

Employee Name : NITIN WADKAR  
 Manager's Name : Prashant Pathak  
 Goalsheet Of Year: 2017-2018

**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.VAM Temperature & flow parameter indication given on CPP SCADA system.	Date			30/Sep/2017	15/Sep/2017	31/Aug/2017	15/Aug/2017	31/Jul/2017
2.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
3.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
4.To optimize the cost of new procurement by utilizing the available instruments for the new modifications and maintenance.	Value		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56
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	Text			80%	90%	Quarterly basis	95% completed	100% complete

**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.Instrument availability & Reduction in downtime due to instrument.	Days			150	125	100	90	80
2.Monitoring of Repair & Maintenance expenses to keep it within budgeted limit	Percentage			110	105	100	95	90
3 To complete plant shutdown activities & Ensure the instrument performance after shutdown maintenance.	Percentage			75	85	90	95	100
4. Adherence to PM/CM as per schedules	Percentage			85	90	95	97	99
5.Failure Analysis reports.	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

**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 re-portable 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.	Units		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56
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.	Units		10	< 6.9	7 to 9.5	9.6 to 10.5	10.6 to 12.9	13.9

**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.New Flacker on line Metal detector system installation.	Date			31/Oct/2017	15/Oct/2017	30/Sep/2017	15/Sep/2017	31/Aug/2017
2.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
3.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			31/Dec/2017	30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017
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.Ensuring the Traceability of Master Instrument.	Text			After 15 days	After 10 days	As on date	Before 5 days	Before 10 days

**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 calorific PSA valve. 2)H2 Linde PSA Valve, 3) High pressure valve of splitting section 4)H2 PRV station Skid 5)H2 Loop Reactor valve 6)Thermic fluid line control valve servicing & overhauling.==15	Percentage			70	85	95	98	100
2 .To ensure the Safety reliability in Plants by checking the thermowells of Fatty Acid Columns,Fatty Alcohol & Hyrdrogen Reformer. (Qty: 90 no's)	Units		25	< 17.25	17.5 to 23.75	24 to 26.25	26.5 to 32.25	34.75
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.Completion of Statutory compliance(Weight & measure, AERB, MPCB, )	Percentage			80	85	95	98	100
5.monitoring of abnormalities in plant & take corrective action on it	Text			75	85	Daily	98% Completed	100% completed

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

Employee Name	Manager's name	Employee ID	Year
NITIN WADKAR	Prashant Pathak	10002764	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	
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\*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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	

<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	