

Employee Name : Ravendra Tripathi
Manager's Name : P. R. Krishnan
Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 20
KRA Description : MIS

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. Open PO Status - Ex-Work contract & Local daily	Text			Beyond 12.30 pm	By 12.30pm	By 12.00 noon	By 11.30am	By 11.00am
2. MIS for ex-works contracts	Text			Beyond 3.30 pm	By 3.30 pm	By 3pm	By 2.30	By 2.00
3 MIS for inter unit and local - once in a week	Text			Beyond Thursday	By Thursday	Every Wednesday	By Tuesday	By Monday
4 Circulation of Vendor outstanding detail	Text			Every Friday	Every Thursday	Every Wednesday	Every Tuesday	Every Monday

KRA Category : Customer
KRA Weightage : 20
KRA Description : Documentation

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 Service PO & Entry Sheet creation for Non P.O. Bills.	Text			Monthly received bills	15 days received bills	Weekly received bills	2 days received bills	Daily received bills
2 Calculation of shipment cost to be circulated to all	Text			Every Friday	Every Tuesday	Every Wednesday	Every Tuesday	Every Monday

KRA Category : Business
KRA Weightage : 40
KRA Description : Tanker Placement, Status & Freight bills process

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 Manage Tanker placement for all PO's within time limit, follow up with transporters,	Text			Below 95% placement	95% placement	97% placement	99% placement	100% placement within time limit
2. Freight Bill checking, clearing and making payment vouchers	Text			Beyond 15 days of receipt of bill	Within 15 days of receipt of bill	Within 13 days of receipt of bill	Within 12 days of receipt of bill	Within 10 days of receipt of bill
3. Ensuring 100% receipt of Transporters bills within 10th of following month for local transport movement	Text			Beyond 12th of subsequent month	To receive by 12th of subsequent month	To receive by 12th of subsequent month	To receive by 11th of subsequent month	To receive by 10th of subsequent month
4. Ensuring 100% receipt of Transporters bills within 60 days of despatch for outstation movement	Text			Beyond 45 days of despatch	Within 45 days of despatch	Within 40 days of despatch	Within 35 days of despatch	Within 30 days of despatch

KRA Category : People

KRA Weightage : 20

KRA Description : Project and Contract

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 Joint project with Gaonkar to upload various data related to the entire Logistics function on the shared folder	Text			Every 6 month	Every 3 month	In Two month	Every Month	Every Fortnight
2 Ensuring Renewal of All Contract with all Transporters on time	Text			By June	By May	By April	2nd Week of April	1st Week of April

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Ravendra Tripathi	P. R. Krishnan	10002497	2017-2018

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory

4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name
1			
2			

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	

Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	