

Employee Name : SHUBHAM MANE

Manager's Name : Rajesh Dighe

Goalsheet Of Year: 2017-2018

**KRA Category : Customer**

**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)Nil Fire Incidences in Plant a) PM to ensure nil leakages in plant b) Risk assessment before any specific activity	Text			2	1	0	nil	zero
2) Lost time due to Accidents a) PPE usage on shop floor b) House keeping in plant	Text			2	1	0	nil	zero
3) Closure of safety audit findings	Percentage			96	97	98	99	100
4) To check periodic hydrogen leakages of all section 2 and section 4 valves.	Text			NA	NA	NA	NA	Zero downtime due to leakages

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : To improve plant 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. Equipment health history and data monitoring to reduce equipment failure frequency and equipment failure downtime.	Text			NA	NA	Reduction in downtime by 60 %	Reduction in downtime by 80 %	Zero downtime.
2. To monitor stripper vacuum readings and cooling water daily analysis to reduce plant downtime.	Text			NA	NA	Reduction in downtime by 60 %	Reduction in downtime by 80 %	Zero downtime

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Cost Savings**

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) Steam saving	Value		1.46	< 1.01	1.02 to 1.39	1.4 to 1.53	1.55 to 1.88	2.03
2) Running Sec-01, with 3 reactors in series, during low rates plant running	Value		6.98	< 4.82	4.89 to 6.63	6.7 to 7.33	7.4 to 9	9.7
3) Stop TCW - 2	Units		0.515	< 0.36	0.36 to 0.49	0.49 to 0.54	0.55 to 0.66	0.72
4) Reduce Effluent by 2 m3/day (treatment cost Rs 40/m3)	Units		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78
5) Maintain & produce Data when required for Savings throughout year as specified.	Percentage			80	90	100	88	89

#### KRA Category : Process

**KRA Weightage : 15**

**KRA Description : Yield improvement and reduction in intermediate alcohol inventory**

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 Intermediate Alcohol Inventory by Processing Intermediates & use of 03D3	Units		800	< 552	560 to 760	768 to 840	848 to 1032	1112
2. Manufacture of C1699 and C1899 products	Text			NA	NA	96% of SNOP	98% of SNOP	100% of SNOP
3.To improve yields	Percentage			0.0	0.1	0.2	0.3	0.4

#### 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
1) Fulfillment of self IDPs	Percentage			80	85	90	95	100
2) Periodic training to catalyst activity contract workers and plant casual workers	Text			NA	< 5 people	5 to 8 people	8 to 12 people	>12 people
3) Creating awareness to associates regarding OHSAS and EMS	Text			NA	NA	as per audit report	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
4) Train New associates and GET	Date			01/Mar/2018	01/Feb/2018	01/Jan/2018	01/Dec/2017	01/Nov/2017

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

Employee Name	Manager's name	Employee ID	Year
SHUBHAM MANE	Rajesh Dighe	10003829	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		2	To improve communication skill to execute work.
5	Getting Things Done		1	To improve leadership quality to manage work.
6	The Super Manager	Amit Sanas	2	Self improvement
7	Six Thinking Hats		1	Self improvement
8	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	