

10000584 Birendra Singh Mer

Employee Name : Birendra Singh MerManager's Name : Anant Pednekar

Goalsheet Approval Date : 12-Apr-2017

KRA Category : People

KRA Weightage : 15 _

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			NA	NA	100% completion by 31/1/2017	100% completion by 31/12/2016	NA	100% ACHIEVED	Both trainings attended and implemented on daily work.

KRA Category : Business

KRA Weightage : 15 _

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
Regulatory compliance for Sewree Operations.	Text			NA	NA	Nil non compliance	NA	NA	NIL NC reported.	No stoppage of operations due to Regulatory compliances.(Calibration of tanks by Legal meteriology,Tank Bond licence by Customs,Calibration of Pressure gauges of Boiler by boiler inspector ,Oximeter calibration.)
Correctness and calibration of weigh bridge and tanks.	Text			NA	NA	Nil non compliance	NA	NA	Calibration of weigh bridge and tanks done in time. Nil NC observed	No delay of receipt and delivery due to Calibration.
To compile all documents required for the ISO / KOSHER Inspections.	Text			NA	NA	Nil non compliance	NA	NA	Nil NC.	Kosher / ISO documents inspection were completed without any NC.
Audit inspection by Illrd Party.	Text			NA	NA	Nil non compliance	NA	NA	Nil NC.	Audit inspection by Illrd party were successful without any complaints and no NC observed.
Ensure all the required document i.e B/E & Bond licence paper of tanks are correct before starting operations.	Text			NA	NA	Nil non compliance	NA	NA	100% Complied.	Guided and periodically checking of documentaion helped in no delay of receipt and delivery due to the documents.

KRA Category : Process

KRA Weightage : 15 _

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
To verify the warehouse and Ex-Bond bill of entry in the customs webside ICE GATE	Text			NA	NA	Nil Non Compliance	NA	NA	NIL NC. Checked and verified all documents in ICE GATE before commencing the Receipt/Delivery operation.	Bonded material received in time without any non compliance of Custom rules.
To keep the record of Public bonded warehouse tanks keys.	Text			NA	NA	Maintain and present record by 15 of each month	Maintain and present record by 10 of each month	NA	Properly kept the record of issue of keys of bonded tanks as per customs Requirement.	No delay in receiving /delivery of oil due to the key issue. The customer saved lot of overtime and revenue.
To maintain stock of receipts and delivery as per customs format.	Text			NA	NA	Maintain and present record by 15 of each month	Maintain and present record by 10 of each month	NA	Maintained stock of receipts and delivery as per customs format.	Public bonded warehouse at Sewree was handled in the efficient manner as per the Customs Notifications and warehouse rules. All compliances followed as per provisions.NIL objections / Notices received from Customs dept.
To submit the monthly returns of receipts and dispatch to customs.	Text			NA	NA	AS per Schedule without any delay	NA	NA	Monthly return of receipt and despatch submitted to the Customs Bond dept before 10day of each month.	No show cause Notice received from customs.100 % Compliance met.

KRA Category : Customer

KRA Weightage : 15 _

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
To introduce new customers.	Text			NA	NA	3 customers.	5 Customers	NA	Introduced 9 new customers.	Introduced following new customer. 1).Mangali Petrochem Ltd. 2).Jell pharmaceuticals Pvt. Ltd. 3).Bitumen corporations(india) Ltd. 4).Rajkamal Industrial Pvt.Ltd. 5).Apar Industries Ltd. 6).Magnum Lubricants India Pvt.Ltd. 7).Gold Oil Corporation. 8).Royal Petro Chem 9).Chandri Paper & Allied Products.
Providing manpower and services for all customer requirements.	Text			NA	NA	Nil Complaints.	NA	NA	No complaints from any customer.	100% Customer satisfaction.
No pilferage/mixing of oils and no shortage in deliveries.	Text			NA	NA	Nil Complaints.	NA	NA	NIL customer complaints for shortage of material. Target achieved successfully by doing things in a proper manner .	Nil shortage. No mixing of oils. No complaints by customers.
Prepare ullage reports in coordination with surveyors and deliver the material as per the customer requirement.	Text			NA	NA	Nil Complaints.	NA	NA	Ullaged material as per the procedure.	Delivered material in excess than the received Qty.
Put in place process that ensures quantity, quality and stock taking certification	Text			NA	NA	Nil Complaints.	NA	NA	Proper SOP put in place.	Material assessed as per the proper procedure and ensured all necessary

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
prior and after discharge of material.										documents required in place.

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
1 ABP Sewree - 14.17 Crores	Text			NA	NA	14.03Cr ~ 15.49Cr	15.50Cr ~ 18.86Cr	Above 18.86Cr	Achived Rs.17.56 crores.	Introduced 9 new parties in this year. Frequently updating 3rd parties for empty tanks. Getting future requirements of occupied tanks to offer empty tanks to other 3rd parties.
Complaints on shortages.	Text			NA	NA	Nil Complaints.	NA	NA	Nil Complaints.	We delivered 257,038 MT excess qty. than the ullage qty.The profit to customers amounts to 1.54 Crores.
Complaints of weighments.	Text			NA	NA	Nil Complaints.	NA	NA	Nil Complaints.	Weigh bridge was fully serviceable with full satisfaction of customers.
Demurrages of VVF India Imports Exports due to Sewree.	Text			NA	NA	Nil Demmurae.	NA	NA	Nil Demmurae.	No demmurae due to Sewree.

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

Employee Name	Birendra Singh Mer	Manager's name	Anant Pednekar
Employee Code	10000584	Year	2016-2017

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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ISO Incharge for Sewree	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
10	Influencing skills	Internal TBD	2	Handling Customers	Yes	
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1				undefined	undefined
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	Not Applicable
Project Status Comments	