

Employee Name : SUSHANT KADAM  
 Manager's Name : Prashant Pathak  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Cost Cutting Initiatives in process.**

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
To give total 12 Critical parameters (10 Temperature parameters & 2 flow parameters) indication and alarm facility given on CPP SCADA system before 30th June 2018.	Date			15/Jul/2017	06/Jul/2017	29/Jun/2017	26/Jun/2017	17/Jun/2017
A) Maintain the control system spare stocks as per above mapping in the store for min-max to reduce downtime related to system. B) Take back up of DCS & PLC in plant for better efficiency of operation.	Text			Annually Basis.	Six Months.	Quarterly	Mapping done on every Quarter.	100% complete
To optimize the cost of new procurement by utilizing the available instruments for the new modifications and maintenance.	Text			Saving of Rs. 1 lakh per annum.	Saving of Rs. 2 lakh per annum.	Saving of Rs. 3 lakh per annum.	More than 3 lakh saving.	More than 4 lakh saving.
Reduction in Engg Stores Inventory Identification of the Engg materials Value - 6 lacs	Text			5 Lacs.	5.5Lacs	6 Lacs.	6.5 Lacs.	7 Lacs.
Listing the Hazard & Non- Hazardous scrap (E-Waste) in Instrumentation and disposal of the same in 40 Days.	Days			60	55	50	45	35

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Learning & Development**

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
Replacing Old handwritten SOPs, Documents in soft copy format and Printed form in all procedure file.	Text			Zero	1 SOP	2 SOPs	3 SOPs	4 SOPs
New SOP generation for excellence path.	Text			Zero	1 New SOPs	2 New SOPs	3 New SOPs	4 New SOPs
Technical training to New Trainee Technician and apprentice.	Text			Zero	1 session per year	2 session per year	3 session per year	4 session per year
To cover all the people of Department for ISO 14001 & OHSAS 18001 awarness.	Percentage			70	80	90	95	100
No reportable accident due to execution of work permit.	Percentage			80	85	90	92	95

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Ensure the Instrument 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
To ensure the Safety reliability in Plants by checking the thermowells of Fatty Acid Columns, Fatty Alcohol & Hyrdrogen Reformer. (Qty: 90 no's)	Text			30	35	40	41	45
Weighing system and Bagging Machine calibration check on specified date.	Text			80%	90%	100% complete within define timelimit	100% complete 3 days in advance.	100 % complete 6 days in advance.
Adherence to PM/CM as per schedule. ( Fatty Alcohol Plant)	Text			<90% for all functions	90% for all functions	95% for all functions	97% for all functions	95% for all functions
To plan & complete the servicing of below listed plant valves for better operation & performance. 1)Hydrogen caloric PSA valve. 2)H2 Linde PSA Valve. 3) Nitrogen Plant PSA valve. 4) Natural Gas Skid.	Text			70% complete	75% complete	85% complete	90% complete	92% complete
Upgradation/migration of DCS system for Window 7 OS.	Date			15/Mar/2018	28/Feb/2018	24/Feb/2018	21/Feb/2018	30/Jan/2018

**KRA Category : Process**  
**KRA Weightage : 15**  
**KRA Description : Enhancement Initiatives in process.**

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
Support & logic implementation for the Improvement plans/projects:1)Fatty Acid Pre-heater thermowell & RTD sensor location to be relocated.2)PT installation at HOP header. 3)HOS/HOP/HOR new thermowell installation & it's indication on SCADA system before Sept2017.	Date			18/Oct/2017	22/Sep/2017	14/Sep/2017	05/Sep/2017	31/Aug/2017
To provide Heatload Calculation of Fatty Acid coal heater system & Fatty Acid plant on DCS before Aug2017..	Date			30/Sep/2017	15/Sep/2017	08/Sep/2017	16/Aug/2017	01/Aug/2017
Compliance with MPCB norms ETP effluent for Instrument COD, BOD, PH, DO, Flow.	Date			31/May/2017	15/May/2017	06/May/2017	01/May/2017	15/Apr/2017
Fire Hydrant System automation to make it leak free by reducing pressure in system (Main Pump and Jockey Pump pressure	Date			08/Mar/2018	28/Feb/2018	14/Feb/2018	30/Jan/2018	25/Jan/2018

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
switch setting optimization								

**KRA Category : Business**

**KRA Weightage : 30**

**KRA Description : Ensure Instrument availability to meet the production target with respect to Volume & Reduce the Overheads & Cost.**

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
Adherence to PM/CM schedule to avoid the instrument failure as per schedule date .	Text			<90%	90%	92%	98%	100%
To complete plant shutdown activities within the define time limit.	Text			80 % complete within define time limit.	85 % complete within define time limit.	90 % complete within define time limit.	95 % complete within define time limit.	100 % complete within define time limit.
Ensuring the Traceability of Master Instrument as per scheduled date.	Text			After 10 days	After 5 days	As on date	Before 5 days.	Before 10 Days
Reduction in downtime due to instrument.	Text			Target downtime of 150 hrs per annum.	Target downtime of 125 hrs per annum.	Target downtime of 100 hrs per annum.	Target downtime of 90 hrs per annum.	Target downtime of 80 hrs per annum.
Failure Analysis reports.	Text			Pending for more than 12 days.	Pending for more than 7 days.	Not Pending for more than 5 days after failure occurrence.	Not Pending for more than 4 days.	Not Pending for more than 3 days.

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

Employee Name	Manager's name	Employee ID	Year
SUSHANT KADAM	Prashant Pathak	10003859	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**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	

<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	