

10003035 LAKHAN MEENA

Employee Name : LAKHAN MEENAManager's Name : Prabhat Das

Goalsheet Approval Date : 12-Apr-2017

KRA Category : Business

KRA Weightage : 20 _

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
To evaluate & improve Cooling Towers performance on standard parameters	Text			Not Available	Not Available	* _ Evaluation by 31.07.16 _ Improvement by 31.03.17*	Not Available	Not Available	Data collected, Prepared proposal with estimated saving of 2.25 Lacs/year	Collected design data and prepared network of all DFA indirect cooling towers. Prepared proposal to use of fatty acid cooling tower for Old SPD, MCT Bleacher and Precon in place of GDP cooling tower when GDP is not running and load on fatty acid cooling tower is low Estimated saving of 2.25 Lacs/year
Study HE leakages & suggest improvement	Text			Not Available	Not Available	30.09.16	Not Available	Not Available	Not studied as no critical heat exchanger leaked	No critical heat exchanger leaked in this period hence not studied
To evaluate & improve Heat Exchangers performance	Text			Not Available	Not Available	* _ Evaluation by 30.09.16 _ Improvement by 31.03.17*	Not Available	Not Available	Analysed all feed vs product heat exchangers of Section 3, 4, 5 and suggest remedy for improvement	Studied performance of section , 4 and 5 feed vs product heat exchangers. Suggested suitable action to improve performance of the same.
To improve MTBF of Loop Reactor Pump (P 705A/B)	Text			Not Available	Not Available	31.10.16	Not Available	Not Available	NA	NA

KRA Category : Customer

KRA Weightage : 20 _

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
To deliver cost saving projects / schemes for Rs 0.55 Cr in FY 16-17 as below	Text			Rs 0.38 cr and below	Between Rs 0.385 cr & Rs 0.522 cr	Between Rs 0.53 cr & Rs 0.58 cr	Between Rs 0.583 cr & Rs 0.709 cr	more than 0.71 cr	NA	NA

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
To carry out all technical study & give feed back within given time frame (Capex-1 month, MOC-2 week, Failure Analysis-1 week, needbase detail-as per customer requirement)	Text			Not Available	Not Available	As indicated	Not Available	Not Available	MOCs Received =7 MOCs worked out = 7, All costumer requirements completed within timeframe	All received MOCs worked out within given time frame, Solved SPD hot well overflow problem, Container heating problem, Syndate plant calculations etc
To deliver Downtime analysis & OPE (Fatty alcohol plant) in 1st week of month	Text			Not Available	Not Available	Zero slippage	Not Available	Not Available	Done within 1st week of month	b. Done within 1st week of month
To highlight abnormalities and to help to remove abnormalities on continuous basis	Text			Not Available	Not Available	Fortnightly	Not Available	Not Available	Prepared	Prepared
"To improve energy measurement system and minimize the losses - Heat generation & consumption balance in Thermic Fluid system - Steam Generation & consumption balance."	Text			Not Available	Not Available	* _ Thermic fluid heat by 31.12.16 _ Steam by 31.07.16"	Not Available	Not Available	Assess the reason of thermic fluid heat load mismatch and suggested suitable action of eliminate the same	Assess the reason of thermic fluid heat load mismatch and suggested suitable action of eliminate the same

KRA Category : People

KRA Weightage : 20 _

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
To enhance interpersonal skills through class room training as in IDP sec-A	Text			Not Available	Not Available	31.12.16	Not Available	Not Available	Attended training	Attended training
To enhance strength based team building competency through class room training as in IDP sec-A	Text			Not Available	Not Available	31.03.17	Not Available	Not Available	Attended training	Attended training

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

Employee Name	LAKHAN MEENA	Manager's name	Prabhat Das
Employee Code	10003035	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 enhance interpersonal skills	Yes	
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
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	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	OK	Yes	

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	To enhance strengths based team building competency	Yes	

*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	Select
Project Status Comments	