

Employee Name : Vikas Patil
 Manager's Name : Aniruddha Bansod
 Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 15
KRA Description : Environment,health and safety

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
ISO 9001 documentation, Audit preparation and ensure no major NC	Percentage			90	93	95	97	100
Legal compliance for tools & tackles, Plant hoists, Pressure vessels under CCOE and PSV.	Percentage			90	93	95	97	100
New tank-farm storage tanks breather valve and DFA thermic tanks breather valves servicing	Date			28/Feb/2018	15/Feb/2018	31/Jan/2018	31/Dec/2017	15/Dec/2017

KRA Category : People
KRA Weightage : 15
KRA Description : Training and Improvement

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
Ensure completion of Self IDP.	Units		1	< 0.69	0.7 to 0.95	0.96 to 1.05	1.06 to 1.29	1.39
Conduct technical training session for departmental employees.	Units		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Arrange training session from our vendors at plant site for departmental employees	Units		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Attend technical training and seminar arranged by vendors at external sites	Units		1	< 0.69	0.7 to 0.95	0.96 to 1.05	1.06 to 1.29	1.39

KRA Category : Business
KRA Weightage : 40
KRA Description : Effective & efficient management of day to day maintenance activity of Fatty Acid SEC-03, SEC-04,New Tankfarm & Syndat plant to meet production target

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
Daily job planning to be done for Fatty Acid SEC-03, SEC-04, New Tank-farm & Syndat plant .	Percentage			80	85	90	95	100
Reduction in unscheduled downtime (compared to FY 16-17) for Fatty Acid SEC-03, SEC-04, New Tankfarm & Syndat plant	Percentage			2	5	10	15	20
Ensure availability of spares and services for reduction in downtime.	Percentage			60	70	80	90	100
Adherence to PM/CM schedule to avoid equipment failure of area Fatty Acid SEC-03, SEC-04, New Tankfarm & Syndat plant	Percentage			90	93	95	97	100
Ensure for completion of shut down jobs as per defined timeline	Percentage			100	97	95	90	80

KRA Category : Process

KRA Weightage : 15

KRA Description : Plant improvement for meeting internal customer requirements

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
C-303 manway cover, nozzle flanges for sparger & sparger mounting flange replacement	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
C-303 Cooling tower water drift elimination related modification work	Date			31/Mar/2018	20/Mar/2018	28/Feb/2018	31/Dec/2017	31/Oct/2017
E-406 installation work	Date			31/Dec/2017	30/Sep/2017	15/Jul/2017	30/Jun/2017	15/Jun/2017
SEC-03 new vaccum system installation	Date			28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
DFA columns all internal and packing stock checking and maintaining	Date			31/Mar/2018	28/Feb/2018	31/Dec/2017	30/Nov/2017	15/Nov/2017

KRA Category : Business

KRA Weightage : 15

KRA Description : Reliability and improvement

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
Execution of approved MOC	Text			2 month delay as per agreed MOC	1 month delay as per agreed MOC	Timeline as agreed in MOC	1 week before as agreed date MOC completion	2 week before as agreed date MOC completion
P-765 mct bleacher pump stand by pump development	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	31/Dec/2017	30/Nov/2017
New tankfarm all trolleys strainer installation to avoid pump suction choking	Date			31/Dec/2017	31/Oct/2017	15/Jul/2017	30/Jun/2017	15/Jun/2017
P-423 A/B impeller replacement for Efficiency improvement	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	31/Jan/2018	30/Nov/2017

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
Vikas Patil	Aniruddha Bansod	10003898	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	To improve managing skills, resources management and manpower management
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	
-------------------------	--