

10000236 SHARMAS SAYYED

Employee Name : SHARMAS SAYYEDManager's Name : Shashibhushan Singh

Goalsheet Approval Date : 26-Apr-2017

KRA Category : Customer

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	Actual achievement of year end	Appraisee comment on actual achievement
Car Driver Duty	Text			.	.	To carry out car driver duty when shortage of driver,for promoters & directors.	.	.	4 - Yes - I am doing car driver duty when shortage of driver for promoters	Achieved /Completed
Laise with RTO for issues relating to cars of SMC' cadre	Text			.	.	To help senior management persons resolve any issues with RTO.	.	.	5 - To help Sr. Management all the RTO issues.	Achieved/completed

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	Actual achievement of year end	Appraisee comment on actual achievement
To check all cars for proper Documentation	Text			.	.	Check K M run record.Check validity of Insurance ,PUC & ensure correctness.	.	.	5 - Checking KM run record. Also check validity of insurance, PUC and ensuring the correctness.	Achieved/completed
Physical Checking of all company cars.	Text			.	.	Check petrol,Engine oil,Coolant,Battery,Tyre pressure and ensure mandatory fitness of car before duty..	.	.	5 - Checking petrol, Engine oil, Coolant, Battery, tyre pressure & ensure mandatory fitness of car before duties.	Achieved /completed
To attend break down of all cars.	Text			.	.	Visit the site,inspect & provide required assistance for repair on the spot.If necessary arrange towing of breakdown car.	The Liaisoning with workshops to ensure vehicles average down time is less than 4 days in a year	The Liaisoning with workshops to ensure vehicles average down time is less than 2 days in a year .	5 - Liaisoning with workshops to ensure vehicle down time is less than 3 - 4 days. Visit the site, inspect & provide required assistance for repair on the spot., If necessary arranging towing of breakdown car. Liaisoning with workshops to ensure vehicles average down time is less than 2 days in a year.	Achieved/completed
To keep track of all cars Service & maintenance.	Text			.	.	Take the car to authorised garage for service on appointment date.Follow up for work done, check the car after service & bring back.	5S system of maintenance to be followed , all items to be kept systematically , labelled and fit for use	.	5- Taking the car to authorised garage for service on appointment date. Follow up for work done. Check the car after service & bring back. 5 S system of maintenance to be followed, all items to be kept systematically, labelled and fit for use./	Achieved /completed
Petrol Filling in all cars.	Text			5 - All company cars petrol filling is my responsibility.	Achieved/completed

KRA Category : Business
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
.	Text			4 - Doing all vehicles KM run record. Check validity of Insurance & ensure correctness.	Achieved /completed

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	Actual achievement of year end	Appraisee comment on actual achievement
To keep Fork lift operational for work.	Text			.	.	Daily it is to be checked ,started & kept ready.	.	.	5 - Fork lift is to be checked, started and kept ready.	Achieved /completed
Maintenance of Fork Lift	Text			.	.	Weekly /monthly maintenance of Fork Lift to be done to ensure 100% servcibility.	.	.	5 - Weekly and monthly maintance of fork lift to be done to ensure 100% serviceability.	Achieved/completed
Fork Lift Operation.	Text			.	.	To carryout Fork Lift Operator duty as and when required.	.	.	5 - To carry out Fork Lift operator duty as and when required.	Achieved /completed

KRA Category : Business
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
.	Text			5 - If Fork lift is out of order, I am repairing the job also.	Achieved /completed