

Employee Name : Shakir Shaikh
 Manager's Name : Rajesh Dighe
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : 1) Meet Production Target as per S & OP Plan 2) To ensure Plant Reliability to achieve the Target

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 ensure monthly Production as per Plan.	Percentage			70	80	96	99	100
2) Maintain Product yield as per BOM	Text			N.A	N.A	a) C1214 = 91% b) C1618 = 88% c) C1698 = 83% d) C1898 = 81% e) C2022 = 81%	N.A	N.A
3) Maintain specific consumption	Percentage			70	80	96	99	100
4) Ensure Plant Reliability by following action points - a) Ensure Standby Equipment availability b) Modification of 03D3 column c) Servicing of all the thermic fluid and process control valves. d) To arrest vibration of HP lines e) Monitoring lines for failures & ensuring replacement when necessary f) Monitoring & maintaining Vacuum systems for Nil downtime	Percentage			70	80	100	98	99

KRA Category : People

KRA Weightage : 15

KRA Description : Training and 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) As Maker in RBNQA group, to understand RBNQA fully and submit application by 20 Jan 2018	Date			23/Jan/2018	22/Jan/2018	20/Jan/2018	30/Dec/2017	29/Dec/2017
2) To train plant people for RBNQA, generate required data & do required documentation for RBNQA.	Percentage			96	97	100	98	99
3) To work in group to understand Critical factors for success in Long Chain Alcohols	Percentage			96	97	100	98	99

KRA Category : Process**KRA Weightage : 15****KRA Description : Environment, Health & Safety**

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) Nil Fire Incidences in Plant a) PM to ensure nil leakages in plant b) Risk assessment before any specific activity	Text			2	1	0	Nil	zero
2) Lost time due to Accidents a) PPE usage on shop floor b) House keeping in plant	Text			2	1	0	Nil	zero
3) Closure of safety audit findings	Percentage			96	97	100	98	99

KRA Category : Customer**KRA Weightage : 15****KRA Description : Cost Savings**

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) Steam saving	Value		1.46	< 1.01	1.02 to 1.39	1.4 to 1.53	1.55 to 1.88	2.03
2) Running Sec-01, with 3 reactors in series, during low rates plant running	Value		6.98	< 4.82	4.89 to 6.63	6.7 to 7.33	7.4 to 9	9.7
4) Stop TCW - 2	Value		0.515	< 0.36	0.36 to 0.49	0.49 to 0.54	0.55 to 0.66	0.72
5) Reduce Effluent by 20 m3/day (treatment cost Rs 40/m3)	Units		20	< 13.8	14 to 19	19.2 to 21	21.2 to 25.8	27.8

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

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
Reduction in Intermediate Alcohol Inventory by Processing Intermediates & use of 03D3	Units		800	< 552	560 to 760	768 to 840	848 to 1032	1112
Manufacture of C1699 and C1899 products	Text			98.8	98.9	As per requirement	more than required	Higher grades

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
3) Meeting ABP target of long chain alcohols	Weight		32000	< 22080	22400 to 30400	30720 to 33600	33920 to 41280	44480
4) To improve yields	Percentage			0.0	0.1	0.2	0.3	0.4

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

Employee Name	Manager's name	Employee ID	Year
Shakir Shaikh	Rajesh Dighe	10003577	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	
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	