

Key Result Area (KRA)

Employee Code	00631150	Employee Name	Mr. Naresh Govind Gangavane	Band	I
Designation	Officer	Department	Admin	Project/Location	Office & Facility Management (HO)
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 27-06-2022		KRA Approved On 27-06-2022			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Office Readiness	35.00	1) Tea machine cleaning 2) Water bottle's filling and cleaning every day 3) Tea and coffee check and material update to admin team 4) Serving Coffee and Team in meeting	Adherence to Completion	As agreed
2	Office Support	35.00	1)Provide Xerox and Scan to people on request 2) Account Team /HR team filing completion 3) Spiral binding of documents as needed 4) Support to HR/Admin for office decoration and arrangement as needed 5) Courier giving letter /document/laptop as per instruction 6)Received post and distribute as per responsibility	Adherence to Completion	As agreed
3	Outdoor Duty	30.00	1) Out door duty as assigned 2) Bank Duty as per assigned 3) Document signature as per need 4) Bank slip for deposit as per need 5) Out of city for government Sales as needed	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mr. Naresh Govind Gangavane
Date 27-06-2022 01:42:02 PM

REVIEWER

Name Ms. Meghana Bothare
Date 27-06-2022 01:54:39 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 27-06-2022 01:54:39 PM