

Employee Name : Piyush Punewar
 Manager's Name : Nilesh Agarwal
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 15

KRA Description : To maintain high standards of EHS practices and good Houskeeping and to reduce customer complaints.

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
*1) Environment and Health safety a) Usage of PPE's b) Zero first aid injury. c) Zero accidents d) Zero fire incidence. e) Zero process utility and H2 leakages. *	Text			NA	NA	NA	NA	*1) a) 100% PPE usage b) Zero First aid injuries c) Zero accidents d) zero fire incident e) Zero leakages *
2) Implementation of ISO 14001 & 18001: a) To complete 1st survival audit within time. b) Improvement in register as per survival audit. C) Clearing of non-confirmities. d) Completion of objectives	Text			NA	NA	a) By July 2017 b) 80% c) 80 % d) 80%	a) By July 2017 b) 90% c) 90 % d) 90%	*a) By July 2017 b) 100% c) 100 % d)100%*
3) Follow-up of work permit system	Percentage			50	60	75	90	100
4) To do Safety improvements discussed in monthly safety meeting	Text			NA	NA	3 nos of improvements in a year	5 no.s of improvement in a year	> 7 no.s of improvements in a year
*5. To Ensure zero customer complaints in Pastillator Plant and Hydrogen Plant regarding Quantity and Quality	Text			NA	NA	NA	NA	Zero complaints and as per specs

KRA Category : Business

KRA Weightage : 40

KRA Description : To supply Hydrogen gas as per SNOP targets to Fatty alcohol, loop reactor and bottling

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
1. To maintain Availability of Hydrogen Gas to Fatty Alcohol Plant a) To make sure 02G1 & 02G3 are in proper running condition to provide Hydrogen required. b) Communicated with fatty Alcohol department on daily basis regarding the Hydrogen gas required and ramp up or bring down capacity of hydrogen plants accordingly.	Text			NA	NA	80 % SNOP	90% SNOP	100% SNOP
*2. To maintain Availability of Hydrogen Gas to Loop reactor a) To Make sure 02G1A & Old Burckhardt Compressor are in proper running condition to provide Hydrogen required. b)	Text			NA	NA	80 % SNOP	90% SNOP	100% SNOP

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
Communicated with fatty Acid department on daily basis regarding the Hydrogen gas required and ramp up or bring down capacity of hydrogen plants accordingly.*								
3. To Supply Hydrogen gas to bottling section for Trolley filling a) To Solve safety related issue, trolley documentations, corrections And to Ensure pre safety checking. b) To fill Hydrogen gas during venting period by communicating with Fatty alcohol plant for changeover plan and with Hydrogen trolley parties.	Text			NA	NA	5% more than last year	10% more than last year	15 % more than last year

KRA Category : People

KRA Weightage : 15

KRA Description : To achieve self and team development.

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
1. Fulfillment of self IDP.	Percentage			50	60	75	90	100
2. Departmental participation in all training of Safety and others. (Atleast one for each Training session.)	Text			NA	NA	NA	NA	Atleast 1 person for each training session
3. To make test format for new AC, OC, GET joiners.(To cover 100% of new Joinees)	Text			NA	NA	Cover 80% new joiners	Cover 90% new joiners	Cover 100% new joiners

KRA Category : Business

KRA Weightage : 15

KRA Description : To improve reliability of Pastillator plant

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
1. SAP Closure, PD01 Stock tally, a) To make sure Closure of SAP at the end of every month. b) To tally stock of PM & RM.	Text	20		NA	NA	Every month by Oct 2017	Every month by Sep 2017	Every month by Aug 2017
2. To make and maintain Updation of Daily Production Report of Pastillator Plant.	Text	20		NA	NA	Every month by Oct 2017	Every month by Sep 2017	Every month by Aug 2017
3. To map Downtime Planned /Unplanned Hours and reasons and	Text	20		NA	NA	Every month by Dec 2017	Every month by Oct 2017	Every month by Sep 2017

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
actions taken to improve upon it.								
4. List of job for Improvement in Pastillator Plant.	Text	20		NA	NA	5	7	10
5. List of equipment and cleaning frequency	Text	20		NA	NA	Every month by Dec 2017	Every month by Oct 2017	Every month by Sep 2017

KRA Category : Process

KRA Weightage : 15

KRA Description : Optimization of hydrogen gas production cost and improve reliability of plant and its operation

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
"1. To target 0.48 specific Consumption of Caloric & Linde Hydrogen Plants by a) Adjusting the K-factor to maintain tail gas pressure and teaching others about K-factor and Maintaining steam to carbon ratio. b) Periodic preventive maintenance of respective valves and flow meter to get accuracy and minimum fluctuations to maintain specific consumption."	Text			NA	NA	0.48 (nm3 NG/nm3 H2)	0.475 (nm3 NG/nm3 H2)	0.472 (nm3 NG/nm3 H2)
"2. Follow up for periodic monitoring and Changeover of critical equipments Checking for hydrogen leaks and attending immediately."	Text			NA	NA	NA	NA	Every month
"3. Following Shutdown list & Schedule for both plants and Keep updating the shutdown list with problems that resurfaces during normal plant operation."	Text			NA	NA	NA	NA	Updating list every month
4. To do catalyst activity in Hydrogen and alcohol plant and map performance monitoring of Caloric and Linde reformer catalyst	Text			NA	NA	On monthly basis	NA	NA
5. Recovery compressor downtime reduction	Text			NA	NA	5% than last year	10% than last year	20% than last year

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

Employee Name	Manager's name	Employee ID	Year
Piyush Punewar	Nilesh Agarwal	10003572	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

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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	As we have started talking to external People to get work done in plant, communication skills hence needs to be improved for a better negotiation skills etc.
5	The Super Manager	Amit Sanas	2	To be prepared for further Responsibilities in Company.
6	Six Thinking Hats		1	To have ability of thinking thoroughly of any devised plan.
7	Art of Charm	Anant Pednekar	1	for better negotiation skills

*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					
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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	