

Employee Name : Devanand Gaonkar
Manager's Name : P. R. Krishnan
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 20
KRA Description : Project and Contracts

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 Ravendra to upload various data related to the entire Logistics function on the shared folder	Text			Every 6 Month	Every 3 months	By 2 month	Every Month	Every fortnight
2 Ensuring renewal of all contracts with all transporters on time "	Text			By June	By May	By April	2nd week of April	1st week of April

KRA Category : Customer
KRA Weightage : 20
KRA Description : Logistics Bill 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
1.Verification and Release of service P.O & shipment cost releasing	Text			Beyond 4 hrs	in 4hrs	in 3 hrs	in 2.5 hrs	in 2 hrs
2.Freight bills verification and approval of Payment vouchers	Text			Beyond 96 hrs	96 hrs	72 hrs	48 hrs	24 hrs
3. Monitor outstanding payments of transport vendors and get fund allocation as per due dates	Text			Every Friday	Every Thursday	Every Wednesday	Every Tuesday	Every Monday

KRA Category : Process
KRA Weightage : 20
KRA Description : Development of New Routes / Transporters and Rate benchmarking

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 Sourcing of new transport vendors	Text			Less than 2 vendors	Overall 2 vendors	1 vendor in each zone	1 vendor in each zone	3 vendor in each zone
2 Monitoring reporting of Detention	Text			Beind by 6.00 P.M	Daily by 6.00 P.M	Daily by 5.00 P.M	Daily by 4.00 P.M	Daily by 3.00 P.M
3.Maintaing Freight Bills records	Text			after one week	Weekly	in 2 days	Daily	2 times in day

KRA Category : Business

KRA Weightage : 40

KRA Description : Material Planning and Movement

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 Provide Material lifting plan based on Material availability at Vendors end and Payment clearance status	Text			Below 95% placement	95% placement	97% placement	99% placement	100% placement within time limit
2 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
3 Preparation and circulation of Stocks and Stocks in transit MIS to Production planning Dept on daily basis	Text			Daily by 3.00	Daily by 2.00	Daily by 1.30	Daily by 1.00	Daily by 12.30

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

Employee Name	Manager's name	Employee ID	Year
Devanand Gaonkar	P. R. Krishnan	10000770	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	Charles Carvalho	2	

	Communication Skills			
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	