

Employee Name : SACHIN LOHAR
 Manager's Name : Prashant Pathak
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : Learning & 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. Technical training to Technician/Executive/Engineer on DCS system.(Target:4 session/year)	Value		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56
2.Safety improvement and compliance to Safety Audit in Instrument Department	Percentage			96	97	98	99	100
3.Documentation for Certification of ISO 9001,ISO 14001 & OHSAS 18001	Days			5	4	3	2	1
4. To cover all the people of Department for personal & plant safety training programme.	Percentage			90	95	96	98	100
5.No re-portable accident due to execution of work permit	Percentage			96	97	98	99	100

KRA Category : Customer
KRA Weightage : 20
KRA Description : Ensure the Instrument Reliability

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 plan & complete the servicing of below listed plant valves for better operation & performance 1)Hydrogen calorific PSA valve. 2)H2 Linde PSA Valve, 3)Nitrogen Plant PSA valve 4)Natural Gas Skid 5)H2 PRV station Skid 6)H2 Loop Reactor valve 7)Fatty Alcohol & Fatty Acid Plant Thermic fluid line control valve servicing & overhauling,==15 no's Control Valve.	Percentage			96	97	98	99	100
2. To ensure the Safety reliability in Plants by checking the thermowells of Fatty Acid Columns,Fatty Alcohol & Hyrdogen Reformer. (Qty: 90 no's)	Value		30	< 20.7	21 to 28.5	28.8 to 31.5	31.8 to 38.7	41.7
3.Upgradation/migration of DCS system for Window 7 OS	Date			30/Mar/2018	15/Mar/2018	25/Feb/2018	15/Feb/2018	30/Jan/2018
4. Adherence to PM/CM as per schedules 1)98% completion of CM total: 932 nos.2)96 % completion of PM of Remaining Instruments:2944 nos.	Percentage			96	97	98	99	100

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
5.Weighing system calibration performance checking.Total Qty:28 no's	Percentage			95	96	97	98	100

KRA Category : Business

KRA Weightage : 30

KRA Description : Ensure Instrument availability to meet the production target with respect to Volume & Reduce the Overheads & Cost

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.Instrument availability & Reduction in downtime due to instrument,Target downtime:120 hours(5 days)	Days			7	6	5	4	3
2.Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Percentage			95	97	98	99	100
3.To reduce Depatment OT by 5% than previous year(Other than Manpower shortage).In hours 3515 hours against last years 3700 hours	Percentage			1	3	5	7	10
4.Completion of Statutory compliance(Weight & measure, AERB, MPCB,);Total Qty:37 no's	Percentage			33	34	35	36	37
5.Ensuring the Traceability of Master Instrument as per due date or exceed by 20 days as a target	Days			30	25	20	15	10

KRA Category : Process

KRA Weightage : 15

KRA Description : Enhancement Initiatives in process

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.New Flacker on line Metal detector system installation.	Date			30/Dec/2017	30/Nov/2017	31/Oct/2017	15/Oct/2017	30/Sep/2017
2.Compliance with MPCB norms ETP effluent for Instrument COD, PH, DO, Flow	Date			10/Jul/2017	30/Jun/2017	15/Jun/2017	05/Jun/2017	20/May/2017
3.Support & logic implementation for the Improvement plans/projects:1)Fatty Acid Pre-heater thermowell & RTD sensor location to be relocated. 2)TT point added in supply/return line in Fatty Acid,3)PT	Date			30/Dec/2017	20/Dec/2017	30/Nov/2017	15/Nov/2017	30/Oct/2017

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 at HOP heater, 4) HOS/HOP/HOR new thermowell installation & it's indication on SCADA system.								
4.Heatload Calculation of Fatty Acid coal heater system & Fatty Acid plant.	Date			20/Jan/2018	30/Dec/2017	25/Nov/2017	20/Oct/2017	25/Sep/2017
5.Automation required in Revamping of Fire Hydrant System to make it leak free & Support new products project for Instrument and Automation (Soap noodles/ Tertiary amine/ Asphalt emulsion plants)	Date			20/Mar/2018	10/Mar/2018	25/Feb/2018	15/Feb/2018	30/Jan/2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Cost Cutting Initiatives in process

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.GT T5 temperature control chilled water line installation & SCADA configuration	Date			30/Mar/2018	15/Feb/2018	15/Jan/2018	30/Dec/2017	01/Dec/2017
2.VAM Temperature & flow parameter indication given on CPP SCADA system.	Date			25/Dec/2017	25/Nov/2017	30/Oct/2017	15/Oct/2017	30/Sep/2017
3.Listing the scrap in Instrumentation and disposal of the same	Date			15/Mar/2018	30/Dec/2017	15/Nov/2017	30/Oct/2017	01/Oct/2017
4.Reduction in Engg Stores Inventory Identification of the Engg materials Value - 10 lakh	Value		10	< 6.9	7 to 9.5	9.6 to 10.5	10.6 to 12.9	13.9
5.To optimize the cost of new procurement by utilizing the available instruments for the new modifications and maintenance.	Value		15	< 10.35	10.5 to 14.25	14.4 to 15.75	15.9 to 19.35	20.85

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

Employee Name	Manager's name	Employee ID	Year
SACHIN LOHAR	Prashant Pathak	10000417	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

	Name of program	Faculty	Days	Please explain why the training is needed
No				

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	To improve thinking & problem diagnostic skill
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	