

10000261 AKASHCHANDRA PANDEY

Employee Name : AKASHCHANDRA PANDEY Manager's Name : Jaywant Pawar

Goalsheet Approval Date : 20-Apr-2017

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
Coordinate with despatch planning, logistics and QC. For effective despatches (domestic as well as export) of pastilles, flakes syndet soap flakes & Drum.	Text			Not Available	Not Available	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	5	Meets target up to 100%
Shifting /transporting and racking of palletized pastille bags in ware house with proper lable and documentation.	Text			Not Available	Not Available	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	5	Meets target up to 100%
Stuffing of Pastille ,flakes bags/Jumbo bags & Drum with proper lable and loading in container and documentation.	Text			Not Available	Not Available	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	5	Meets target up to 100%
Arrange for repacking in coordination with QC and Production in case of damaged bags or as per requirement	Text			Not Available	Not Available	If I meet target up to 90 %	If I meet target up to 95 %	If I meet target up to 100 %	5	Meets target up to 100%

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
1 Accident & Fire Incidence	Text			Not Available	Not Available	Zero	Not Available	Not Available	5	No single case
2 Accidents: a) Usage of PPE's b) To cover all the people for personal & plant safety training programme.	Text			Not Available	Not Available	a)100% implementation b)100% implementation	Not Available	Not Available	5	Impart training to all the subordinates for using PPES
3 Fire Incidences: a) Follow-up of permit system b) Risk assessment in specific activity	Text			Not Available	Not Available	If I meet target up to 100 %	Not Available	Not Available	5	No fire incidence
4 Arrange for completion of IDP of self	Text			Not Available	Not Available	If I meet target up to 100 %	Not Available	Not Available	4	I could not attend one training as I was having considerable dispatch load on the scheduled day.

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 Cost reduce on palletising container (Saving 7900 Rs/Container & 1.590MT Extra material) Target10 Container/Month	Text			Not Available	Not Available	Saving Rs.= 09.48 Lakh	Not Available	Not Available	5	Saving Rs 09.48 Lakh
2 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 15%. Sanctioned Manpower for 06 Persons/Day	Text			Not Available	Not Available	Saving Rs.= 01.57 Lakh	Not Available	Not Available	5	Saving Rs 01.57 Lakh
3 Reduce Contract Manpower Drum filling & Warehouse , Cost Saving 10% (Last year OT average 153 Day/Month)	Text			Not Available	Not Available	Saving Rs.= 00.30 Lakh	Not Available	Not Available	5	Saving Rs 00.30 Lakh

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			Not Available	Not Available	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.	5	Zero complaint
Reduction in Complaints related with Correct material & Correct quantity loading	Text			Not Available	Not Available	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.	4	95% Customer Complaint reduction
Reduction in complaints related with damaged bags or stickers/labels.	Text			Not Available	Not Available	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.	4	95% Customer Complaint reduction
Reduction in complaints in improper loading to protect from rain/water ingress.	Text			Not Available	Not Available	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.	5	Zero complaint
Reduction in complaint with respect to drum despatch.	Text			Not Available	Not Available	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.	5	Zero complaint

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			Not Available	Not Available	90% stock match	95% stock match	100% stock match	5	100% stock match
To maintain the stock register as and when there is a receipt of pastilles or flakes from production.	Text			Not Available	Not Available	90% stock match	95% stock match	100% stock match	5	100% stock match
To maintain the stock register as and when a repacking of a batch is done.	Text			Not Available	Not Available	90% stock match	95% stock match	100% stock match	5	100% stock match
To maintain the stock register as and when a melting or disposal of a batch is done.	Text			Not Available	Not Available	90% stock match	95% stock match	100% stock match	5	100% stock match
To take physical stock of all FG Warehouses & match with DPR	Text			Not Available	Not Available	90% stock match	95% stock match	100% stock match	5	100% stock match