10000376 Prashant Pathak
Employee Name : Prashant PathakManager's Name : Aniruddha Bansod
Goalsheet Approval Date : 05-Jun-2017

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. Adherence to PM/CM schedule to avoid the instrument failure.	Text			<90% for all functions	90% for all functions	95% for all functions	97% for all functions	99% for all fnctions	1)100% completion of CM total: 932 nos. 2)100% completion of PM total: 2944 nos.	Completed target above 99%. The schedule was revised for achieving Continuous improvement for avoiding the unpredictable failure/ Breakdown.
2. Ensure the instrument availability for production as per SNOP	Text			< 94% for all sections	< 96% for all sections	100% for all sections	Not Available	Not Available	Total downtime HRS==23 hours, Total HRS=8760 hours, Total plant UP =8737 hours HRS	Adhere Instrument maintenance schedule & monitor the performance. Continuosly update Inventory & spares & follow up with vendor for material /service.
3. Reduction in unscheduled breakdown compared to 2015-16 due to Instrumentation	Text			Increase by 10% in all plant areas.	No reduction	Reduction by 5% in all plant areas.	Reduction by 10% in all plant areas.	Reduction by 15% in all plant areas.	Actual Downtime :23 hours against target of 88 hours. hours	Reduction in downtime by more than 15 % agaisnt the target. Closely monitoring the Instrument performance Daily, Analysing the data of PM, CM and Breakdown
4. To prepare the annual shutdown job list and execute all the jobs within shutdown period. Ensure the instrument performance after shutdown maintenance	Text			Not Available	Not Available	Job completion within defined timeline & no failure after maint	Not Available	Not Available	Job completed on time. No failure after service of Instruments	All job executed on time. After servicing after shutdown performance were improved.
5. Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Text			15% exceeds over budget	10% exceeds over budget	within budget	10% less than budgeted	15% less than budgeted	Consumed 1.18cr out of 1.30cr.	Saving of 10 %.By doing the cost saving project/MOC in house & utilizing internal available spares/instrument at site.

KRA Category : Business
KRA Weightage : 20

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1. To improve on pressure fluctuation in SM30-50 Boiler by switching from On-Off control system to Master PID control system.	Text			Feb_16	Mid Feb	Complete by 01_01_2017	Mid Jan	Dec_16	Control valve handed for fabrication on 15th December 2016	A spare (unused) valve was used for this application. Total design for the Instrument including Data sheet its CV calculation and loop drawing for fabrication was done in house and Its overhauling and total hydro,leakage checking was done in our workshop. Handed over the user department

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										for fabrication.
2. Improvement by Revamping in Hydrogenated FA, Loop Reactor, to increase the production batch cycle per day.	Text			Mar_16	Mid March	Completed by 01_02_2017	Mid Feb	Jan_16	Completed before 31st Jan	H2 Loop reactor high pressure catalyst system: 1. 8 no's new on/off valve installation done. 2. It's DCS configuration, programming & cabling, loop checking done. 3. After operation its performance operation checked for its satisfactory functioning. 4. Rigorous jobs were carried out for its reliability. Repetitive failures of on-off Valve XV-305/XV-311/XV-306 were nullified by predictive maintenance method. 5. Critical Hydrogen line control valves PCV-302/PCV-302A/PCV-701BV were thoroughly serviced. 6. V-700 vessel new DP type Level transmitter provided for batch size monitoring purpose.
3. To merge the coal Scada and CPP scada for viewing both plant in one monitor thereby increasing the close monitoring.	Text			Feb_16	Mid Feb	Completed by 01_02_2017	Mid Jan	Dec_16	Completed before December 2016	Two dedicated operation Scada screen provided for Coal operation and CPP Plant operation. Also the merging was carried out, now it possible to monitor both plant from single monitor. The system is made in such a way that in case of abnormality in any one workstation, operation is not affected and can be safely handled from redundant workstations.
4. Support to other departments : a.To achieve energy saving. b. Commissioning Supports for projects like: a. Alcohol 03D3 coulmn revamping. b. Beads	Text			< Rs 1.25 L	Rs 1.25 Lacs	Complete on the targeted day.	Complete before a week before target date	Complete before 10 days before target date	Completed before 10 days of target date	Attach is the list of carried out modificaiton for various internal department and Technical services. There was full support from Instrument department to various project. And the Instruments were made available well ahead in time.
5. Reduce the cost of new ordering with Cost Cutting Initiatives.	Text			Not Available	Not Available	20 lakhs	22 lakhs	25 Lakhs	Reduced the cost of new ordering of more than 25 lakhs	Optimise the cost of new procurement by utilising the available instruments at site & doing the repairing, maintenance, programming etc. Attach is the sheet showing the cost saving list.
6. Process enhancement/modification a. Changing of thermowells for aging process b. Fatty Acid Pre-heater thermowll & RTD sensor location to be relocated. c. GDP Plant Thermic fluid line FT relocation. d. TT point added in supply/return line.	Text			Not Available	Not Available	8 hours after permit is released.	Not Available	Not Available	After Permit Modification carried out within 4 hours.	1. Fatty Acid Plant distillation section 40 no's & Splitting section 12 no's thermowell inspection, checking and replacement of worn out carried out. 2. Hydrogen caloric & H2 Linde Plant 8 no's thermowell inspection/checking carried out. 3. The Coal Heater Acid and Alcohol all 8 no's thermowell inspection carried out & out of this 4 no's Thermowell replaced with new better MOC

