

10000456 MAHENDRA FIRKE

Employee Name : MAHENDRA FIRKE Manager's Name : Rajesh Dighe

Goalsheet Approval Date : 13-Apr-2017

KRA Category : Customer

KRA Weightage : 15 _

| 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 |
|--|------|---------------|-------|--------------------------------|-----------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|--|
| 1) Steam saving Steam usage optimisation | Text | | | . | Reduction by < 10% | Reduce steam usage by 10% | Reduce steam usage by 20% | Reduce steam usage by 30% | steam consumption reduced by 15% | a) Attended the steam leakages in plant b) Whenever steam not required for tracing steam isolated |
| 2) Optimise Process Parametres (Sec-01) Reduction in Sec 01 Temperatures by 2 deg across all grades. | Text | | | . | . | > 1184 kg coal/day | > 1300 kg coal/day | > 1500 kg coal/day | section 1 temperature reduced by 2 degree Celsius. | Coal consumption reduced by 1184 Kg per day |
| 3) Increase Product yield a) Remove concentrated residue to improve first pass yield - Final residue removal Plan b) Study fractionation for Flash from 01D11 in C301 | Text | | | . | . | > 0.20% | > 0.50% | > 0.80% | a) Due to small runs there is no significant increase in product yield. b) Due to shortage of storage tank flash & residue not processed | a) Due to small runs there is no significant increase in product yield. b) Due to shortage of storage tank flash & residue not processed |
| 4) Effluent Reduction - a) Reduce effluent generation b) Increase condensate recovery | Text | | | . | . | a) 20 m3/day b) Recovery by 10 m3/day | a) 25 m3/day b) Recovery by 15 m3/day | a) 30 m3/day b) Recovery by 20 m3/day | a) Reduced effluent generated 19 m3/day. Recycle water used for make-up cooling tower & vacuum pump. B) condensate recovery increased | saved Rs.17.7 lakh from november to march 2017 by attending condensate and steam leakages |

KRA Category : People

KRA Weightage : 15 _

| 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 |
|--|------|---------------|-------|--------------------------------|-----------------------|--|--------------------------|-----------------------------|--------------------------------|---|
| 1) Team Training - a) To develop subordinates, Training of GET and new comers in the dept. b) Training of DCS and Field operators. | Text | | | . | . | 100% | . | . | 100% compliance | Training given to GET and new comers, DCS and field operators shubham mane & prafulla rajadhyakshya |
| 2) To relieve Panel and Field Operators for Safety Training & Safety Procedures | Text | | | . | . | As and when training is arranged during the shift. | . | . | 100% compliance | Relieved panel and field operators whenever training arranged. |
| 3) Self Training through Mentor | Text | | | . | . | As per IDP | . | . | EHS training completed | EHS training completed |

KRA Category : Process**KRA Weightage : 15**

| 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 | Appraiser comment on actual achievement |
|---|------|---------------|-------|--------------------------------|-----------------------|--|--------------------------|-----------------------------|--|--|
| 1) Accidents & Fire Incidences in Plant - a) Usage of PPE's b) Risk assessment in specific activity (other than routine) c) PM to ensure no leakages. d) No fire due to material spillage & soaked in insulation | Text | | | . | . | Zero fire incidence a) 100% PPE usage b) 100% Risk assessment c) Zero leakage | . | . | a) 100% PPEs usage b) 02D25, 01E8 and 03D3 modification risk assesment carried out. c) pump change over followed. d) No fire incident reported in year | Risk assesment sheets uploaded. |
| 2) Follow-up of work permit system. No fire due to inappropriate work permits. | Text | | | . | . | 100% compliance | . | . | 100% compliance. no fire due to inappropriate work permits. | no fire due to inappropriate work permits. |
| 3) Closure of safety audit findings | Text | | | . | . | Within agreed time frame | . | . | Rectified safety audit findings in plant | Rectified safety audit findings in plant |
| 4) To maintain GMP in the Plant | Text | | | . | . | Rating > 6 | Rating > 8 | Rating =10 | obtained average 7 rating | once in a week housekeeping schedule maintained. |

