse	year with causes due to warehouse			
					1	activity.	activity.			
Reduction in	Text				i	85% customer	95% customer	Zero customer	Zero Complaints	Zero Complaints
complaints in					1	complaint	complaint	Complaints.		
improper loading to					1	reduction	reduction	· ·		
protect from					1	compared to last	compared to last			
rain/water ingress.					1	year with causes	year with causes			
					1	due to warehouse activity.	due to warehouse activity.			
Reduction in	Text	+	l		 	85% customer	95% customer	Zero customer	Zero Complaints	Zero Complaints
complaint with	TOAL			1	l [*]	complaint	complaint	Complaints.	2010 Complaints	2010 Complaints
respect to drum					I	reduction	reduction	I		
despatch.					I	compared to last	compared to last	l		
•					l	year with causes	year with causes	l		
					I	due to warehouse	due to warehouse	l		
						activity.	activity.			

KRA Category : Business KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 15% Sanctioned Manpower for 06 Person /Day	Text					Saving Rs.= 01.57 Lakh			Saving	Saving 1. 57 lakh
2 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 10% (Last year OT average 153 Day/Month)	Text					Saving Rs.= 00.30 Lakh			Saving	Saving 00.30 lakh

KRA Category : Process KRA Weightage : 20 _

Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Indicator				у	Improvement	Performance	Performance	Performance	of year end	actual
(KPI)				Performance						achievement
description										
Maintain the stock	Text					90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
register batch wise					1					
as and when there					1					
is a despatch take					1					
place To maintain the	Text				-	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
stock register as	TEXT			•	l ·	30 /6 Stock Illatori	90 /0 Stock match	100 /6 Stock match	100 /6 Stock Water	100 % Stock Water
and when there is					1					
a receipt of					1					
pastilles or flakes					1					
from production.	_				<u> </u>					
To maintain the	Text				ŀ	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
stock register as and when a					1					
repacking of a					1					
batch is done.					1					
To maintain the	Text					90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
stock register as					1					
and when a					1					
melting or disposal					1					
of a batch is done. To take physical	Text				 	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
stock of all FG	TOAL				l ·	50 /0 Stock Illatori	5570 Stock Illatell	10070 Stock Match	100 /0 Clock Water	10070 Glock Water
Warehoues &					I		l	l		l
match with DPR					I		I	l		I