

Employee Name : Ashutosh Patil
 Manager's Name : Nilesh Agarwal
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : To supply Hydrogen gas as per SNOP targets to Fatty alcohol, loop reactor and bottling

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. Hydrogen supply to a) Fatty alcohol b) Loop reactor c) Bottling	Text			NA	NA	80 % SNOP	90% SNOP	100% SNOP
2. Production of pastilles to meet SNOP.	Text			NA	NA	95 % SNOP	97 % SNOP	100 % SNOP
3. Plant Reliability -(Reduction in unplanned downtime through following measures) a) Scheduled safety valve servicing. b) Servicing of PRVs of trolley unloading and H2 bullet section. c) Replacement of syngas header in caloric plant e) Replacement of bent reformer tube f) Availability of standby steam superheater coil. g) Replacment of steel belt for Old pastillator. .	Text			NA	NA	Reduction by 10 % over last year .	Reduction by 20 % over last year .	Reduction by 30 % over last year .

KRA Category : Process

KRA Weightage : 15

KRA Description : Optimization of hydrogen gas production cost and plant operation

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 maintain yearly specific consumption of NG.	Text			NA	NA	0.49 (Nm3 of NG/Nm3 of H2)	0.485 (Nm3 of NG/Nm3 of H2)	0.475 (Nm3 of NG/Nm3 of H2)
2. Consumption of slow moving and restricted fatty alcohol pastilles and E-wax pastilles.	Text			NA	NA	Within 6 months	within 4 months	within 2 months
3. To monitor caloric reformer catalyst performance.	Text			NA	NA	NA	NA	On monthly basis=100% data monitoring
4. Hydrogen gas recovery form vent gas.	Text			NA	NA	20 lakhs/Annum	30 lakhs/Annum	40 lakhs/Annum

KRA Category : People**KRA Weightage : 15****KRA Description : To achieve self and team 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. Fulfillment of self IDP.	Percentage			50	60	75	90	100
2. Departmental participation in all training of Safety and others.	Text			NA	NA	NA	NA	Atleast 1 person for each training session from hydrogen and pastillator plant
3.To give in-plant training for new joiners	Text			NA	NA	1 person per year	2 person per year	3 person per year

KRA Category : Business**KRA Weightage : 15****KRA Description : To improve reliability 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
1. To do catalyst activity in H2 and alcohol plant	Text			NA	NA	NA	NA	within target time with zero downtime and zero accident/incident
2. WH-106 Dp, ID and FD fan performance monitoring as well as 10E09 exchanger performance monitoring	Text			NA	NA	90% monitoring	95% monitoring	100% monitoring
3. Scheduled safety valve servicing as well as maintains records	Text			NA	NA	80% valve servicing	90% valve servicing	100% valve servicing
4.make SNOP vs Actual mapping in pastillator plant.	Text			NA	NA	80%	90%	100%

KRA Category : Customer**KRA Weightage : 15****KRA Description : To maintain high standards of EHS practices , good Housekeeping and customer complaints.**

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) Environment and Health safety a) Usage of PPE's b) Zero first aid injury. c) Zero accidents d) Zero fire incidence. e) Zero process utility and H2 leakages.	Text			NA	NA	NA	NA	1) a) 100% PPE usage b) Zero First aid injuries c) Zero accidents d) zero fire incident e)Zero leakages

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
2) Implementation of ISO 14001 & 18001: a) To complete 1st survival audit within time. b) Improvement in register as per survival audit. c) Clearing of non-conformities. d) Completion of objectives	Text			NA	NA	a) By July 2017 b) 80% c) 80 % d) 80%	a) By July 2017 b) 90% c) 90 % d) 90%	a) By July 2017 b) 100% c) 100 % d)100%
3) Minimize customer complains regarding quality of alcohol pastills.	Text			NA	NA	3 customer complaints	2 customer complaints	zero customer complains
4) Maintain GHK,GMP in pastillator plant as well as hydrogen plant.	Text			NA	NA	GHK=8, GMP=80% control	GHK=9, GMP=90% control	GHK=10, GMP=100% control

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

Employee Name	Manager's name	Employee ID	Year
Ashutosh Patil	Nilesh Agarwal	10003574	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	SI
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			
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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	