KRA Category : Business**KRA Weightage : 15**

| 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 | Appraiser comment on actual achievement |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|--------------------------------|---|
| 1) Actively involve into special activities like catalyst charging, discharging in alcohol plant. | Text | | | . | . | 100% involvement | . | . | 100% compliance | actively involved in catalyst activity carried in Aug 16& Feb 17 |
| 2) Alcohol Product Rejection on Quality. | Text | | | . | . | Zero | . | . | zero | No rejection due to quality. |
| 3) To meet compliance as per ISO 9000/14000/18000 and modify documents. Understand SOP & WI and its follow-up | Text | | | . | . | As per Time schedule | . | . | SOPs and WI modified. | Record maintained. |
| 4) To conduct plant audit to ensure proper insulation on hot surface to save energy. | Text | | | . | . | One Audit per month | . | . | Audits conducted. | Problems were listed in shut down jobs sheet & rectified during shutdown. |

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 |
|---|------|---------------|-------|--------------------------------|-----------------------|--|--------------------------|-----------------------------|---|--|
| 1) To ensure daily Production as per daily Plan. | Text | | | < 70% | < 80% | > 90% | > 95% | > 105% | Achieved >95% daily production as per daily plan | Due to low feed stock availability target not achieved |
| 2) Implement & optimise - Flash and Residue withdrawal to reduce intermediate alcohol generation compare to last year | Text | | | . | . | > 20% | > 30% | >40% | reduced >25% intermediate generation compared to last year. Commissioned continue residue withdrawal system but not removed due to shortage of storage tank | reduced >25% intermediate generation compared to last year. Commissioned continue residue withdrawal system but not removed due to shortage of storage tank |
| 3) To process in time - Generated flash and residue in C301 and then its processing in alcohol Plant. | Text | | | . | . | Accumulation < 45 days | Accumulation < 30 days | Accumulation < 15 days | Intermediate generated processed within 30 days from generation. | Total 6211 MT intermediate processed in C301 in this year. Total 6086.5 MT intermediates consumed in alcohol plant. |
| 4) Plant Reliability - (max 7500 MT/M as and when demanded) a) PM/CM schedule to follow b) Completion of FIR/FAR/ MOC c) No downtime due to Vacuum system. d) No Downtime due to Tempered Cooling Water e)Ensure 100% availability of Standby Equipmen t.Exchanger leaks. | Text | | | . | . | a)100 % implementation b)Filing 100 % c)Nil d)Nil e)100% | . | . | a) 100 % PM schedule followed. b)100 % compliance. c) Nil d) Nil e) 100% available | a) Pump chagne over taken whenever possible. b) No FIR due to zero incidents. c) Stripper vacuum readings taken periodically. d)TCW runing normal. no downtime. e) followed pump change over schedule so there is always availability of standby pump. |

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

| | | | |
|----------------------|----------------|-----------------------|--------------|
| Employee Name | MAHENDRA FIRKE | Manager's name | Rajesh Dighe |
| Employee Code | 10000456 | Year | 2016-2017 |

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 | Program completed | Comments |
|----|--|------------------|------|---|-------------------|--|
| 1 | Interpersonal skills | Amit Sanas | 2 | To ensure effective team building, interpersonal skills are required. | No | During my night this Training programme was planned and I could not attend it. But I have understood it by reading training material available in PPT. |
| 2 | Advanced Communication skills(only AGM & above) | Charles Carvalho | 2 | | | |
| 3 | Effective time management and execution | Amit Sanas | 2 | To spare time during daily shift working for special Projects | No | due to feed changeover I could not attend it. But I have understood it by reading training material available in PPT. |
| 4 | Inspirational Leadership (only AGM & above) | Charles Carvalho | 2 | | | |
| 5 | Advanced Excel (only AGM & above) | | 2 | | | |
| 6 | Environment Health and Safety * | EHS Team | 1 | OK | Yes | safety & awareness will improve in the plant |
| 7 | Training on ISO 14001, OHSAS 18001 ** | EHS Team | 0.5 | OK | Yes | It is necessary to have the knowledge of ISO & OHSAS |
| 8 | Training on ISO 9001 & | ASHOKR AO PATIL | 0.5 | | | |

| | | | | | | |
|----|--|------------------|-----|----|-----|---|
| | 22000 | | | | | |
| 9 | Good Manufacturing Practices (GMP +) and cGMP ** | ASHOKR AO PATIL | 0.5 | OK | Yes | good manufacturing practice important to meet the client specification. Also it improves safety and housekeeping in plant |
| 10 | Influencing skills | Internal TBD | 2 | | | |
| 11 | Strengths based team building | Charles Carvalho | 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 | Program Completed | Reviews |
|----|-----------------|-------------|-----------------------|-------------------|-----------|
| 1 | | | | undefined | undefined |
| 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 | Not Applicable |
| | |
| Project Status Comments | |