

## 10002670 Ashwini Kuppast

Employee Name : Ashwini KuppastManager's Name : Anant Pednekar

Goalsheet Approval Date : 24-Apr-2017

**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	Appraiser comment on actual achievement
Compliance of Monthly / Quarterly / Half yearly / Yearly Statutory returns / payments/ Maintenance of Notices & Registers w.r.t. Company and Contract Labour for Sion, Sewree & Kutch	Text			Not Available	Not Available	1. Compliance on time as per the due date of respective act 2. No NC	1. Complied in 8 working days in advance w.r.t. due date. 2. No NC	Not Available	completed & on track	All statutory compliances records & registers/notices are maintained as per respective acts
To maintain Contract Labour Management & clearance of bills for Sion & Sewree w.r.t to rules & regulation. Renewal of cost effective agreements w.r.t to compliance	Text			Not Available	Not Available	1. Compliance on time as per the due date of respective act 2. No NC	1. Complied in 8 working days in advance w.r.t. due date. 2. No NC	Not Available	completed & on track	As per the act, the responsibility of employer is executed properly. 2. Bills are cleared on time to ensure vendor gets payment on time and he is capable of disbursing the salaries on or before 07th of succeeding month. 3. The agreement are drafted keeping in mind the long term legal compliance & consequences.
To handle internal & external audits & co-ordinate with plant managers for the same	Text			Not Available	Not Available	No Major NC	Nil NC	Not Available	completed	No NC received for the financial year
To create effective HR/IR Budget for Sion & Sewree	Text			Not Available	Not Available	savings 10% vs FY 15_16	"savings 15% vs FY 15_16 "	Cost saving upto 30% of budget	completed	effectively managed the budget
Handling of Kutch Plant	Text			Not Available	Not Available	No NC observed	Not Available	Not Available	on track	All the legal compliance, payroll, attendances clearance of bills & other activities are executed as per deadlines

**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	Appraiser comment on actual achievement
Compilation and submission of quarterly compliance of all plants	Text			Not Available	Not Available	preceding 15th of each quarter	preceding 10th of each quarter	Not Available	completed & on track	10 quarterly compliance reports & NC reports of all the locations are compiled, scrutinized, acknowledged from signing authorities & submitted to Legal dept on or before 15th of each succeeding quarter.
Reduction of	Text			Not Available	Not Available	Action within 3	Action taken within	Action taken within	On track	Action is taken

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
absenteeism / misconduct cases by way of Disciplinary actions for Sion & Sewree						working days of incident reported	2 working days of incident reported	1 working days of incident reported		after the incident is reported
To complete the Enquiries with creation & maintenance of evidence/documentation of absenteeism and other misconducts for Sion & Sewree	Text			Completion of Enquiry within 120 days.	Completion of Enquiry within 80 days.	Completion of Enquiry within 60 working days.	Completion of Enquiry within 45 working days.	Completion of Enquiry within 30 working days.	On track	Enquiries are conducted and in progress as per the act & natural justice
To clear Baddi & Talaja PRF/offer letters & other documents	Text			Not Available	Not Available	Clearance & Signatory within 10 working days	Clearance & Signatory within 05 working days	Not Available	On track	With view of providing speedy clearance, all the PRF/ offer/loan forms & other documents w.r.t to all plants are thoroughly scrutinized, complied with supporting documents, signed from authorities & sent back to plants
Update to MIS Team, Concerned authorities about St.compliances & disciplinary action	Text			on or before 20th of succeeding month	on or before 10th of succeeding month	on or before 7th of succeeding month	on or before 5th of succeeding month	on or before 3th of succeeding month	On track	The statutory payments dates,update of retirement/ deputation/ transfers are intimated well in advance to concerned people.

**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
Bill payments of customer / vendors / service providers	Text			Not Available	Not Available	Before 30th of Successive month	Before 15th of Successive month	Not Available	On track	All the bills of customer/vendor/service providers are asked to provide the bill in advance, they are scrutinized, provision & allocation is ensured, service tax liabilities are taken care of, approval of authorities is done & necessary follow up is taken for clearance of bills.
Issue of uniforms/ shoes and other committed requirement to Sewree and Sion employees	Text			Not Available	Not Available	Uniform/ Shoes : 31 Jul Picnic: 31 Jul Medicals : 31 Oct Welfare Commit. : as per last year	Uniform/ Shoes :15 Jul Picnic: 15 Jul Medicals : 15 Oct Welfare Commit. : 15 days prior to last year	Not Available	On track	The best quality & cost saving welfare activities were carried
Full and final payments w.r.t. BC of Sion & Sewree	Text			Not Available	Not Available	Gratuity : on last day F&F: next month salary	Gratuity : on last day F&F: next month salary Death Cases: all dues within 2 months	Not Available	On track	The various activities like advance intimation of retirements, coordinating with payroll for retirement felicitation, Gratuity, PF/Pension is carried out.
Budget FY 2016-17	Text			Not Available	Not Available	savings 10% vs FY 15_16	savings 15% vs FY 15_16	Not Available	completed	Ensured to save atleast 10% budget in all activities
Submission of annual budget w.r.t. Sion & Sewree	Text			Not Available	Not Available	Submission: 15 Jan_17	Submission: 01 Jan_17	Not Available	completed	The budget for 2017-18 is approved and uploaded

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
Completion of IDP of self	Text			Not Available	Not Available	By 30.09.2016	By 31.07.2016	Not Available	partially achieved	partially achieved
Track of IDP completion of Sewree and Sion JMC and above team	Text			Not Available	Not Available	90% IDP completion by 31.03.2017	100% IDP completion by 31.03.2017	Not Available	partially achieved	partially achieved