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										thermowell in October'2016. 4. Fatty Acid Pre-heater thermowell & RTD sensor location purpose new thermowell/RTD procurement done in Dec'2016 informed the user department for goahead for giving permit. 5. GDP Plant Thermic fluid line FT and TT installation and relocation drawing submitted to technical Dept. 6. Fatty Acid C-303 column new RTD-thermowell installation procurement done in Dec'2016 & informed the user department for go ahead for giving permit.

KRA Category : People
KRA Weightage : 20

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 work for Reliability Improvement at Taloja	Text			Not Available	Not Available	Mar'17	Not Available	Not Available	Achieved much more reliability in instrumentation.	Assurance given for the functioning of serviced instruments: 1) Hydrogen caloric PSA valve: Hydrogen Caloric Plant PSA valve servicing carried out every 1.5 years for avoiding the downtime/failure. Last time servicing carried out in February'2016. 2)H2 Linde PSA Valve:Hydrogen Linde Plant PSA valve servicing carried out every 1.5 years for avoiding the downtime/failure.Last time servicing carried out in May'2016. 3)Nitrogen Plant PSA valve :Nitrogen plant PSA valve servicing carried out every 1.0 years for avoiding the downtime/failure. Also all 9 no's Actuator servicing carried out.Last servicing done in November'2016. 4)Natural Gas Skid:2 Bar & 4 Bar==Both Skid servicing & overhauling carried out in October'2016. 5)H2 Loop Reactor valve: Control valve PCV-302A/PCV-701BV,XV-311,XV-306,XV-306B servicing & overhauling

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										carried.
2. Class room training on Advance Communication Skills	Text			Not Available	Not Available	Dec'16	Not Available	Not Available	Completed before 12th October	The effective presentation skill of PPT were enhanced. Attach is file for attendance.
3. Development through Developmental relationship:	Text			Not Available	Not Available	Mar'17	Not Available	Not Available	Completed well before the targeted date of Mar 17.	Practical Training(4 Session) given on DCS system to Instrument team member & plant operator.(Basic Instrumentation,H2 Recovery Logic,H2 Loop logic & Sec-3 Ebara logic).
4. Technical Training to employees at OEM centre (external)	Text			Nil	2 members	4 members	6 members	8 members	Training provided to 10 members against target of 8 persons.	100% people from the dept. cover as per schedule.1)M/S Samson Control valve Training at Ranjangaon,Pune on 10th January'2017 ---For 10 no's instrument dept team member.2)Provided awareness about safety (20 no's person) to new joined Apprentice & contractor working within dept during shutdown activity.

KRA Category : Process
KRA Weightage : 20

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. Planned overhauling of Pneumatic valves of: a. PSA of Caloric plant . b. PSA of Linde plant. c. PSA of Nitrogen plant. d. NG skid of B1, B2, GT and 2 bar skid. e. Hydrogenated plant (LoopReactor)	Text			Not Available	Not Available	8760 running hours	9480	10200 hours	Provided continuos run of 10200 hours without breakdown	The overhauling and maintenance was extended to 425 days instead of 365 days. Without having the downtime.
2. Ensuring the traceability of All the Master and Critical Instruments to National laboratory and completion of Statuatory complainces.	Text			Not Available	Not Available	95% completion	Not Available	100% completion	100% completion before the time.	As per Govt. rules & regulation all the statutory document prepared and made ready before due date of each weighing system in Taloja including QC department.
3. Coal heater A& B—Bed temperature thermowell to be replaced with better MOC Thermowell for long life.	Text			Not Available	Not Available	By Dec'16 end	Not Available	Mar_17	All the thermowell were replaced before November 17	All 8 no's thermowell inspection carried out & out of this 4 no's Thermowell replaced with new better MOC 916L thermowell in October'2016.
4. Health checking of thermowells of Fatty Acid Columns & Hyrdogen Reformer.	Text			Not Available	Not Available	To complete atleast 40% in Quantity.	Not Available	To complete atleast 50% in Quantity.	Completed 80% of the Total thermowells. The remaining 20% to be decided by process for its removal.	Fatty Acid Plant distillation section 40 no's & Splitting section 12 no's thermowell inspection/checking carried out. Hydrogen caloric & H2 Linde Plant 8 no's thermowell inspection/checking carried out.
5. Redundant	Text			Not Available	Not Available	Decemeber 16	Not Available	November'2016.	Completed before	Earlier in Linde

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-Standby SCADA system ready to plug in for: 1. Hydrgoen Linde plant. 2. CPP Plant 3. Coal Plant.									October 2016	and CPP if Scada workstation's computer failed would lead to blackout dangerous situation in plant. Both these system were made redundant and in case of emergency the Instrument person can boot on new workstation.
6. CAPEX for upgradation of DCS system's Operating system from absolute XP to latest available in market.	Text			Not Available	Not Available	Proposal by March '17	Not Available	Proposal by Jan 17	Completed by January 2017	proposal prepared & PRF raised in SAP system for the both DCS system upgradation to Window 7 from window XP .

