

NAME:							
Branch Head: Storage							
	KEY RESPONSIBILITY AREA	KEY PERFORMANCE INDICATOR(UNIT)	TARGET	WEIGHTAGE	ACTUAL ACHIEVEMENT	WEIGHTAGE ACHIEVED	%AGE TARGET ACHIEVED
1	Processing of salary bills of security guards and submission to accounts branch within 5 working days after receipt of bills from the agency	No. of days	5	20	6	16	80
2	Floating of tenders for disposal unserviceable DSA within 18 months after confirmation from districts regarding unserviceability of the material	No. of months	18	20	17	20	100
3	Floating of tenders of locks, furniture etc within 7 working days after receipt of approval from CA	No of days	7	20	10	12	60
4	Processing of payment bills of media houses, suppliers of material and submission to accounts branch within 15 working days after receipt of bills from them.	No. of days	15	20	21	10	50
5	Auction of at least 50% of unserviceable wooden crated	%age	50	20	46	16	80
			Total	100		74	74

Rating	Outstanding	V. Good	Good	Average	Below Average
Score	81 -100%	61-80%	51-60	31-50	less than 30
		74			

Range & Weightage					Methodology to calculate actual achievement
Outstanding	V. Good	Good	Average	Below Average	
Up to 5=20	6 to 7=16	8 to 9=12	9 to 10=10	Above 10=6	No. of days taken to compile the data
Up to 18=20	19 to 20=16	21 to 22=12	23 to 24=10	Above 24=6	No. of days taken to compile the data
Up to 7=20	8 to 9=16	10 to 11=12	11 to 12=10	Above 12=6	No. of days taken to compile the data
up to 15=20	16 to 17=16	18 to 19=12	20 to 21=10	Above 21=6	No. of days taken to compile the data
Above or 50=20	45 to 49 = 16	40 to 44 =12	35 to 39 = 10	Less than 39=6	No. of days taken to compile the data