

Employee Name : Dhairyasheel Shinde
 Manager's Name : Sunil Katekari
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Efficient Environmental Operation.

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. To ensure ETP outlet <250 mg/l with outlet flow less than 250 cum/day.	Text			Above 282	275	250	230	200
2. MPCB JVS & CETP monthly sample results as per consent.	Text			2	1	All samples	Additional sample 1	Additional samples 2 & above
3. Hazardous waste disposal.	Text			Beyond 90 days disposal of more than one waste.	Beyond 90 days disposal of one waste.	As per consent conditions.	Maintaining all rules as per Hzw Rule 2016.	Proper storage of all hzw.
4. Submission of ESR, Annual Hzw Returns & Water Cess.	Text			No submission.	Beyond submission date.	30th Sept, 30th June, every month.	30th Aug	30th July
5. Air, Water, Noise, Work Zone monitoring.	Text			In 5 months.	In 4 months.	June 17, Sept 17, Dec 17, Mar 18	Evaluation & communication to concern depts.	Analysis & progressive improvement in reports.

KRA Category : Customer

KRA Weightage : 15

KRA Description : Switch over of ISO 14001:2004 to 2015 version & OHSAS's continuation.

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. Initiation & training to be start.	Date			21/Oct/2017	21/Sep/2017	21/Aug/2017	21/Jul/2017	21/Jun/2017
2. Documents update for new version .	Date			28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
3.To update Aspect/Impact, HIRA, O & T, Management Plans.	Text			Oct 17 & mar 18	Sept 17 & Mar 18	Aug 17 & Feb 18	July Feb 1817 & F	June 17 & jan 18
4.To conduct Internal Audit.	Date			16/Jan/2018	16/Dec/2017	16/Nov/2017	16/Oct/2017	16/Sep/2017
5. Ready for Surveillance Audit .	Date			31/Mar/2018	24/Mar/2018	15/Mar/2018	28/Feb/2018	31/Jan/2018

KRA Category : Business

KRA Weightage : 15

KRA Description : HAZOP Study & Safety Audit .

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. HAZOP to be initiate for MOC's recommended for HAZOP.e.	Text			80% of recommended MOC's.	90% of recommended MOC's.	HAZOP for all recommended MOC's.	HAZOP to start withing 2 months.	HAZOP to start withing 1 months.
2. HAZOP report	Text			HAZOP report completion within 75 days.	HAZOP report completion within 60 days.	HAZOP report completion within 45 days.	HAZOP report completion within 30 days.	HAZOP report completion within 15 days.
3. Cross Functional Inter Safety Audit .	Date			09/Dec/2017	09/Nov/2017	09/Oct/2017	09/Sep/2017	09/Aug/2017
4. Submission of Internal Audit Report with recommendations .	Date			15/Jan/2018	15/Dec/2017	15/Nov/2017	16/Oct/2017	15/Sep/2017

KRA Category : Process

KRA Weightage : 15

KRA Description : Emergency Preparedness Awareness

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. Plant Mock Drill - Planned, 2 no.s	Text			Oce 17 & Feb 18	Sept 17 & Jan 18	Aug 17 & Dec 17	July 17 & Nov 17	June 17 & Oct 17
2. Plant Mock Drill - Unplanned, 1 no.	Date			31/Mar/2018	28/Feb/2018	15/Feb/2018	15/Jan/2018	15/Dec/2017
3. Table Top Mock drill	Text			3 no.s TTMD	4 no.s TTMD	5 no.s TTMD	6 no.s TTMD	7 no.s TTMD
4. Participapation of Safety Committee in Safety Activities	Text			400	450	500 company & contract employees to be covered through Tool Box Talk.	525	550

KRA Category : People

KRA Weightage : 15

KRA Description : EHS improvement.

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. Secondary containment provision for fixed drums areas.	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
2. Safety behavioural observations & its compliance.	Text			150	175	200	225	250
3. Safety Committee Meetings & compliance of meeting points	Text			80 % compliance for accepted points.	90 % compliance for accepted points.	100 % compliance for accepted points.	Area improvement along with 100 % compliance.	100 % compliance with additional points in that particular area.
4. Customer audit compliance.	Text			No action plan.	If target date exceeds.	As per acceptable target date.	One month before target date.	Withing 15 days

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

Employee Name	Manager's name	Employee ID	Year
Dhairyasheel Shinde	Sunil Katekari	10000496	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	To improve managerial skills.
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			
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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	