

10000185 Alok Kewat

Employee Name : Alok KewatManager's Name : Prashant Pathak

Goalsheet Approval Date : 09-May-2017

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. Alcohol Plant . d. Hydrogenated plant (Loop Reactor)	Text			.	.	3000 running hours	4500	7000 hours	More than 4500 hours running of these valve without any breakdown	All PSA of Caloric plant and PSA of Linde serviced in shutdown opportunity on dated 18.05.2016 and 09.10.2016
2.Completion of Statutory compliance(Weight & measure,ERTL etc)	Text			.	.	95% completion	.	100% completion	100% completed before:Jun'16,Sept'16,Dec'16,March'17	As per Govt.rules & regulation are statutory document made ready before due date of every quarter also one year combine PO given for Govt.Restamping.
"3. To plan & complete the servicing of below listed plant valve's for better operation & performance 1)Hydrogen caloric PSA valve.2)H2 Linde PSA Valve,3)H2 Loop Reactor valve "	Text			.	80 % completion	90% completion	.	100% completion	Serviced done on dated 09.10.2016	As per deadline dated I have completed Serviced of these control valve before 2-6 months
4. Upgration of FCM,FBM and CP of Invensys DCS. Back up of DCS, SCADA system for below plant. 1. Alcohol plant. 2. H2 & Caloric Plant 3. Linde Plant.	Text			.	.	Mar_17	.	17_Feb	Completed on dated 13.05.2016	As per deadline upgration of FCM,FBM and CP of Alcohol,H2 Invensys DCS have achieved before 6 months. Continuous follow with Purchase for PO, Then Vendor and ensure the availability of vendor within the time frame so completed the upgration.

KRA Category : Business

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. Optimization of H2 Loop reactor Batch automation for increase in batch/Production	Text			Mar_16	Mid March	Feb_17	Mid Feb	Jan_17	Automation done in Nov-2016	08 nos. of ON-OFF Valve serviced and developed the logic so the production rate increases
2. Improvement by Revamping in Hydrogenated FA, Loop Reactor, to increase the production batch cycle per day.	Text			Mar_17	Mid March	Completed by 01_02_2017	Mid Feb	Jan_17	Completed on 04-02-2017	XV-301,XV-302,XV-303,XV-307,XV-308,XV-309,XV-321,XV-323 serviced and feedback signal problem solved so increase the production batch cycle per day.
3.To optimize the cost of new	Text			< Rs 80 Thousands	Rs 90 thousands	1 lakhs	3 lakhs	5 lakhs	Modification have completed by	Total cost saving nearby 1.05 lakh

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
procurement by utilizing the available instruments at Taloja and Sion for the new modifications and maintenance.									utilize the available non used instrument at Taloja and Sion.	
4. Asset Transfer and Inventory transfer from Sion to Taloja to Reduce the cost of new ordering instruments	Text			.	1 lakhs	3 lakhs	5 lakhs	8 Lakhs	Sion asset Instrument had transferred on June 2016 to Taloja Unit.	Total cost saving 1.85 lakh by asset transferred from Sion to Taloja with proper documentation
"5. H2 Linde Tail Gas line new control valve installation to avoid the unsafe operation of PRV. "	Text			May_16	Mid May	Sep_17	Mid Sept.	Dec_16	Control valve blank datasheet mail to user Dept for filling the process parameter in November 2016.	Existing PRV venting during normal operation, so this PRV to be replaced with control valve, for selecting the control valve process parameter mail to user Dept.

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	92% for all functions	94% for all functions	95% for all functions	1)100% completion of CM total: 384 nos. 2)100 % completion of PM against target of 96 % total:900 nos. of Alcohol,H2,Caloric and Linde Instruments	Total 1286 nos. of instruments have completed for PM/CM to avoiding the future failure/Breakdown.
"2.Reduction in downtime due to instrument. "	Text			Increase by 10%	No reduction	Reduction by 2%	Reduction by 5% in all plant areas.	Reduction by 7% in all plant areas.	Only 3nos. of non critical instruments/month and 2 critical Instruments per month failed.Actual Downtime :23 hours against last time:69 hrs & target of 59 hours	Overhauling the critical and Non critical Instrument for their efficiency.Reduction in downtime by 67 % by closely monitoring the Instrument performance,data analysis,PM,CM.
3 To complete plant shutdown activities & Ensure the instrument performance after shutdown maintenance,	Text			.	"80 % complete within define time limit "	90% complete within define time limit	95% complete within define time limit	100% complete within define time limit	95% complete within define time limit	Hydrogen Caloric plant 23 no's PSA valve servicing carried out in limited time span of shutdown period & give assurance for the functioning of these valves. All Thermic Valve serviced in April Shutdown.
4. Instrument availability	Text			< 80% for all sections	< 90% for all sections	< 95% for all sections	< 100% for all sections	.	Instrument availability 99 % achieved against 96% per year	Proper Monitoring of engineering store to maintain Inventory, Raising PRF,Following PO and ensure the availability of instrument before stock get zero
5. Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Text			10% exceeds over budget	5% exceeds over budget	within budget	5% less than budgeted	7% less than budgeted	5% saved from assigned budget 51.07 Lakh	5% Saved budget utilised for Shutdown activity so reliability of Instrument get increased

