

10000655 Avinash Takte

Employee Name : Avinash TakteManager's Name : Pramod Pardale

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
Maintaining Export Quotes for Comparison purposes and for monthly freight recommendations	Text			.	.	Monthly Approvals	.	.	ON TIME	QUOTES UPDATED AS SOON AS RECEIVED FROM VENDOR ON A DAILY BASIS
Preparation of Export Cost Sheet	Text			.	.	Daily basis prior to stuffing	.	.	DAILY IN THE MORNING	COST SHEETS PREPARED ON DAILY BASIS AS PER STUFFING SCHEDULE OF THE DAY

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
Pre & Post Shipment Documentation of Export Bulk Shipments, Application and obtaining DG Shipping permissions for both Import & Export Consignments. Co-ordination with Shipping Agent and CHA for timely submission of pre-shipment documents for smooth exports. co-ordination with shipping agent for BL and other agencies to generate post shipment documents	Text			.	.	Pre_shipment activities _ 1 day before ETA and Post Shipment Documentation 5 working days from sailing	.	.	ALL PRE SHIPMENT ACTIVITIES COMPLETED AS PER SCHEDULE. POST SHIPMENT COMPLETED AS PER SCHEDULE. HOWEVER DUE TO NON RECEIPT OF SOME DOCUMENTS 5 DAYS PERIOD EXTENDED TO 6 DAYS.	SOME DOCUMENTS ARE RECEIVED LATE DUE TO DELAY IN RESULT S OF SAMPLES. (GEOCHEM).THU S IN SPECIFIC CASES PERIOD OF 5 DAYS IS EXTENDED TO 6 OR 7 DAYS.
Pre & Post Shipment Documentation of Export Shipments of Toilet Soap and Noodles from Tiljala, Baddi & Daman Plants. Co-ordination with plants for despatch and providing timely documents for smooth removal of material from plant. Co-ordination with shipping agent for BL after shipment and prepatation and despatch of post shipment documents	Text			.	.	Pre_shipment activities _ 5 day before ETA and Post Shipment Documentation 5 working days from sailing	.	.	SHIPMENTS COMPLETED ON TIME.	?

KRA Category : Process
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
Release of Service PO to vendors next day of stuffing/desp and also for detention/d emurrages with specific reasons	Text			.	.	Next working day of stuffing.	.	.	NA	NA
Process of Vendor Freight Bills immediately after receipt from Post documentation team.	Text			.	.	5 working days from receipt of bill.	.	.		
Process of Transport and Agency bills and bills from other service providers.	Text			.	.	7 working days from receipt of bill.	.	.		
Cash Flow requirements to Finanace	Text			.	.	Aug onwards	.	.		
Annual Contract Finalisation	Text			.	.	July	.	.		