

Employee Name : JOSEPH SATHE
Manager's Name : JOSEPH SATHE
Goalsheet Approval Date : 29-Nov-2016

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
Master data for material rates to 2016	Text			below _ october	below_Nov	30_Nov	31_Dec	31_Jan
IDP-MS Office Basics/MS Excel Advanced	Text			Above dec	30_Nov	30_Dec	01_Jan	31_Mar

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
Visual inspection/ Dimensional checking/Record keeping of inward defect material vendorwise	Text			.	95% Within 10 days of receiving materials	95% Within 5 days of receiving materials	97% Within 3 days of receiving materials	100% Within 2 days of receiving materials
Storing material properly w.r.t good engineering practice sharing information on available material for future projects	Text			.	95% Within 10 days of receiving materials	95% Within 5 days of receiving materials	97% Within 3 days of receiving materials	100% Within 2 days of receiving materials

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
Co-ordination with purchaser, vendor, security, excise dept, to complete GRN entries	Text			.	95 % of GRN will be competed in 21 days	95 % of GRN will be competed in 15 days	100% of GRN will be competed in 10 days	100% of GRN will be competed in 7 days
QC pending list generation	Text			.	Fortnightly	weekly	Bi_weekly	.
Inward Material information sharing to stake holders	Text			.	once a week	Daily	Twice in a day	.
Material & Asset transfer process across VVF unit	Text			.	95% within 10 Days of project approval	95% within 5 Days of project approval	97% within 3 Days of project approval	100% within 2 Days of project approval

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
Generate PO, co-ordinate for material delivery	Text			.	with in 10 days	with in 5 days	with in 3 days	with in 1 days
Absolute alcohol licence renewal work	Text			.	.	Mar_17	.	.
Project scrap disposal	Text			.	.	20 MT	35 MT	above 50 MT
Removal & rearrangement of project material / scrap in the new plot area	Text			.	To be completed by 25.08.2015	To be completed by 16.08.2015	To be completed by 05.08.2015	To be completed by 27.07.2015

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
Reduction of Inventory of project material. (Value wise)	Text			.	3%	5%	8%	10%
Material Receipt And tagging to be done on daily basis	Text			.	.	Daily log to be maintained	.	.
Ensure that material is not issued without Issue voucher to any user	Text			.	.	"Zero Pending IV Complete pending posting by 21 Jul and match SAP stock"	.	.
Prepare & Publish a list of non moving old material every 3 months. Upload the unaccounted stock to SAP	Text			.	.	"July, Oct, Jan & Apr Upload to SAP by end Sep"	"July, Oct, Jan & Apr Upload to SAP by Mid Sep"	"July, Oct, Jan & Apr Upload to SAP by End Aug"
Physical checking of store with SAP stock 100 %.	Text			.	Delay by 15 days	Every Month	Every Fortnight	.