

10000327 SUHAS MANJREKAR

Employee Name : SUHAS MANJREKAR Manager's Name : Jaywant Pawar

Goalsheet Approval Date : 20-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	Appraiser comment on actual achievement
1 Accident & Fire Incidence	Text			Zero Accidence	Zero Incidence	Zero Incidence
2 Usage of PPE in ware house & To follow work permit procedure	Text			.	.	100% implementation	.	.	100% IMPLEMENTATION	100% IMPLEMENTATION
3 To cover all the people for personal & plant safety training programme	Text			.	.	One person per session	.	.	All people cover	All people cover
4 To meet IDP completion. a) Training need identification b) Completion of Training need	Text			.	.	a) TNI = 100% b) Training completion > 90%	.	.	90% complete	Due to heavy dispatch load on training scheduled day so i could not attend one training

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	Actual achievement of year end	Appraiser comment on actual achievement
Coordinate with despatch planning, logistics and QC. For effective despatches (domestic as well as export) of pastilles, flakes syndet soap flakes & Drum.	Text			.	.	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Shifting /transporting and racking of palletized pastille bags in ware house with proper lable and documentation.	Text			.	.	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Stuffing of Pastille ,flakes bags/Jumbo bags & Drum with proper lable and loading in container and documentation.	Text			.	.	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	Meets Target up to 100%	Meets Target 100%
Arrange for repacking in coordination with QC and Production in case of damaged bags or as per requirement.	Text			.	.	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100%	Meets Target up to 100%	Meets Target 100%

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
Reduction in Pallatization complaints.	Text			.	.	85% customer complaint reduction compared to last year with causes due to warehouse activity.	95% customer complaint reduction compared to last year with causes due to warehouse activity.	Zero customer Complaints.	Zero Complaints	Zero Complaints
Reduction in Complaints related with Correct material & Correct quantity loading	Text			.	.	85% customer complaint reduction compared to last year with causes due to warehouse activity.	95% customer complaint reduction compared to last year with causes due to warehouse activity.	Zero customer Complaints.	95% Customer complaint reduction	95% Customer complaint reduction
Reduction in complaints related with damaged bags or stickers/labels.	Text			.	.	85% customer complaint reduction compared to last year with causes due to warehouse activity.	95% customer complaint reduction compared to last year with causes due to warehouse activity.	Zero customer Complaints.	95% Customer complaint reduction	95% Customer complaint reduction
Reduction in complaints in improper loading to protect from rain/water ingress.	Text			.	.	85% customer complaint reduction compared to last year with causes due to warehouse activity.	95% customer complaint reduction compared to last year with causes due to warehouse activity.	Zero customer Complaints.	Zero Complaints	Zero Complaints
Reduction in complaint with respect to drum despatch.	Text			.	.	85% customer complaint reduction compared to last year with causes due to warehouse activity.	95% customer complaint reduction compared to last year with causes due to warehouse activity.	Zero customer Complaints.	Zero Complaints	Zero Complaints

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 15% Sanctioned Manpower for 06 Person /Day	Text			.	.	Saving Rs.= 01.57 Lakh	.	.	Saving	Saving 1. 57 lakh
2 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 10% (Last year OT average 153 Day/Month)	Text			.	.	Saving Rs.= 00.30 Lakh	.	.	Saving	Saving 00.30 lakh

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
Maintain the stock register batch wise as and when there is a despatch take place	Text			.	.	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
To maintain the stock register as and when there is a receipt of pastilles or flakes from production.	Text			.	.	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
To maintain the stock register as and when a repacking of a batch is done.	Text			.	.	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
To maintain the stock register as and when a melting or disposal of a batch is done.	Text			.	.	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match
To take physical stock of all FG Warehouses & match with DPR	Text			.	.	90% stock match	95% stock match	100% stock match	100% Stock Match	100% Stock Match