

10002015 Tushar Patil

Employee Name : Tushar Patil Manager's Name : Pramod Pardale

Goalsheet Approval Date : 20-Apr-2017

KRA Category : Process

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
1 To generate Service P.O. nos. for vendors on same day or next day of stuffing	Text			.	.	Daily basis	.	.	4	Payment bills process faster than earlier (Did till Dece 2016)
2 Allocation of service P.O. nos. to different vendors & ensuring that all vendors are incorporating service P.O. nos. on their Invoices.	Text			.	.	Daily basis	.	.	4	Bill are getting timely from vendors (Did till Dece 2016)
3 To assit for execution of new VGM regulations	Text			.	.	Before 01/07/2016	.	.	5	Executed since 1 July 2016
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			.	.	As required	.	.	5	Case to case basis obtained tanks with last three cargoes & fulfilled KOSHER approval process
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			.	.	particularly for haz cargo shipment only	.	.	5	Obtained haz cargo approval from shipping line - case to case basis

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
1 Placing containers for loading as per vessel shedule to avoid extra charges (buffer offload & charges there on)	Text			.	.	Direct gate in _ 90%	Direct gate in _ 95%	Direct gate in _ 100%	4	Mimimize cost
2 Submission of SI & ACD well in time to avoid extra charges	Text			.	.	two day after stuffing or before cut off	one day after stuffing or before cut off	same day of stuffing	4	Controlled late submission fees
3 Filing of ISF's within time frame for USA shipment	Text			.	.	2 days before vessel sailing	.	.	5	No penalties
4 Shipment tracking-Updating containers gated in status with CHA representative.	Text			.	.	Daily basis	.	.	5	Controlled detention if any

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
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										
5 Shipment tracking-Consolidating & finalising corrective action if any for deviation in container movement with HOD	Text			.	.	Daily basis	.	.	5	Shared & resolved deviations with HOD

KRA Category : Customer

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
1 Providing shipped on board status & tentative vessel sailing details to MARKETING TEAM	Text			.	.	Daily basis	.	.	3	Info to Marketing for customer benefit
2 Resolving queries for Internal customers if any	Text			.	.	Case to case basis	.	.	4	Given alternatives to resolves query
3 Getting bank allocation from Finance Dept. & Marketing Dept. for export shipments	Text			.	.	Daily basis	.	.	5	Allocated bank as per requirement of finance team
4 To liaison with external inspection agencies viz SGS & INTERTEK as per requirement of customer	Text			.	.	Case to case basis	.	.	5	Did as per shipment requirement
5 For FOB shipment - To liaison with nominated agent for vessel booking & relevant follow up	Text			.	.	Case to case basis	.	.	5	Did as per shipment requirement

KRA Category : People

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
1 Presentation on changes in trade :- This can be done by visiting port. The same will help me to understand day to day custom activities & to improve our container movement & to minimize cost	Text			.	.	Before Sept.	.	.	4	VGM & ODEX Process explained to Taloja plant concerns & get implemented
2 Training on Advance Excel to prepare database on shipment tracking	Text			.	.	Before Sept.	.	.	2	Not attended due to priority given for shipment planning
3 Training on advanced Communication skills	Text			.	.	Before Sept.	.	.	4	Participated for the workshop - understand the crucial conversation

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
1 Making equipment available 2-3 days prior to stuffing basis on monthly plan	Text			.	.	2 working day before stuffing	3 working day before stuffing	4 working day before stuffing	4	Shipment done as per requirement
2 Getting material readiness from planning team for export stuffing	Text			.	.	1 working day before stuffing	.	.	4	Executed shipment considering readiness & cost factor
3 Arrangement of line booking & equipment - Box containers, ISO Tanks (getting surveyed from Geo chem) & Flexi Bags	Text			.	.	2 working day before stuffing	3 working day before stuffing	4 working day before stuffing	4	Export worthy containers placed for stuffing
4 Circulation of stuffing schedule to concerns one day before stuffing	Text			.	.	1 day before stuffing prior to 4 pm	1 day before stuffing prior to 3 pm	1 day before stuffing prior to 2 pm	5	Daily base
5 Allocation of vehicles for export shipments & relevant follow up	Text			.	.	Daily basis	.	.	5	Initiator for TMS system. We can easily track the movement of vehicles.