

10002386 Ritesh Prajapati

Employee Name : Ritesh Prajapati Manager's Name : Anant Pednekar

Goalsheet Approval Date : 21-Apr-2017

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
BPT approvals for New Tanks and OH Pipeline	Text			.	.	30/09/2016	31/08/2016	.	Applications submitted for PL in Jul-16 and and Tank Farm in Aug-16	In process.
Reviews / Presentations / Budget data for Plant Head	Text			.	.	10th of each month	8th of each month	.	Monthly presentations presented to Management but dates not followed.	Presentations presented with Tank utilization, Budget Vs Actual, Future requirement / bookings etc.
Manage expenditure within budget	Text			.	.	Nil Spill over	savings of Rs. 13 _ 24 lacs w.r.t. FY 2015_16	saving of Rs. 25 lacs w.r.t. FY 2015_16	Achieved Savings of Rs. 70.64 Lakhs for FY 2016-17 against allocated budget. Last year exp Rs. 2.79 Cr this year Exp Rs. 3.05 Cr. including Unplanned exp of Rs. 50.00 lakhs	Unplanned expenditure of Rs. 50.00 lakhs approx spent this year. Fire Insurance - 21.00 lakhs, MBPT Arrear rents - 19.70 lakhs, FO usage due to Export and Bitumen Rs. 17.00 lakhs.
Data w.r.t. Throughput and Wage / OT expenditure	Text			.	.	10th of each month	8th of each month	.	Partially maintained	Partially maintained

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
Completion of IDP of self	Text			.	.	100% completion by 31_12_2016	100% completion by 30_11_2016	.	100% Completed	Attended all trainings, Completed "HR Analytics" Project.
Monthly IDP data as per plan w.r.t plants	Text			.	.	15th of succeeding month	10th of succeeding month	.	Achieved above 95% IDP at locations	Achieved above 95% IDP at locations. Data maintained at Plants
Completion of IDPs of Plant HR & IR head reportees	Text			.	.	80% by 31/03/2016	100% by 31/03/2016	.	Achieved above 95% IDP at locations	All direct reportees are informed about their training and projects periodically, getting progress on Qtrly basis and coordination and reminders made it to achieve above 95% completion.

KRA Category : Process

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
Performance Management Process - Cascade & Adherence of new process across organisation	Text			.	.	100% completion by 31_08_2016	100% completion by 31_07_2016	.	BC new format of PMS. New PMS process for JMC & above implemented at all locations on time as well as without any technical issues.	No IR issues. Accepted by employees / workmen
PMS of OC & Associates	Text			.	.	Implementation without IR issue by 31_07_2016	Implementation without IR issue by 15_07_2016	.	Released before 15th Jul,2016	Successful implemented new PMS format for OC & AC implemented and released on time within budgeted figures. New format was readily accepted and No IR issues / grievances raised from workmen side.
Submission of Annual Budgets w.r.t. Plants and Sewree as applicable	Text			.	.	Final Budget submission before 15th Feb, 2017	Final Budget submission before 31st Jan, 2017	.	Followed Timelines as decided	I have successfully completed Sewree, Corporate HR OH, Corporate Security, Kutch budget on time.

KRA Category : Customer

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
IR Intelligence	Text			.	.	Loss of Zero Man days	.	.	No IR issues at any locations.	Developed relations with workmen to get internal news of Union movement. Continuous discussion with plant HR SPOCs. Periodically inputs provided to immediate boss.
Handling of GMC and GPA related cases end-to-end	Text			.	.	"1. Providing data to IC Insurance 20 days in advance of expiry 2. No. DNF cases"	"Providing data to IC Insurance 30 days in advance of expiry Not more than two grievance applications"	.	Smoothly functioning	No DNF case identified. All permissible claims are reimbursed. Managed especial attention required cases tactfully.
Exgratia Exit support to Taloja and Tiljala	Text			.	.	"Taloja _ Separation by 31st August, 2016. Tiljala _ 5 separation by 31st Mar, 2017"	"Taloja _ by 31st July, 2016 Tiljala _ 10 separation by 31st Mar, 2017"	.	We were able to part with 05 workmen at Taloja in Jul-16 and 19 workmen at Tiljala in Jan-17.	Rationalization and manpower freeze achieved at Taloja, Baddi, Daman and Tiljala.
Implementation of IR strategy for sion within the framework of Legal options	Text			.	.	APP	10% improvement over plan	20% improvement over plan		