

Employee Name : Alok Kewat
 Manager's Name : Prashant Pathak
 Goalsheet Of Year: 2017-2018

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
1. ISO 14001 & OHSAS 18001 Awareness	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	26/Dec/2017	20/Jul/2017
2. Zero accident due to execution of work permit	Text			4	3	2	1	zero
3. Awareness about safety to new joiner & ensure the awareness of department peoples for safety related training	Text			2 persons	3 persons	5 persons	7 persons	10 persons
4. Safety Audit point closure	Percentage			80	85	90	95	100
5. Retaining GHK rating above 7	Text			before 30 days of every month	before 20 days of every month	before 15 days of every month	before 07 days of every month	first week of every month

KRA Category : Business
KRA Weightage : 15
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
1. To optimize the cost of new procurement by utilizing the available instruments for the new modifications or 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	More than 5 Lakh
2.Reduction in Engg Stores Inventory Identification of the Engg materials Value - 5 lakh	Text			1 lakh	2 lakh	3 lakh	4 lakh	5 lakh
3. GT T5 temperature control chilled water line installation & SCADA configuration	Text			Dec_17	Mid Dec	Nov_17	Mid Nov	Oct_17
4.Listing the Hazard & Non- Hazardous scrap in Instrumentation workshop and disposal of the same	Text			Feb_18	Jan_18	Dec_17	Nov_17	Sep_17

KRA Category : Business

KRA Weightage : 40

KRA Description : Ensure plant reliability to meet the production target with respect to volume, overhead & 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
1. Adherence to PM/CM schedule to avoid the instrument failure.	Text			<90% for all defined schedule	90% for all schedule	95% for all schedule	98% for all schedule	100% for all schedule
2.Reduction in downtime due to instrument failure with respect to last year downtime	Text			Increase by 10%	No reduction	Reduction by 2%	Reduction by 5% in all plant	Reduction by 7% in all plant areas.
3. To complete plant shutdown activities & Ensure the instrument performance after shutdown maintenance	Text			75 % complete within define time limit	80 % complete within define time limit	90% complete within define time limit	95% complete within define time limit	100% complete within define time limit
4. Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Text			< 80% for all assign area	< 85% for all assign senction	< 90% for all assign sections	< 95% for all assign sections	< 100% for all assign sections
5.Completion of Statutory compliance(Weight & measure, MPCB)	Text			80%	90%	100% complete,in same Quarter	100% complete,in same Quarter before 10 days due	100% complete,in same Quarter before 20 days due

KRA Category : Process

KRA Weightage : 15

KRA Description : Enhancement and 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
1. New Flacker on line Metal detector system installation.	Date			30/Nov/2017	15/Nov/2017	30/Oct/2017	01/Oct/2017	01/Sep/2017
2.Support & logic implementation for the Improvement plans/projects:1)Fatty Acid Pre-heater thermowell & RTD sensor location to be relocated. 2)TT point added in supply/return line in Fatty Acid	Date			30/Dec/2017	30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017
3.Automation required in Revamping of Fire Hydrant System to make it leak free & Support new products project for Instrument and Automation (Soap noodles/ Tertiary amine/ Asphalt emulsion plants)	Text			Mar_18	Mid March	Feb_18	Mid Feb	Jan_18
4. Complainece with MPCB norms ETP effluent for Instrument COD, PH, DO, Flow	Text			Mar_18	Mid March	Last week of Feb	Mid Feb	Feb_17

KRA Category : Customer

KRA Weightage : 15
KRA Description : Improvement in reliability of Instruments

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. 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			70% complete	80% complete	85% complete	90% complete	100% complete
2.Weighing system calibration & CCTV system performance health checking	Text			70%	80%	90% complete	95% complete	100 % complete 3 days in advance.
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			70% complete	75 % completion	80% completion	90% completion	100% completion
4. Upgradation/migration of DCS system for Window 7 OS.	Date			31/Mar/2018	20/Mar/2018	28/Feb/2018	15/Feb/2018	01/Feb/2018

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
Alok Kewat	Prashant Pathak	10000185	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 develop Managerial skill
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	Coaching through leader in own function for functional inputs	Sachin Lohar	2	31/Mar/2018		
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	