

Employee Name : Nilesh Agarwal
 Manager's Name : Vilas Kakade
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 15

KRA Description : Cost Saving and inventory reduction

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 unproductive NG through sale of hydrogen gas during venting period in grade changeover .	Value		20	< 13.8	14 to 19	19.2 to 21	21.2 to 25.8	27.8
2. Hydrogen gas recovery form vent gas.	Value		20	< 13.8	14 to 19	19.2 to 21	21.2 to 25.8	27.8
3. Consumption of slow moving and restricted fatty alcohol pastilles and ewax pastilles.	Days			241	211	181	121	61
4. Assesment of catalyst performance	Text			NA	na	N A	n a	On Time replacement of catalyst and ensuring zero downtime during planned activity.

KRA Category : Business

KRA Weightage : 40

KRA Description : A)To supply Hydrogen gas to achieve 95% SNOP requirement of 1)Alcohol plant 2)Loop reactor 3)Bottling. B) To Produce fatty alcohol Pastiles and Ewax as per demand.

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. Hydrogen supply to a) Fatty alcohol b) Loop reactor c) Bottling	Percentage			70	80	95	97	100
2. To maintain yearly specific consumption of NG. (Nm3 of NG/Nm3 of H2)	Text			0.500	0.495	0.490	0.485	0.480
3. Production of Fatty alcohol pastilles to meet demand plan.	Text			NA	na	Within Week if bulk fatty alcohol is available.	No LC expired due to pastillator plant unplanned down time	Zero cancellation of order due to no manufacturing of pastilles.
4. Plant Reliability -(Reduction in unplanned downtime over last year through following measures) a) Scheduled safety valve servicing. b) Servicing of PRVs of trolley unloading and H2 bullet section. c) Replacement of syngas header in caloric plant e) Replacement of bent reformer tube f) Availability of standby steam superheater coil. g) Replacment of steel belt for Old pastillator. .	Percentage			1	5	10	20	30

KRA Category : Customer
KRA Weightage : 15
KRA Description : Customer satisfaction and shared goals

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 unproductive NG by burning vent hydrogen gas to coal fire heater during grade changeover.	Text			5 % reduction in vented Hydrogen by burning at coal fire over last year	7 % reduction in vented Hydrogen by burning at coal fire over last year	10 % reduction in vented Hydrogen by burning at coal fire over last year	15 % reduction in vented Hydrogen by burning at coal fire over last year	20 % reduction in vented Hydrogen by burning at coal fire over last year
2) Customer audit and closer of the audit findings.(Internal /External)	Text			NA	na	Within agreed time frame	N A	n a
3) Implementation of revised ISO 9001:2015	Percentage			60	70	80	90	100
4) Reduction in customer complaint related to Quality of product.(Fatty alcohol pastilles, Ewax pastilles And Hydrogen Gas.)	Text			NA	na	Reduction by 25 % over last year and response time to QA within 03 working day.	Reduction by 27 % over last year and response time to QA within 02 working day.	Reduction by 30 % over last year and response time to QA within 01 working day.

KRA Category : Process
KRA Weightage : 15
KRA Description : Environment, Health & Safety

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) Environment and Heath safety a) Zero Near Miss b) Zero first aid injury. c) Zero accidents d) Zero fire incidence. e) Zero process utility and H2 leakages.	Text			NA	na	N A	n a	1) a) Zero near miss b) Zero First aid injuries c) Zero accidents d) zero fire incident e)Zero leakages
2) Implementation of ISO 14001 & 18001: a) To complete 1st survival audit within time. b) Improvement in register as per survival audit. C) Clearing of non-confirmities. d) Completion of objectives	Text			NA	na	a) By July 2017 b) 80% c) 80 % d) 80%	a) By July 2017 b) 90% c) 90 % d) 90%	a) By July 2017 b) 100% c) 100 % d)100%
3)To maintain GHK rating (Year end average)	Text			6	7	8	9	10

KRA Category : People
KRA Weightage : 15

KRA Description : To achieve self and team 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. Fulfillment of self IDP/ Project assignment through Challey assessment.	Percentage			60	70	80	90	100
2. To ensure departmental personnel participation in all training of Safety and others.	Percentage			60	70	80	90	100
3. To give on job training for new joiners (Field operators, GETs) in hydrogen and pastillator plants	Text			NA	na	100	N A	n a

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

Employee Name	Manager's name	Employee ID	Year
Nilesh Agarwal	Vilas Kakade	10000365	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			
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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	Mr. Anirudha Bansod	04	01/Mar/2018		
2	Coaching through leader in own function for functional inputs	Mr. Amit sanas/ Mr. Charle C	02	01/Mar/2018		

Part C: Development through action learning projects

Project Title	Model for measuring carbon foot print.
Review date	01/Dec/2017
Target end date	01/Mar/2018
Project scope	To prepare vvf model for measuring foot print.
Project exclusions	Certification and statutory requirement.
Project deliverables (Target at rating 3: good solid performance)	1)Total carbon dioxide emission 2) total fuel energy used (green and brown) 3) initiatives required to reduce carbon footprint 4)initiatives for green power 5) carbon footprint matrix of VVF
What is the employee expected to learn from this project	1) carbon footprint calculations and global standards 2) benefits associated with carbon footprint
Reviewer(s) name	Mr. vilas kakade
Project Status	
Project Status Comments	

