

Employee Name : JAYESH KARNIK
 Manager's Name : Prashant Pathak
 Goalsheet Of Year: 2017-2018

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
1.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 5)H2 PRV station Skid 6)Thermic fluid line control valve servicing & overhauling,==15 no's Control Valve.	Percentage			75	85	95	98	100
2 .To ensure the Safety reliability in Plants by checking the thermowells of Fatty Acid Columns,Fatty Alcohol & Hyrdogen Reformer. (Qty: 90 no's)	Text			10 Thermowells	20 Thermowells	25 Thermowells	30 Thermowells	35 Thermowells
3.Upgradation/migration of DCS system for Window 7 OS.	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	15/Feb/2018	31/Jan/2018
4. Adherence to PM/CM as per schedules	Text			<90% for all functions	90% for all functions	95% for all functions	97% for all functions	99% for all functions
5.Weighing system calibration & CCTV system performance checking	Text			80% complete within define time limit	90% complete within define time limit	100% complete within define time limit	100 % complete 3 days in advance.	100 % complete 6 days in advance.

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
1.GT T5 temperature control chilled water line installation & SCADA configuration	Date			30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017	30/Sep/2017
2.VAM Temperature & flow parameter indication given on CPP SCADA system.	Date			30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017	30/Sep/2017
3.Listing the scrap in Instrumentation and disposal of the same	Date			28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
4.Reduction in Engg Stores Inventory Identification of the Engg materials Value - 6 lakh	Value		6	< 4.14	4.2 to 5.7	5.76 to 6.3	6.36 to 7.74	8.34
5.To optimize the cost of new procurement by utilizing the available instruments for the new	Value		3	< 2.07	2.1 to 2.85	2.88 to 3.15	3.18 to 3.87	4.17

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
modifications and maintenance.								

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. a) No reportable accident due to execution of work permit. B) Safety audit point closure	Percentage			80	90	95	98	100
2. To meet IDP completion a) Training need identification b) Completion of training need.	Text			80%	90%	a) TNI = 95% b) Training completion > 90%	98%	100%
3.New SOP generation for excellence path.	Text			1	2	3	4	5
4. To cover all the people of Department for personal & plant safety training programme.	Percentage			80	90	95	98	100
5.On the job training of new joiners.	Percentage			80	90	95	98	100

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
1.Compliance with MPCB norms ETP effluent for Instrument COD, PH, DO, Flow	Date			10/Jun/2017	30/May/2017	15/May/2017	05/May/2017	30/Apr/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,3)PT installation at HOP header,4)HOS/HOP/HOR new thermowell installation & it's indication on SCADA system.	Date			31/Dec/2017	30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017
3.Heat load Calculation of Fatty Acid coal heater system & Fatty Acid plant.	Date			31/Dec/2017	30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017

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
4.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)	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	15/Feb/2018	31/Jan/2018
5. 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.	Percentage			70	75	80	90	100

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
1.Reduction in downtime.	Text			150 hours	125 hours	100 hours	90 hours	60 hours
2.Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Text			110% of budget	105% of budget	100% of budget	95% of budget	90% of budget
3.To complete plant shutdown activities & Ensure the instrument performance after shutdown maintenance.	Text			75%	80%	85%	90%	100%
4.Completion of Statutory compliance(Weight & measure, AERB, MPCB,), and Master Instrument.	Text			80%	90%	100% complete,in same Quarter	100% complete,in same Quarter 10 days due date	100% complete,in same Quarter as on due date
6.Failure Analysis reports after incident occurs	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
JAYESH KARNIK	Prashant Pathak	10002689	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	In order to improve business communication I need to learn this. Also I want to learn specific format for business ppt.
5	The Super Manager	Amit Sanas	2	I think this is essential for me to take additional responsibilities.
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

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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	