

Employee Name : ABHIJEET SHINDE
 Manager's Name : RAJESH B.MASKAR
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : To meet SNOP target > 90% with targeted specific consumption, yields & 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
A.Meet yields as per BOM and degree of splitt as per process flow sheet in Splitting & Glycerin plant.	Text			A) Yields RMO 91%, PKO 91%, RBDPS 92% , CNO 91%, CPS 92%, PFAD 95%, Refined glycerin 91% for oil based crude. B) Degree of splitt RMO 97%, PKO 97%, RBDPS 97%, PFAD 96.5, CNO 97%, CPS 97% for minimum 90% of the results.	A) Yields RMO 93%, PKO 93%, RBDPS 3.5% , CNO 94%, CPS 94%, PFAD 96%, Refined glycerin 93% for oil based crude. B) Degree of splitt RMO 98%, PKO 98%, RBDPS 98%, PFAD 97.5, CNO 98%, CPS 98% for minimum 90% of the results.	A) Yields RMO 94%, PKO 94%, RBDPS 95% , CNO 94%, CPS 95%, PFAD 98%, Refined glycerin 96% for oil based crude. B) Degree of splitt RMO 99%, PKO 99%, RBDPS 99%, PFAD 98.5, CNO 99%, CPS 99% for minimum 90% of the results.	A) Yields RMO 94.5%, PKO 94.5%, RBDPS 95.5% , CNO 95%, CPS 96%, PFAD 98.5%, Refined glycerin 96.5% for oil based crude. B) Degree of splitt RMO 99.2%, PKO 99.2%, RBDPS 99.2%, PFAD 99, CNO 99.2%, CPS 99.2% for minimum 90% of the results.	A) Yields RMO 95%, PKO 95%, RBDPS 96% , CNO 96%, CPS 97%, PFAD 99%, Refined glycerin 97% for oil based crude. B) Degree of splitt RMO 99.5%, PKO 99.5%, RBDPS 99.5%, PFAD 99.2, CNO 99.5%, CPS 99.5% for minimum 90% of the results.
B.Mainten specific consumption as per BOM in Splitting & Glycerin plant.	Text			Below 90% of BOM value	90 to 95% of BOM value	As per BOM	100 to 104% of BOM value	Above 104% of BOM value
C.Meet throughputs & volume as per SNOP for splitting & Glycerin.	Text			Meet target below 80%	Meet target 80 to 90%	Meet target > 90%	Meet target 91 to100%	Meet target above 100%
D. Plant relibility & process improvments - i) Complience to RM/PM schedule. ii) Reduction in internal downtime. iii) Process improvments - a) Arrest steam and thermic fluid leakges, b) Preparation of shutdown list c) Monitoring health of equipments, d) Periodically cleaning of equipments like bubble cap cleaning of LST,JST, GDP reboiler and HE cleaning, CIP in Alfa laval etc.	Text			"a) Complience <80 % b) No reduction over last year internal downtime. c)No improvements."	"a) Complience > 95 % b) 10% reduction over last year internal downtime. c) No as per opportunity shutdown."	"a) Complience > 95 % b) 10% reduction over last year internal downtime. c) As per opportunity shutdown."	"a) Complience > 95 % b) 10% reduction over last year internal downtime. c) Well before opportunity shutdown."	"a) Complience > 95 % b) 10% reduction over last year internal downtime. c) Well before opportunity shutdown."

KRA Category : Process

KRA Weightage : 15

KRA Description : Preparation of SNOP report, parameter documentation & 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
A)Make and update shutdown list of LST,JST,GDP,CGS. a)PM,CM of LST and JST crucial equipments,Pumps for reliability. 1) Nozzles cleaning of GDP,Precon coolin tower to minimise Drift Loss.2)Checking Of cooling tower internals for better performance.	Text			"A) As per schedule B) On daily basis C) On weekly basis"	"A) As per schedule B) On daily basis C) On weekly basis"	"A) As per schedule B) On daily basis C) On weekly basis"	"A) As per schedule B) On daily basis C) On weekly basis"	"A) As per schedule B) On daily basis C) On weekly basis"
B)Maintain proper chemical stock in CGS for s/w treatment for reducing external downtime due to shortage of material. 1)As per SNOP	Text			Daily basis	Daily basis	Daily basis	Daily basis	Daily basis

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
programme daily check stock of chemical and maintain it.								
C)Maintain Filter Press in healthy and clean condition for reducing internal downtime due to filtration rate problem.1)Regularly monitor filter rate and also chemical consumption for treatment of lots and accordingly plan for cleaning of filter press.	Text			Daily basis	Daily basis	Daily basis	Daily basis	Daily basis
D)Prepaire Daily water and energy balance of LST,JST,ALFALAL for optimising utility and Minimising condensate generation.	Text			Daily basis	Daily basis	Daily basis	Daily basis	Daily basis
E)Prepaire GDP material balance sheet for recovery analysis.	Text			Daily basis	Daily basis	Daily basis	Daily basis	Daily basis

