

Employee Name : Tushar Patil  
 Manager's Name : Pramod Pardale  
 Goalsheet Of Year: 2017-2018

**KRA Category : People**

**KRA Weightage : 50**

**KRA Description : Export shipment planning & execution**

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 Arrangement of line booking & equipment - Box containers, ISO Tanks (getting surveyed from Geo chem) & Flexi Bags.	Percentage	40		60	70	80	90	100
2 Getting material readiness from planning team for export stuffing & circulation of stuffing schedule to concerns before stuffing.	Percentage	30		60	70	80	90	100
3 Allocation of vehicles for export shipments & relevant follow up	Percentage	30		60	70	80	90	100

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Process improvement**

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 To get familiar with new COMET software for freight nomination	Percentage	40		60	70	80	90	100
2 To do registration of REX no. for GSP purpose	Days	15		70	60	50	40	30
3 To do the needful for updating changes in SKY software as require	Percentage	15		60	70	80	90	100
4 Obtaining last three cargoes details from ISO tank operators. Providing last three cargoes to KOSHER for approval. Resolving query of KOSHER for derivation if any by providing MSDS	Text	15		not attend	three days delay in shipment	two days delay in shipment	one day delay in shipment	before shipment
5 Giving relevant information as per requirement of shipping line for HAZ shipment approval. Ensuring stock of stickers available with TALQJA unit & intimating them to put stickers on four side of containers.	Text	15		not attend	three days delay in shipment	two days delay in shipment	one day delay in shipment	before shipment

**KRA Category : Business**  
**KRA Weightage : 20**  
**KRA Description : Cost & Time Benefit**

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 Placing containers for loading as per vessel shedule to avoid extra charges (buffer offload & charges there on)	Percentage	40		60	70	80	90	100
2 Submission of SI & ACD well in time to avoid extra charges	Text	15		missed out	late filing	within cut off	1 days before cut off	2 days before cut off
3 Filing of ISF's within time frame for USA shipment	Text	15		missed out	late filing	within cut off	1 days before vsl sailing	2 days before vsl sailing
4 Shipment tracking- Updating containers gated in status with CHA prerepresentative. Informing container movement status to Mr. Pramod & proactively communicating deviation if any. Consolidating & finalising corrective action if any for deviation in container movement with HOD	Text	15		not done	late	2 days after dispatch	1 day after dispatch	Daily
5 Shipment tracking- Consolidating & finalising corrective action if any for deviation in container movement with HOD	Text	15		not done	late	2 days after dispatch	1 day after dispatch	Daily

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : Customer orientation**

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 Providing shipped on board status & tentative vessel sailing details to MARKETING TEAM	Text	40		not given	late reply	2 days after sailing	1 day after sailing	same day of sailing
2 Resolving queries for Internal customers if any	Text	15		not attend	no reply	2 days from query	2 day from query	same day of query
3 Getting bank allocation from Finance Dept. & Marketing Dept. for export shipments	Percentage	15		60	70	80	90	100
4 To liaison with external inspection agencies viz SGS & INTERTEK as per requirement of customer	Percentage	15		60	70	80	90	100
5 For FOB shipment - To liaison with nominated agent for vessel booking & relevant follow up	Percentage	15		60	70	80	90	100

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

Employee Name	Manager's name	Employee ID	Year
Tushar Patil	Pramod Pardale	10002015	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	to improve communication skills
5	The Super Manager	Amit Sanas	2	to lead on task
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	to improve self

\*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	EXCEL	2	External Faculty
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					
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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	