

Employee Name : VARUN RAI
 Manager's Name : SATISH JADHAV
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 15
KRA Description : Relibilty & Improvements

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
Alcohol substation underground cables rerouting to overhead	Date			01/Nov/2017	01/Oct/2017	01/Jul/2017	01/May/2017	01/Apr/2017
Prepare failure analysis report and action plan	Weight		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Change old battery of Plant UPS and Linde plant UMPS system	Date			31/Oct/2017	30/Sep/2017	31/Aug/2017	15/Aug/2017	31/Jul/2017
Plant Protection relay replacement for reliability	Units		1	< 0.69	0.7 to 0.95	0.96 to 1.05	1.06 to 1.29	1.39
To prepare BOM for minimum two critical panels and list out the quantity of spares required.	Date			15/Mar/2018	01/Jan/2018	01/Dec/2017	01/Oct/2017	01/Jul/2017

KRA Category : Customer
KRA Weightage : 15
KRA Description : ISO system compliances & Cost saving initiatives

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
Documentation work for OHSAS & ISO	Text			3 NC	2 NC	0 NC	Good improvement	excellent
Installation of LED Lights in replacement of conventional, energy saving in lakhs	Value		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Installation of VFD's for process pumps and Energy conservation in Lakhs	Value		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95
Calibration of electrical equipments & Examination of lifting equipments (Form 11)	Percentage			70	80	90	95	110

KRA Category : People
KRA Weightage : 15
KRA Description : Training & 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
Completion of self IDP	Percentage			60	70	90	95	100
Technical Training to Department Employee	Units		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
Training attendance of Department employee	Units		8	< 5.52	5.6 to 7.6	7.68 to 8.4	8.48 to 10.32	11.12
Technician arrange for external training	Units		3	< 2.07	2.1 to 2.85	2.88 to 3.15	3.18 to 3.87	4.17

KRA Category : Process
KRA Weightage : 40
KRA Description : Electrical equipments availability for production

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
Implementation of preventive maintenance schedule for motors & panels.	Percentage			90	92	98	99	100
Implementation of greasing & thermography schedule. Corrective action on thermography point (Subject to availability of shutdown).	Percentage			90	92	96	98	100
To prepare the annual shutdown job list and execute all the jobs within shutdown period. Corrective action taken on the remarks find during maintenance.	Percentage			70	80	90	100	110
Complete oil health check of Transformer to improve its reliability (Subject to availability of shutdown)	Date			31/Mar/2018	28/Feb/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
Prepare and Implementation of emergency light, fire alarm, capacitor & battery maintenance schedule.	Percentage			70	80	95	98	100

KRA Category : People
KRA Weightage : 15
KRA Description : Safety System and its 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
Installation of Electrical equipment in Panel enclosure	Units		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
2 nos. Internal electrical safety audit in plant	Date			31/Jan/2018	31/Dec/2017	31/Oct/2017	31/Aug/2017	31/Jul/2017
New battery operated emergency light installation	Units		3	< 2.07	2.1 to 2.85	2.88 to 3.15	3.18 to 3.87	4.17
Housekeeping in FAP, substation area, FAP, CPP, Pest Plant all MCC room housekeeping improvement	Weight		8	< 5.52	5.6 to 7.6	7.68 to 8.4	8.48 to 10.32	11.12
Completion of internal safety audit points	Percentage			40	50	60	80	100

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

Employee Name	Manager's name	Employee ID	Year
VARUN RAI	SATISH JADHAV	10002648	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	Manage something an extraordinary way to save time and money
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	
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