

Employee Name : SATISH ADAKE  
 Manager's Name : Nilesh Agarwal  
 Goalsheet Of Year: 2017-2018

**KRA Category : Business**  
**KRA Weightage : 15**  
**KRA Description : Cost saving**

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 unproductive NG by sale of hydrogen gas during venting.	Text			NA	NA	20 lakhs/Annum	30 lakhs/Annum	40 lakhs/Annum
2. Hydrogen gas recovery form vent gas.	Text			NA	NA	15 lakhs/Annum	20 lakhs/Annum	30 lakhs/Annum
3. Reduction in unplanned downtime of Hydrogen plant	Text			NA	NA	5% reduction than last year 2016/17	10% reduction than last year 2016/17	20% reduction than last year 2016/17
4. Reduction in unproductive NG by consuming hydrogen gas to coal fire heater during venting	Text			NA	NA	3 Lakh/Annum	4 Lakh/Annum	5 lakh/Annum

**KRA Category : Business**  
**KRA Weightage : 40**  
**KRA Description : A)To supply Hydrogen gas to achieve 95% SNOP requirment of 1)Alcohol plant 2)Loop reactor 3)Bottling. B) To Produce fatty alcohol Pastiles and Ewax as per demand.**

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	95 % SNOP	97 % SNOP	100 % SNOP
2. To maintain specific consumption of NG at year end average.	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)
3. Production of Fatty alcohol pastilles to meet demand plan.	Text			NA	NA	Within Week if bulk fatty alcohol is available.	No LC expired due to pastillator plant unplanned down time	Zero order cancellation

**KRA Category : People**  
**KRA Weightage : 15**  
**KRA Description : To achieve 'self and team development' and 'EHS improvements'**

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.	Text			NA	NA	80%	90%	100%
2. To ensure a) Plant operation refreshment training to field operators. b) Departmental personnel participation in all training of Safety and other.	Text			NA	NA	a) 6 persons per year. b) 1 persons per training.	a) 8 persons per year. b) 1 persons per training.	a) 10 persons per year. b) 2 persons per training.
3. Implementation of ISO 14001 & 18001: a) Completion of 1st survival audit. b) Aspect/Impact & HIRA Register preparation. 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%
4. EHS- a) Zero first aid injury. b) Zero accidents c) Zero fire incidence.	Text			NA	NA	NA	NA	a) Zero First aid injuries b) Zero accidents c) zero fire incident
5. To do Safety improvements discussed in monthly safety meeting	Text			NA	NA	3 nos of improvements in a year	5 no.s of improvement in a year	> 7 no.s of improvements in a year

#### KRA Category : Process

KRA Weightage : 15

KRA Description : Caloric Plant Reformer Catalyst Activity and Plant 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. Execute planning/schedule to replace a) caloric plant reformer catalyst. b) Reformer tube no. 08.	Text			NA	NA	3 days late of target time.	2 days late of target time.	Completion within target time
2. To monitor caloric reformer catalyst performance. (on monthly basis)	Text			NA	NA	90%	95%	100%
3. Plant Reliability - a) To follow up Plant shutdown/startup/PM of Equipment/Utilities availability. b) Scheduled safety valve servicing. c) Servicing of PRVs of trolley unloading and H2 bullet section. d) Plant equipment monitoring. .	Text			NA	NA	3. a) 100% b) Yearly basis c) By Dec 2017 d) By Dec 2017	3. a) 100% b) Yearly basis c) By Oct 2017 d) By Oct 2017	3. a) 100% b) Yearly basis c) By Aug 2017 d) By Aug 2017

#### KRA Category : Customer

KRA Weightage : 15

KRA Description : Product Quality and Customer

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 quality of Hydrogen Gas and Fatty Alcohol Pastilles to reduce customer complaints.	Text			>4 customer complaints	4 customer complaints	3 customer complaints	2 customer complaints	Zero costomer complaints.
2. Customer audit and closer of the audit findings. ( Internal /External)	Text			NA	NA	6 days late of agreed time frame.	3 days late of agreed time frame	Within agreed time of frame
3. Implementation of revised ISO 9001:2015	Text			NA	NA	80%	90%	100%

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

Employee Name	Manager's name	Employee ID	Year
SATISH ADAKE	Nilesh Agarwal	10003072	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	
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			

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**

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	