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. Technical training to new GET and Apprentice	Text			.	.	1 session per year	2 session per year	*3 session per year	02 session covered for technical training	Ensure the technical training to new GET while the work carried out in plant
2. To meet IDP completion on Advance Communication Skills	Text			.	.	Mar_17	.	.	Completed	Times management IDP completed 24.03.2017
3. ISO 14001:2004 and OHSAS 18001:2007 awareness to new apprentice and Dept. peoples	Text			Nil	2 members	3 members	4 members	6 members	10 person / year against 06 nos. of person	Ensure the awareness about safety to new joined Apprentice and New employee by giving training
4. IMS awarness Training to employees at OEM center (external)	Text			Nil	2 members	4 members	6 members	8 members	08 person / year against 06 nos. of person	IMS awareness about safety to OEM centre(Hitech) Apprentice and New employee
5. CCTV training to Security department	Text			Nil	2 members	4 members	6 members	8 members	Export Loading IP CCTV camera installed before due date 01.03.2017 given by Central excise Officer. 09 persons of security and 13 nos. of Instrument person trained for IP CCTV	On dated 10.02.2017 total 13 nos. of Instruments person trained considering maintenance side and 09 no. of Security/Excise/Dispatch people trained for IP CCTV on dated 23.02.2017
6.New SOP generation for excellence path.	Text			Nil	1 New SOPs	2 New SOPs	3 New SOPs	5 New SOPs	05 nos. of SOP prepared	Weighing system, Metal detector of Beads plant, Khrona Magnetic FT SOP prepared, Beads bagging system

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Rating Of Qualitative Goals

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

Answer:-Yes I feel my goals are stretched. As I am solely responsible for belt weighing system & alcohol maintenance activities and Export Loading camera, Security camera. I am solely responsible for Continuous improvement in ISO 14001 & OHSAS 18001 through department. Arranged and successfully attendant the effectively training of instrument technician in M/S Samson Control Valve, Pune.

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

Answer:-1) Done commissioning of camera for urgent requirement of export loading. Done this job on priority to meet this upfront task in time. Also educated instruments as well security, dispatch and Excise department peoples for effective outcome of camera installations which done significant role for getting our organisation self export loading ability. 2)I have given training and awareness to Instrument dept. as well as other department peoples for ISO14001 & OHSAS18001 in all 3 language(English/Marathi/Hindi) which can effectively affect while Internal audit and certification of IMS to the organization. 3)Successfully eliminated belt weighing system weight error by co-ordinating with OEM, all activities done without any shutdown of system. arranged free site engineer to improve accuracy of same. After all correction prepared SOP & educated operators for same to reliable operation of conveyor belt weighing system.

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

Example1:-Successfully resolved turbomac PC reading issue.Rectified its communication issue without affecting down time of plant.(Agility)

Example2:-I proactively prepared Parameters setting, SOP and calibration of Magnetic Flow Meter, Metal detector, Conveyor belt weighing system.(Agility)

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:-To improve communication between dispatch and Excise arranged training session for teamviewer application of SAMSUNG IP camera which ensured smooth running of operation within its time frame.(Team and self developing)

Example2:-

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

Employee Name	Alok Kewat	Manager's name	Prashant Pathak
Employee Code	10000185	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	NA	No	Too good training to utilization of Time
3	Effective time management and execution	Amit Sanas	2	Need to develop Time management for completing the task in time frame.	No	NOT APPLICABLE
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	NA	Yes	Core committee
5	Advanced Excel (only AGM & above)		2	NA	No	NOT APPLICABLE
6	Environment Health and Safety *	EHS Team	1	OK	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	OK	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	To develop the GMP SKILL	Yes	

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	To develop the team & convey our idea/message to our colleagues very effective manner.	Yes	
12	The Super Manager	Amit Sanas	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					
2	Coaching through leader in own function for functional 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)	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	
Reviewer(s) name	Mr Sachin Lohar, Mr Prashant Pathak
Project Status	Not Applicable
Project Status Comments	