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

Answer:-Definitely yes goal were very challenging. To provide the service with assurance of reliability and all time lowest downtime 23 hours in 365 days was in it self a big challenge. Working with professional team of my technicians and engineers, with positive minded team, made this possible. Other challenges of Instrument accuracy faced on day to day basis were nullified immediately due to my vast experience in this Instrumentation field. Carrying out reliability was made in clustered format and was equally divided among team so that the time was effectively used on solving multiple task in given time frame. Thus though goals were stretched I made it look effortlessly.

2. I have gone the extra mile to help my colleagues/team/organization by:

Answer:-In providing the reliability of Instrumentation I have gone extra mile to make sure the service provided is as required by various internal department. There were many challenges in design like choosing MOC for failure of thermowells in CPP , hydrogen reformer and distillation sections, In caloric hydrogen plant Natural Gas failed mass flow meter was replaced with the meter having equivalent accuracy and saving the cost of around 10 lakhs rupees. I went out of my way to see that CCTV for export loading were completed before the target date given by excise inspector. The uncovered part of project in reliability was taken as target for my colleagues and I ensured its completion by each member before the targeted KPI indicator. Safety, Sports and Training participation was closely monitored parameters to make the positive frame of mind of my team.

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

Example1:-I created the Auto reporting format from the DCS-PLC system so that each user of different section gets his daily report preparation job effortlessly. Not only I stopped by creating the report on the DCS-SCADA system workstation but also made sure that the report could be seen on each ones desktop/computer. This made production daily reporting a task easy with very less time consume on this activity.

Example2:-All the Safety risk factor arising due to instruments were listed. And this year I took the thermowell checking and providing the reliability concern in this process parameter as a task. Accordingly I ensured almost above 85% completion of this task in all plants at Taloja. Few left out were not available due to process unavailability and structural design. Many SOPs were modified so as to suit the VVF culture and simultaneously not degrading the standard of checking.

4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:

Example1:-As a leader I ensured my team produces the best service performance to all the various process department. There was no case of misleading the process parameter in term of accuracy, reliability and confidentiality. The service like failure analysis was provided with the statistical data from DCS and PLC system.

Example2:-1. Winning the Safety trophy for 2016-17. 2. Making spare available for carrying out the routine scheduled preventive jobs. 3. Dividing the task equally among the team 4. Preparing the task force for the different plant section so that utmost care is taken in sensitive process parameters. 5. Installation of 100's of CCTV and that too when the Excise Inspector threaten to cancel the export license was completed with my team in record breaking time of one month. Above are few examples illustrated to demonstrate the leadership competencies in me.

Employee Name	Prashant Pathak	**Manager's name**	Aniruddha Bansod
Employee Code	10000376	**Year**	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			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	Not able to communicate the messages to a group comprising of peers and seniors.	Yes	NA
3	Effective time management and execution	Amit Sanas	2			
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	Yes	NA
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	Yes	NA
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKRAO PATIL	0.5	OK	Yes	NA

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10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
12	Effective Communication Skills	Charles Carvalho	2			
13	Getting Things Done	Charles Carvalho	1			
14	Environment Health and Safety *	Sunil Katekari	1			
15	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1			
16	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5			
17	Influencing skills	Anant Pednekar	1			
18	The Super Manager	Amit Sanas	2			
19	Six Thinking Hats		1			
20	Art of Charm	Anant Pednekar	1			
21	Prevention of Sexual Harassment *		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	**Coaching** through leader in own function for **functional** inputs	Pramath Sanghavi & Aniruddha Bansod	2	25/Feb/2017	Yes	NA
2	**Coaching** through leader in own function for **functional** inputs	Amit Sanas & Vishal Revandkar	2	26/Mar/2017	Yes	NA

Part C: Development through action learning projects

Project Title	Reliability Improvement at Taloja
Review date	3rd week of the month from July'16
Target end date	31/Mar/2017
Project scope	Reliability of Instrumentation and Control systems Improvement at Taloja
Project exclusions	Only instrumentation equipment's are considered in this project
Project deliverables (Target at rating 3: good solid performance)	1.Formation of team across all functions – 7.7.16 2.Training to all the team member - 31.7.16 3.Training to all people connected with Award – Cont process till Feb end 4.Preparation of SOP's for each and every process – 30.11.16 5.Data collection for last 3 years – 31.12.16 6.Preparation of draft application – 31.03.16 7.Periodic review - Monthly
What is the employee expected to learn from this project	1 Systematic approach towards all processes and no deviation from SOPs 2 Benchmarking exercise will help to know where we stand 3 System will be more robust and process-centric
Reviewer(s) name	Aniruddha Bansod, Vilas Kakade & Mohit Sharma

Project Status	Not Completed
Project Status Comments	Data collected and proposal is forwarded to top management for sanctioning