

PERFORMANCE APPRAISAL POLICY

1. Purpose

To evaluate contribution, provide feedback, and align goals.

2. Cycle

- Financial Year: April to March.
- Goal Setting: April.
- Mid-Year Review: October.
- Annual Appraisal: March.

3. Process

- Self-Appraisal: Employee submits self-review in PMS.
- Manager Review: Manager provides rating and comments.
- Normalization: Bell curve discussion at department level.
- Discussion: 1:1 meeting to convey rating and increment.

4. Rating Scale

- 5: Outstanding (Far exceeds expectations)
- 4: Exceeds Expectations
- 3: Meets Expectations
- 2: Needs Improvement (PIP potential)
- 1: Unsatisfactory (PIP mandatory)

5. Promotion Guidelines

- Minimum 18 months tenure in current level.
- Rating of 4 or 5 in last appraisal.
- Demonstrated readiness for next level competencies.

6. PIP (Performance Improvement Plan)

- Duration: 3 months.
- Goal: Specific, measurable targets to restore performance.
- Outcome: Improvement or termination.