

10000379 SANTOSH PASALALU

Employee Name : SANTOSH PASALALU Manager's Name : Rajesh Dighe

Goalsheet Approval Date : 13-Apr-2017

KRA Category : Customer

KRA Weightage : 15 \_

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
1) Steam saving Steam usage optimisation	Text			.	Reduction by < 10%	Reduce steam usage by 10%	Reduce steam usage by 20%	Reduce steam usage by 30%	Steam consumption reduced by 15%	Steam consumption reduced by 15%. Steam leakages attended. Whenever steam not required for tracing steam isolated
2) Optimise Process Parametres (Sec-01) Reduction in Sec 01 Temperatures by 2 deg across all grades.	Text			.	.	> 1184 kg coal/day	> 1300 kg coal/day	> 1500 kg coal/day	section 1 temperature reduced by 2 degree Celsius.	Coal consumption reduced by 1184 Kg per day
3) Increase Product yield a) Remove concentrated residue to improve first pass yield - Final residue removal Plan b) Study fractionation for Flash from 01D11 in C301	Text			.	.	> 0.20%	> 0.50%	> 0.80%	Due to small runs there is no significant increase in product yield. Due to shortage of storage tank, flash & residue not processed	Due to small runs there is no significant increase in product yield. Due to shortage of storage tank, flash & residue not processed
4) Effluent Reduction - a) Reduce effluent generation b) Increase condensate recovery	Text			.	.	a) 20 m3/day b) Recovery by 10 m3/day	a) 25 m3/day b) Recovery by 15 m3/day	a) 30 m3/day b) Recovery by 20 m3/day	a) Reduced effluent generated 19 m3/day. Recycle water used for make-up cooling tower & vacuum pump. B) condensate recovery increased	saved Rs.17.7 lakh from november to march 2017 by attending condensate and steam leakages

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
1) To ensure daily Production as per daily Plan.	Text			< 70%	< 80%	> 90%	> 95%	> 105%	Achieved >95% daily production as per daily plan	target not achieved due to low acid feed stock
2) Implement & optimise - Flash and Residue withdrawal to reduce intermediate alcohol generation compare to last year	Text			.	.	> 20%	> 30%	> 40%	reduced >25% IM generation compared to last year. commissioned continue residue removal system but not removed due to shortage of storage tank	reduced >25% IM generation compared to last year. commissioned continue residue removal system but not removed due to shortage of storage tank
3) To process in time - Generated flash and residue in C301 and then its processing in alcohol Plant.	Text			.	.	Accumulation < 45 days	Accumulation < 30 days	Accumulation < 15 days	Intermediate generated processed within 30 days from generation.	Total 6211 MT intermediate processed in C301 in this year. Total 6086.5 MT intermediates consumed in alcohol plant.
4) Plant Reliability - (max 7500 MT/M as and when	Text			.	.	a)100 % implementation b)Filing 100 %	.	.	a) 100 % PM schedule followed. b)100 %	a) Pump chagne over taken whenever possible.

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
demand) a) PM/CM schedule to follow b) Completion of FIR/FAR/ MOC c) No downtime due to Vacuum system. d) No Downtime due to Tempered Cooling Water e) Ensure 100% availability of Standby Equipment. f) Exchanger leaks.						c) Nil d) Nil e) 100%			compliance. c) Nil d) Nil e) 100% available	b) No FIR due to zero incidents. c) Stripper vacuum readings taken periodically. d) TCW running normal. no downtime. e) followed pump change over schedule so there is always availability of standby pump.

**KRA Category : Process**  
**KRA Weightage : 15 \_**

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
1) Accidents & Fire Incidences in Plant - a) Usage of PPE's b) Risk assessment in specific activity (other than routine) c) PM to ensure no leakages. d) No fire due to material spillage & soaked in insulation	Text			.	.	Zero fire incidence a) 100% PPE usage b) 100% Risk assessment c) Zero leakage	.	.	a) 100% PPEs usage b) 02D25, 01E8 and 03D3 modification risk assessment carried out. c) pump change over followed. d) No fire incident reported in year	Risk assessment sheets uploaded.
2) Follow-up of work permit system. No fire due to inappropriate work permits.	Text			.	.	100% compliance	.	.	100% compliance no fire due to inappropriate work permits.	no fire due to inappropriate work permits.
3) Closure of safety audit findings	Text			.	.	Within agreed time frame	.	.	Rectified safety Audit findings in the plant	Rectified safety Audit findings in the plant
4) To maintain GMP in the Plant	Text			.	.	Rating > 6	Rating > 8	Rating = 10	obtained average 7 rating	once in a week housekeeping schedule maintained.

**KRA Category : Business**  
**KRA Weightage : 15 \_**

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
1) Actively involve into special activities like catalyst charging, discharging in alcohol plant.	Text			.	.	100% involvement	.	.	100% compliance	actively involved in catalyst activity carried out in Aug 16 & Feb 17
2) Alcohol Product Rejection on Quality.	Text			.	.	Zero	.	.	zero	No rejection due to quality.
3) To meet compliance as per ISO	Text			.	.	As per Time schedule	.	.	SOPs and WI modified.	Record maintained.

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9000/14000/18000 and modify documents. Understand SOP & WI and its follow-up										
4) To conduct plant audit to ensure proper insulation on hot surface to save energy.	Text			.	.	One Audit per month	.	.	Audits conducted.	Problems were listed in shut down jobs sheet & rectified during shutdown

KRA Category : People  
KRA Weightage : 15 \_

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
1) Team Training - a) To develop subordinates, Training of GET and new comers in the dept. b) Training of DCS and Field operators.	Text			.	.	100%	.	.	100% compliance	Training given to GET and new comers, DCS and field operators
2) To relieve Panel and Field Operators for Safety Training & Safety Procedures	Text			.	.	As and when training is arranged during the shift.	.	.	100% compliance	Relieved panel and field operators whenever training arranged.
3) Self Training through Mentor	Text			.	.	As per IDP	.	.	a) EHS training completed b) SAP training given by Mr. R. Dighe	a) EHS training completed b) SAP training given by Mr. R. Dighe

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

<b>Employee Name</b>	SANTOSH PASALALU	<b>Manager's name</b>	Rajesh Dighe
<b>Employee Code</b>	10000379	<b>Year</b>	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 ensure effective team building, interpersonal skills are required.	undefined	
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To spare time during day to day shift working for special projects.	undefined	
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	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok.	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices	ASHOKR AO PATIL	0.5	Ok.	undefined	

	(GMP +) and cGMP **						
10	Influencing skills	Internal TBD	2				
11	Strengths based team building	Charles Carvalho	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	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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

#### Part C: Development through action learning projects

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	

<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	Select
<b>Project Status Comments</b>	