

Employee Name : SWAPNIL SALI
 Manager's Name : SATISH JADHAV
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 15

KRA Description : Analysis & Maintaining certification of 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
Clean room area GMP certification of drum filling & pestillator plant on time, reliability & its improvement	Days			40	35	30	20	10
Preparation of root cause analysis report of breakdown	Days			90	60	30	20	10
Meeting Statutory compliance of walkey talky , Electrical inspector yearly compliance, Lift inspector Yearly compliance on time	Days			70	60	40	30	20
Maintaining DFA MCC house keeping & Improvement initiative	Text			6marks	7marks	8 marks with 1 initiative	8.5 marks with 2 initiatives	9 marks with 3 initiatives
Documentation for ISO & its compliance	Text			Minor NC	No NC with observation	No NC	NO NC NO observation	compliment

KRA Category : Business

KRA Weightage : 15

KRA Description : Improvements & initiatives for equipment reliability/reduction in downtime,energy conservation

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
Overhauling of Transformer, Major overhauling of Critical motors (subject to availability of shutdown)	Date			28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	15/Nov/2017
Provision of online temperature monitoring system for DFA Plant Critical feeder & improve its effectiveness	Date			31/Mar/2018	31/Dec/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017
HVAC & AirConditioning system performance improvements	Text			1 nos	2 nos	3 nos	4 nos	5nos
Optimisation of Airconditioning units by controlling the temeperature of chilling coil & room temperature instead of discharge air temperature, energy saving in lighting & motors	Value		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95
Installation of Electrical equipments in Panel/safe enclosure	Text			0	1	2 nos	3	4

KRA Category : Customer
KRA Weightage : 15
KRA Description : Environment, Safety, Health & Excellence

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
Fire/ Accident due to electrical & improvements for preventing the same	Text			nil fire & no improvements	nil fire & 1 improvement	nil fire & 2 improvement	nil fire & 3 improvements	nil fire & 4 improvements
Electrical Safety audit of plant & its compliance	Text			0	0	1 audit & compliance within 60days	2 audit & compliance within 45 days	2 audit & compliance within 30 days
Support to other departments for installation of new equipments in present setup with limited budget	Text			0	1	2	3	4
plant safety initiatives	Text			0	0	1	2	3
RBNQA excellence process	Text			no work done	no work done	31/3/18	15/3/18	10/3/18

KRA Category : Process
KRA Weightage : 40
KRA Description : Electrical Equipment's 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 of DFA plant	Percentage			60	70	98	98.5	99
Corrective action to be taken on abnormality found in CM & PM	Days			10	7	5	3	2
Battery set health checkup ,reliability improvement initiatives & its disposal,Implementation of Preventive Maintenance schedule for Transformer & oil testing	Percentage			60	70	90	95	98
Implementation of Preventive Maintenance schedule for capacitor ,earth pit testing & improvements	Percentage			60	70	80	90	98
Thermal Imaging of all electrical panels by external expert and actions on observations (Subject to availability of shutdown)	Date			31/Mar/2018	28/Feb/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017

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
self IDP	Percentage			70	80	90	95	98
Training attendance of Department employee	Text			4	6	6.5 hrs for each employee	8	9
Training to department employees	Text			0	0	2	3	4

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

Employee Name	Manager's name	Employee ID	Year
SWAPNIL SALI	SATISH JADHAV	10000473	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	this will enhance self performance with maximizing management skills
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.

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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	