

10000405 RAMESH KHANAVKAR

Employee Name : RAMESH KHANAVKARManager's Name : Pramod Pardale

Goalsheet Approval Date : 18-Apr-2017

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
Guide and motivate the TMS and WB team for the effective shift management	Text			None	None	Reduction in OT by 15%	None	Reduction in OT by 25%	5	Encourages open communication between team & fulfill the effective works ,, affects to reduction in OT hrs.
Undergo the EHS and ISO training	Text			None	None	As per the IDP schedule	None	None	3	As per IDP schedule attended

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
Ensure the consignments coming in and going out are weighed and ensure the same is in line with the documents	Text			None	None	reduce the vehile turn around time by 10%	reduce the vehile turn around time by 20%	reduce the vehile turn around time by 25%	5	reduce the vehile turn around time by 25%
Co-ordination with the Instrumentation team to keep the Weighbridge is calibrated, working in good condition and complied with W&M Act.	Text			None	None	Ensure the compliance and certification needed	None	None	3	Weighbridge maintenance should take place as part of a daily/weekly routine depending on the type of site. The build-up of debris and water should be monitored and obstructions should be removed from beneath the bridge to provide clearance between the weighbridge and the ground.

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
Review the despatch plan given by Exports / Marketing and create a daily despatch activity sheet	Text			None	None	minimum 85% completion as per Schedule	minimum 90% completion as per Schedule	100% completion as per schedule	5	100% completion as per schedule
Excise and Pre shipment documentations	Text			None	None	minimum 85% completion as per Schedule	minimum 90% completion as per Schedule	100% completion as per schedule	5	100% completion as per schedule
Container stuffing/Loading	Text			None	None	minimum 85% completion as per Schedule	minimum 90% completion as per Schedule	100% completion as per schedule	5	100% completion as per schedule
Container/Truck movements/Compliance	Text			None	None	All Excise cleared containers to be despatched.	None	None	3	All Excise cleared container's & ISO's dispatch within time.
Provide the holiday stuffing plan in Advance for Excise intimation.	Text			None	None	One day in advance	None	None	3	Managed all Excise formalities within a frame & achieve the tar-gate.

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
Audits from the department and compliance as Kosher, ISO audit etc	Text			None	None	As per the schedules given and ensure proper documents are presented	No major observations in internal audits	No major observation in internal and external audits	5	No major observation in internal and external audits
Maintain the files, records and registers	Text			None	None	Daily track and scheduled reprints	No major observations in internal audits	No major observation in internal and external audits	5	No major observation in internal and external audits
To plan the department Budget with Help from HOD & entered in SAP as per company policy.	Text			None	None	Track on monthly and report deviations if any	None	None	3	Keeping the track & maintain to full fill as per company policy