

Employee Name : Rajendra Jain  
 Manager's Name : Vilas Kakade  
 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 meet monthly Production as per S & OP Plan.	Percentage			80	85	96	98	100
2) Maintain Product yield as per BOM	Text			NA	NA	a) C1214 = 91% b) C1618 = 88% c) C1698 = 83% d) C1898 = 81% e) C2022 = 81%	NA	NA
3) Maintain specific consumption as per BOM	Percentage			80	85	96	98	100
4) Ensure Plant Reliability by following action points - a) Revamping of Alcohol cooling tower b) Modification of 03D3 column c) Servicing of all the thermic fluid and process control valves. d) To arrest vibration of HP lines e) Protection of HP lines during catalyst drum handling	Text			NA	NA	As and when time (opportunity) permits	NA	NA

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Cost Saving (Rs. 2.06 Cr)**

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 (7.40 MT/day)	Value		146	< 100.74	102.2 to 138.7	140.16 to 153.3	154.76 to 188.34	202.94
2) Yield Increase benefits after 03D3 Modification	Value		50	< 34.5	35 to 47.5	48 to 52.5	53 to 64.5	69.5
3) Value addition in Alcohol Residue (Rs 5000 PMT)	Value		10	< 6.9	7 to 9.5	9.6 to 10.5	10.6 to 12.9	13.9

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : Business 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) Reduction in Intermediate Alcohol Inventory compare to stock as on 01.04.2017	Value		500	< 345	350 to 475	480 to 525	530 to 645	695
2) To establish suitability of 03D3 modification to produce extra pure alcohol like C1699% and C1899%	Date			31/Mar/2018	28/Feb/2018	31/Oct/2017	30/Sep/2017	31/Aug/2017
3) Meeting ABP target of long chain alcohols	Units		32800	< 22632	22960 to 31160	31488 to 34440	34768 to 42312	45592

**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) Fire incidences in Plant a) PM to ensure leakages in plant b) Risk assessment before any specific activity	Text			NA	NA	Zero fire incidence a) Zero material leakage b) 100% Risk assessment Zero fire incidence a) Zero material leakage b) 100% Risk assessment	NA	NA
2) To maintain plant safety culture. To ensure reduction of unsafe acts, unsafe conditions and near misses	Text			NA	NA	a) 100% PPE usage on shop floor b) House keeping rating to qualify c) 100% follow		up of safety work permit
3) Closure of safety audit findings	Text			NA	NA	Within agreed time frame	NA	NA

**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) VVF model for carbon footprint	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
2) To train the team for producing extra pure alcohol and process operation philosophy of 03D3	Date			31/Dec/2017	30/Nov/2017	31/Aug/2017	31/Jul/2017	30/Jun/2017
3) RBNQA Awareness	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/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
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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Rajendra Jain	Vilas Kakade	10000393	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	Administrative capability built-up
6	Six Thinking Hats		1	Administrative capability built-up
7	Art of Charm	Anant Pednekar	1	Administrative capability built-up

\*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	E wax and Vega ESI chemistry	1	rajesh.rao@vvfltd.com?Dr. Rajesh Rao
2	Costing Module	1	s.sriram@vvfltd.com?S. Sriram

**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	Rajesh Mhaskar	5	31/Dec/2017		
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>	Prepare VVF Model for measuring carbon footprint
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	Establish the method for measuring carbon footprint
<b>Project exclusions</b>	Certification and statutory requirements
<b>Project deliverables</b> (Target at rating 3: good solid performance)	1) Total CO2 emission 2) Total fuel energy used 3) Initiatives required to reduce carbon footprint 4) Initiatives for Green power 5) Carbon footprint matrix of VVF
<b>What is the employee expected to learn from this project</b>	1) Carbon footprint calculations and global standards 2) Benefits associated to carbon footprint
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	