

Employee Name : AVINASH JADHAV Manager's Name : AVINASH JADHAV
Goalsheet Approval Date : 22-Nov-2016

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
1. Guide team towards procedure, policy, rules and regulation to comply with the statutory requirement.	Text			None	None	less than 5 minor complaints on the documentation in a month.	less than 3 minor complaints on the documentation in a month.	No complaints on the documentation in a month.
2. Completion of IDP Training	Text			None	None	As per schedule.	None	None
3. Training required for Interpersonal skills & Effective time management and execution.	Text			None	None	As per IDP plan.	None	None

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
1. Guidance to transporter about safety and internal inward & outward process as per IDT regulation.	Text			None	None	Safe movement without major deviations.	With proper internal documentation and no observation in any internal audit.	No observation in any internal & external audit.
2. Road permit forms are generated and share with transporter to avoid the non-compliance & to comply with state rules & regulation.	Text			None	None	For all despatches as per requirements.	Less than 2 holding vehicles in any check post.	No single vehicle hold in any check post.
3. Submission of documents for auditors.	Text			None	None	by 10th of every month.	No major points in internal audit.	No major points in EA 2000 audits.

KRA Category : Business
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
1. Monitor domestic despatches.	Text			None	None	As per schedule given.	None	None
2. Removals of goods with correct documents (Both excise & transit).	Text			None	None	For all despatches with in 3 hrs from loading	For all despatches with in 2 hrs from loading	For all despatches with in 1 hrs from loading

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
3. MIS on sales and Documents / Data management both hard copies & soft copies.	Text			None	None	Complete by 15th of next month.	Complete by 10th of next month.	Complete by 05th of next month.

KRA Category : Process
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
1. Checking & confirmation of all despatch documents such as Invoices/ARE 3 etc. as per Central Excise Rules, Law & act.	Text			None	None	100% check on all documents & confirmation on next day.	None	Same day.
2. Checking the duty liability in J2IUN with ZEXCDAILY1	Text			None	None	Duty check and confirm on next day	None	Same day.
3. Track inter unit stock transfer & obtain CAS 4 from costing team.	Text			None	None	Quarterly by end of 2nd month of next quarter.	None	By end of 1st Month of next quarter.
4. Monitor proof of shipment submission and compliance.	Text			None	None	As per the Rule	Within 60 days from despatch.	Within 30 days from despatch.
5. Monitoring & tracking including submission & compliance report of Central Excise as per 12/12.	Text			None	None	10th June, Oct, Jan & Apr.	None	None