

Employee Name : MANOJ JALKOTE  
 Manager's Name : Nilesh Agarwal  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Optimization of hydrogen gas production cost and plant 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
1. To maintain specific Consumption of Caloric & Linde Hydrogen Plants to target 0.48. a) Daily NG consumption monitoring. b) To monitor %k factor. c) To note daily plant parameter readings.	Text			NA	NA	0.48 (nm3 NG/nm3 H2)	0.475 (nm3 NG/nm3 H2)	0.472 (nm3 NG/nm3 H2)
2. Checking for hydrogen leaks and attending immediately and to make schedule of leak test.	Text			NA	NA	NA	NA	Zero plant downtime due to H2 leakages.
3. Plant operation- a) Follow Startup/Shutdown List b) List of equipment and cleaning frequency c)E- wax Batch report record (Pastillator) d) MOC follow up	Text			NA	NA	90 % monitoring and follow up	95 % monitoring and follow up	100 % monitoring and follow up.
4. Running hours monitoring of H2 trolley filling section	Text			NA	NA	80% data monitoring	90% data monitoring	100 % data monitoring
5. Design of coil to maintain caloric reformer inlet temp. 550 oC.	Text			NA	NA	by Dec 2017	by Nov 2017	by oct 2017

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : To supply Hydrogen gas as per SNOP targets to Fatty alcohol, loop reactor and bottling**

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. Supply Hydrogen Gas to Fatty Alcohol Plant.	Text			NA	NA	95 % SNOP	97% SNOP	100% SNOP
2. Supply Hydrogen Gas to Loop reactor	Text			NA	NA	95 % SNOP	97% SNOP	100% SNOP
3. Supply Hydrogen for bottling	Text			NA	NA	5% more than last year	7% more than last year	10% more than last year

**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. Follow up for periodic changeover of boiler water, cooling water, DMW pumps and blowers.	Text			NA	NA	80% follow up	90% follow up	100% follow up
2. Combustion air blower suction filter replacement as per FD fan output	Text			NA	NA	NA	NA	Zero unplanned downtime on FD fan high output trip.
3. To do catalyst activity in H2 and alcohol plant	Text			NA	NA	24 hrs late than target date	12 hrs late than target date	Within target time with zero downtime
4. Boiler water analysis monitoring	Text			NA	NA	80% analysis monitoring	90% analysis monitoring	100 % analysis monitoring.

**KRA Category : Customer**  
**KRA Weightage : 15**  
**KRA Description : To maintain high standards of EHS practices and good Housekeeping.**

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) Maintain purity of Hydrogen Gas Supplied. a) To monitor CO-CO2 on daily basis. b) PSA timer adjustment. c) to monitor regular oil draining from H2 compressors. d) To make oil balance of all 3 compressor.	Text			NA	NA	Zero complaints and H2 purity as per specs. a) 90% b) 90% c)90% d)90%	Zero complaints and H2 purity as per specs. a) 95% b) 95% c)95% d)95%	Zero complaints and H2 purity as per specs. a) 100% b) 100% c)100% d)100%
2) Environment and Health safety a) Usage of PPE's b) Zero first aid injury. c) Zero accidents d) Zero fire incidence. e) Zero process utility and H2 leakages.	Text			NA	NA	NA	NA	1) a) 100% PPE usage b) Zero First aid injuries c) Zero accidents d) zero fire incident e)Zero leakages
3) Safety Improvement- a)To do safety improvement suggested in safety meeting. b) To complete objectives taken in ISO:14001 and OHSAS:18001.	Text			NA	NA	a) 3 nos of improvements in a year b) 80% Objective Completion	5 no.s of improvement in a year b) 90% Objective Completion	> 7 no.s of improvements in a year. b) 100% Objective Completion
4) Follow-up of work permit system	Text			NA	NA	80%	90%	100%
5)To maintain GHK rating (Year end average)	Text			NA	NA	Rating 7	Rating 8	Rating 9

**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.	Text			NA	NA	80%	90%	100%
2. To ensure departmental participation in all training arranged by HR and safety dept.	Text			NA	NA	NA	NA	Atleast 1 person for each training session
3. To give traning of revised SOP comes under ISO 14001, OHSAS:18001 and ISO 9001 policy.	Text			NA	NA	within month after every SOP change	within 2 weeks after every SOP change	within week after every SOP change

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

Employee Name	Manager's name	Employee ID	Year
MANOJ JALKOTE	Nilesh Agarwal	10003831	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	<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>	

