

10003577 Shakir Shaikh

Employee Name : Shakir ShaikhManager's Name : Rajesh Dighe

Goalsheet Approval Date : 15-Apr-2017

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			Not Available	Not Available	100%	Not Available	Not Available	100% compliance	Training given to GET and new comers, DCS and field operators shubham mane & prafulla rajadhyakshya
2) To relieve Panel and Field Operators for Safety Training & Safety Procedures	Text			Not Available	Not Available	As and when training is arranged during the shift.	Not Available	Not Available	100% compliance	Relieved panel and field operators whenever training arranged.
3) Self Training through Mentor	Text			Not Available	Not Available	As per IDP	Not Available	Not Available	EHS training completed	EHS training completed

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) 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			Not Available	Not Available	Zero fire incidence a) 100% PPE usage b) 100% Risk assessment	Not Available	Not Available	a) 100% PPEs usage b) 02D25, 01E8 and 03D3 modification risk assesment 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			Not Available	Not Available	100% compliance	Not Available	Not Available	100% compliance no fire due to inappropriate work permits.	no fire due to inappropriate work permits.
3) To conduct leak check of high pressure flanges, valve glands, joints, flanges, etc.	Text			Not Available	Not Available	Once in a month	Not Available	Not Available	leak test done	no leakage found
4) To maintain GMP in the Plant	Text			Not Available	Not Available	Rating > 6	Rating > 8	Rating = 10	obtained average 7 rating	once in a week housekeeping schedule maintained.

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	As per S & OP Target not achieved due to low feed stock
2) Implement & optimise - Flash and Residue withdrawal to reduce intermediate alcohol generation compare to last year	Text			Not Available	Not Available	> 20%	> 30%	> 40%	reduced >25% intermediate generation compared to last year. Commissioned continue residue withdrawal system but not removed due to shortage of storage tank	Commissioned continue residue withdrawal 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			Not Available	Not Available	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 demanded) 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.	Text			Not Available	Not Available	a)100 % implementation b)Filing 100 % c)Nil d)Nil e)100%	Not Available	Not Available	a) 100 % PM schedule followed. b)100 % compliance. c) Nil d) Nil e) 100% available	a) Pump change over taken whenever possible. 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 : 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) Power saving by Power usage optimisation a) Tank stirrer usage b) Un-wanted drives stoppage c) Stoppage of drives when plant is at low rates.	Text			Not Available	Reduction by < 0.50%	Reduce power usage by 0.50%	Reduce power usage by 0.70%	Reduce power usage by 1.00%	a) tank stirrer stopped whenever not necessary. b) 03G9 and 02G1A, 02G1 pumps stopped when not necessary. C) stopped one of peroni pump whenever plant is running at low rates	a) tank stirrer stopped whenever not necessary. b) 03G9 and 02G1A, 02G1 pumps stopped when not necessary. C) stopped one of peroni pump whenever plant is running at low rates
2) Optimise Process Parametres (Sec-01) Reduction in Sec 01 Temperatures by 2 deg across all grades.	Text			Not Available	Not Available	> 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			Not Available	Not Available	> 0.20%	> 0.50%	> 0.80%	Due to small runs there is no significant increase in product yield. commissioned continuous residue removal system but not removed due to shortage of storage tank	Due to small runs there is no significant increase in product yield. commissioned continuous residue removal system but not removed due to shortage of storage tank
4) Effluent Reduction - a) Utilize Sec-01 reaction water in other areas. Reduce effluent generation b) Increase condensate	Text			Not Available	Not Available	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

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recovery										

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			Not Available	Not Available	100% involvement	Not Available	Not Available	100% compliance	actively involved in catalyst activity carried out in Aug16 & Feb 17
2) Alcohol Product Rejection on Quality.	Text			Not Available	Not Available	Zero	Not Available	Not Available	zero	No rejection due to quality.
3) To meet compliance as per ISO 9000/14000/18000 and modify documents. Understand SOP & WI and its follow-up	Text			Not Available	Not Available	As per Time schedule	Not Available	Not Available	SOPs and WI modified.	Record maintained.
4) To conduct equipment audit based on LLF and visual observation.	Text			Not Available	Not Available	One Audit per month	Not Available	Not Available	Audits conducted.	Problems were listed in shut down jobs sheet & rectified during shutdown.