KRA Category : People

KRA Weightage : 15

KRA Description : Process improvement, 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
A.Reduction of Glycerin percentage in Polyglycerol for residue generated from virgin oil crude.1)Daily monitoring ATFD performance and regulary check pitch sample result and then change parameter to get maximum glycerin recovery	Text			Above17 % Glycerin in Polyglycerol	Below 15 % Glycerin in Polyglycerol	Below 12 % Glycerin in Polyglycerol	Below 10 % Glycerin in Polyglycerol	Below 8 % Glycerin in Polyglycerol
B.Compliance of all statutory & regulatory audit in FY-2017-18.(IS O-9001-2015,ISO-1400 1, OHSAS,HACCP & GMP+)	Text			Compliance 75 %	Compliance 90 %	Compliance 100 %	Compliance 100 % before given time frame.	Compliance 100 % with scope of improvement
C.Reduction of Effluent genaeration in splitting & glycerin plant. 1)Do regularly material balance and then run alfalaval plant accordingly to avoid extra condensate generation.2)Do PM of all cooling tower pumps to avoid condensate generation due to gland leakages.3)Regularly check GDP,Precon,JST cooling tower level manually to avoid coolin tower overflow due to instrument problem.3) Use of generated condensate water for housekeeping and filter cloth cleaning activity instead of raw water.	Text			No reduction	2 % over FY 2016 17	5 % over FY 2016 17	6 % over FY 2016 17	7 % over FY 2016 17
D.Fire Incidences & Accidents: 1) Follow-up of permit system & usage of PPE's 2) Risk assessment in specific activity 3) To arrest leakages of process material, thermic fluid and steam. D.Fire Incidences & Accidents: 1) Follow-up of permit system & usage of PPE's 2) Risk assessment in specific activity 3) To arrest leakages of process	Text			Zero Major fire incidences & accidents 1) 100% flow up & 100% usage of PPEs 2) 100% assessment 3) Immediately after occurrence	Zero Major fire incidences & accidents 1) 100% flow up & 100% usage of PPEs 2) 100% assessment 3) Immediately after occurrence	Zero Major fire incidences & accidents 1) 100% flow up & 100% usage of PPEs 2) 100% assessment 3) Immediately after occurrence	Zero Major fire incidences & accidents 1) 100% flow up & 100% usage of PPEs 2) 100% assessment 3) Immediately after occurrence	Zero Major fire incidences & accidents 1) 100% flow up & 100% usage of PPEs 2) 100% assessment 3) Immediately after occurrence

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
material, thermic fluid and steam.								
E.Reduction of glycerin & water content from seperated oil in CGS treatment section by tank modification	Text			Daily basis	Daily basis	Daily basis	Daily basis	Daily basis

KRA Category : Customer

KRA Weightage : 15

KRA Description : Training & development of self & team.

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) Attaining 60 % of training mention in Part A of IDP. A) Trainig Program name : Effective communication skills B) Training on ISO 9001 & 15000. C) Environment, health & safety"	Text			Not done	After March 18	March.18	Jan.18	31st March'18
"2) To meet IDP completion. A) Training need identification B) Completion of Training need"	Text			"A) TNI = 100% B) Training completion < 50% "	"A) TNI = 100% B) Training completion <70% "	"A) TNI = 100% B) Training completion > 90% "	"A) TNI = 100% B) Training completion > 95% "	"A) TNI = 100% B) Training completion 100% "
3) ISO 14000:18000 - Maintaining & updating of documents for the audit and audit compliance in current year.	Text			100% completion	100% completion	100% completion	100% completion	100% completion
4) ISO 9001:2008 into ISO 9001 & 2015 Maintaining & updating of documents for the audit and audit compliance in current year.	Text			70% completion	80% completion	90% completion	95% completion	100% completion
5.Creating awareness among all colleagues, DCS/Field operators about ISO14001 and ISO18001 & involvement in ISO Documentaion during Audits/Visits etc	Text			As & When required	As & When required	As & When required	As & When required	As & When required

KRA Category : Business

KRA Weightage : 15

KRA Description : Cost saving by reducing utility consumption in Splitting & Glycerin plant.

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
A)Cost reduction by reducing power consumption in splitting plant & CGS. 1) Cost saving by running alfalaval plant on precon p-9002 A/B pump only.2) Cost reduction by run alfalaval P-652,P-653,P-654 and	Text			6 Lakh per annum	8 Lakh per annum	10 Lakh per annum	11 Lakh per annum	12 Lakh per annum

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
p-655 changing their frequency when no load.3)cost saving by stopping P-20P03 when ever gdp plant will stop and use P-9002A/B insted of it.								
B)Cost reduction by reducing power consumption in Glycerin plant. 1)Cost saving by using only one pump P-7115 A/B when running at slow rate and stop. 2) Cost saving by using P-7114 A/B only one when plant on slow rate.	Text			2 Lakh per annum	3.5 Lakh per annum	5 Lakh per annum	6 Lakh per annum	7 Lakh per annum
C)Cost reduction of contract labours by optimising filtration operation in crude glycerin section. 1)cost saving by monitoring regularly filter performance and treatment chemical consumption and then decide to clean filters. 2) Cost saving by managing one helper instead of two when plant was stop.	Text			Below 0.5 Lakh per annum	0.75 Lakh per annum	1 Lakh per annum	1.25 Lakh per annum	1.5 Lakh per annum
D)Cost reduction by utilising indirect cooling tower water to old postcon pump sealing insted of raw water.1) Do modification of line for water use.	Text			Below 0.5 Lakh per annum	0.50 Lakh per annum	1 Lakh per annum	1.5 Lakh per annum	2 Lakh per annum

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

Employee Name	Manager's name	Employee ID	Year
ABHIJEET SHINDE	RAJESH B.MASKAR	10003080	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	For creative and innovative thinking
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	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)	
What is the employee expected to learn from this project	

Reviewer(s) name	
Project Status	
Project Status Comments	