

Employee Name : RAMCHANDRA JADHAV
 Manager's Name : Ramkrishn Sahu
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 15
KRA Description : Business

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
Steam Leak rectification in Tankfarm area	Text			Below 80%	85%	90%	95%	100%
To reduce the use of Flexihose usage	Text			NA	NA	Rs. 10000	Rs. 20000	Rs. 25000

KRA Category : People
KRA Weightage : 15
KRA Description : Training and 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
a) Completion of self IDP b) Learning on Energy Saving from Mr.Bansood	Text			NA	NA	Jan 2018	Dec 2017	Nov 2017
a) Completion of Team IDP b) Completion of Team members IDP/TNI c) Training to Subordinates d) Deputation of Employees for various training	Text			NA	NA	Jan 2018	Dec 2017	Nov 2017

KRA Category : Business
KRA Weightage : 15
KRA Description : Preparation of Daily & month end report

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
Preparation of Daily/Monthly Report & communication with all concern	Text			NA	NA	Daily activity for production planning & supply chain requirement & Month end statement for final reconciliation of material	NA	NA

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
Collecting data from SAP of inward material & dispatch material	Text			NA	NA	Weekly basis to compile material balance	NA	NA

KRA Category : Customer

KRA Weightage : 15

KRA Description : EHS in Tankfarm Department

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
Accident ---- a) Usage of PPE's b) Risk assessment in specific manual activity (other than routine) - As & when specific job is taken up	Text			Below 80%	90%	100%	100%	100%
House keeping	Text			4	5	6	7	8
Fire Incidences: a) Follow-up of permit system b) Risk assessment in specific activity c) To arrest leakages of process material	Text			Below 95%	95%	100%	100%	100%
ISO 14001 & 18001: Preparation for Surveillance audit	Text			Major NC	2 NC	1 NC	NO NC	NA
a) Increase use of Recycle Water, b) No Effluent in Storm Water Drain & c) Reduction in Effluent Generation	Text			80% Achievement	85% Achievement	90% Achievement	95% Achievement	100% Achievement

KRA Category : Business

KRA Weightage : 40

KRA Description : Tank farm Day to day 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
Reduction of Unloading time of Receiving Materials for 1) Tankers (with coil & insulation) 2) ISO (with coil and insulation) and 3) Flexi-Container (with heating pad)	Text			48 hrs	36 hrs	8 hrs	6 hrs	3 hrs
Loading of Tankers, ISO and Flexi-Containers	Text			Above 15 hrs	within 15 hrs.	Within 8 hrs.	Within 6 hrs.	Within 4 hrs
To make tanks available for Production	Text			Above 2 day	Above 1 day	within 15 hrs	within 8 hrs	within 6 hrs
Co- ordination with production, supply	Text			No communication	Communication on weekly basis	Daily Basis	4 hourly basis	3 hourly 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
chain, strategic procurement. for receipt of raw material, storage & Dispatch								
To maintain & make available good quality of product in tanks for dispatch	Text			2 days	1 days	within 8 hrs	within 4 hrs	as per requirement

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

Employee Name	Manager's name	Employee ID	Year
RAMCHANDRA JADHAV	Ramkrishn Sahu	10000409	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	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	