

Employee Name : Rohit Powle
 Manager's Name : Pramod Pardale
 Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 15
KRA Description : Internal Department.

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
Co-ordinating & Meeting with Oleo Marketing Dept for shipment details, copy documents approval, Payment / Address confirmation etc.	Text	25		NO COORDINATION	2 DAY DELAY	1 DAY DELAY	DAILY BASIS	PRE DATE
Co-ordinate with Talaja Factory for Invoices, Analysis Report, Health Certificates etc.	Text	25		NO COORDINATION	2 DAY DELAY	1 DAY DELAY	DAILY BASIS	PRE DATE
Co-ordinate with Treasury Department for FIRC's, AWB Nos. etc and documents related issues.	Text	25		NO COORDINATION	2 DAY DELAY	1 DAY DELAY	DAILY BASIS	PRE DATE
Maintaining Daily Exports document MIS.	Text	25		NO COORDINATION	2 DAY DELAY	1 DAY DELAY	DAILY BASIS	PRE DATE

KRA Category : Customer
KRA Weightage : 15
KRA Description : External Customer.

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
Liasioning with Forwarders/Shipping Line to get the B/Ls, Freight Invoices & other relevant documents.	Days			5	4	3	2	1
Liasioning with Inspection Agencies to get the Certificate of Analysis.	Days			5	4	3	2	1
Liasioning with Insurance Company for Online Marine Certificate and related issues.	Days			5	4	3	2	1
Liasioning with Wood Packing Industry to get the Heat Treatment Certificate.	Days			5	4	3	2	1
Liasioning with Kosher Authorities to get the Kosher Certificate.	Days			5	4	3	2	1

KRA Category : People
KRA Weightage : 15
KRA Description : Others Activates.

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
Maintaining CoO statement for ASMECHEM for payment.	Text	50		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	DAILY
Resolving the queries of Internal & External Auditors.	Text	50		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	AS REQUIRED

KRA Category : Business
KRA Weightage : 15
KRA Description : Organisational Effectiveness by enhancing development of employees

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
Preparing of Export documents within the specific lead time.	Days			5	4	3	2	1
Collecting all other export shipping documents from the respective Agencies.	Days			5	4	3	2	1
Scrutinization of L/C, Purchase Order and Sales Order with respect to shipments.	Days			5	4	3	2	1
Submission of Post Shipment documents to Treasury Dept and further process to respective Banks.	Days			5	4	3	2	1
On Receipt of BL shipment advice to be sent to Marketing.	Days			5	4	3	2	1

KRA Category : People
KRA Weightage : 40
KRA Description : Sales Closure, Follow-up with Banks

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
Sales Closure of Export Commercial Invoices & Coordinate with Finance & MIS Team for related issues.	Text	20		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	Month wise.
Follow up with various Banks for export documents related issues.	Text	20		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	Daily Basis / As Required.

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
Maintaining Marine Insurance Premium statement.	Text	20		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	As per shipment.
Maintaining Audit related data for finance department	Text	20		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	Month wise.
Maintaining data for MEIS scheme.	Text	20		4 DAYS DELAY	3 DAYS DELAY	2 DAYS DELAY	1 DAY DELAY	Daily Basis / As Required.

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

Employee Name	Manager's name	Employee ID	Year
Rohit Powle	Pramod Pardale	10000778	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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
1			
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	
Project Status Comments	