

10000222 SATISHKUMAR SINGH

Employee Name : SATISHKUMAR SINGH Manager's Name : Rajesh Dighe

Goalsheet Approval Date : 13-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			.	.	100%	.	.	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			.	.	As and when training is arranged during the shift.	.	.	100% compliance	Relieved panel and field operators whenever training arranged.
3) Self Training through Mentor	Text			.	.	As per IDP	.	.	EHS safety training	EHS safety training

KRA Category : Process

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			.	.	v100% involvement	.	.	100% compliance, Activity done twice a year	actively involved in catalyst activity completed in Aug 16 & feb 17
2) Alcohol Product Rejection on Quality.	Text			.	.	Zero	.	.	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			.	.	As per Time schedule	.	.	SOPs and WI modified.	Record maintained.
4) To conduct equipment audit based on LLF and visual observation.	Text			.	.	One Audit per month	.	.	Audits conducted.	Problems were listed in shut down jobs sheet & rectified during shutdown.

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	Appraiser 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	feed stock low as per S & op
2) Implement & optimise - Flash and Residue withdrawal to reduce intermediate alcohol generation compare to last year	Text			.	.	> 20%	> 30%	> 40%	reduced >25% intermediate generation. due to shortage of storage tank flash & residue not processed	reduced >25% intermediate generation. due to shortage of storage tank flash & residue not processed
3) To process in time - Generated flash and residue in C301 and then its processing in alcohol Plant.	Text			.	.	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			.	.	a)100 % implementation b)Filing 100 % c)Nil d)Nil e)100%	.	.	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	Appraiser 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			.	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			.	.	> 1184 kg coal/day	> 1300 kg coal/day	> 1500 kg coal/day	section 1 temperature reduced by 2 degree Celsius.	reduced coal consumption 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			.	.	> 0.20%	> 0.50%	> 0.80%	Due to small runs there is no significant increase in product yield. Commissioned continue residue removal system & not removed due to shortage of storage tank	Due to small runs there is no significant increase in product yield. Commissioned continue residue removal system & 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 recovery	Text			.	.	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 section3 vacuum pump & cooling tower makeup section 01	saved Rs.17.7 lakh from november to march 2017 by attending condensate and steam leakages

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			.	.	Zero fire incidence a) 100% PPE usage b) 100% Risk assessment c) Zero leakage	.	..	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 assesment sheets uploaded.
2) Follow-up of work permit system. No fire due to inappropriate work permits.	Text			.	.	100% compliance	.	.	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			.	.	Once in a month	.	.	leak test done	no leakage found
4) To maintain GMP in the Plant	Text			.	.	Rating > 6	Rating > 8	Rating = 10	obtained average 7 rating	once in a week housekeeping schedule maintained.

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

Employee Name	SATISHKUMAR SINGH	Manager's name	Rajesh Dighe
Employee Code	10000222	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	To ensure effective team building, interpersonal skills are required.	No	During my night this Training programme was planned and I could not attend it. But I have understood it by reading training material available in PPT.
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To spare time during daily shift working for special Projects	No	During my night this Training programme was planned and I could not attend it. But I have understood it by reading training material available in PPT.
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	safety & awareness will improve in the plant
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok.	Yes	it is necessary to have the knowledge of ISO & OHSAS
8	Training on ISO	ASHOKR AO PATIL	0.5			

	9001 & 22000					
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKR AO PATIL	0.5	Ok.	Yes	good manufacturing practice important to meet the client specification. Also it improves safety and housekeeping in plant
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	
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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	Not Applicable
Project Status Comments	