

Key Result Area (KRA)

Employee Code	00631495	Employee Name	Mrs. Shreya Harishankar Singh	Band	II
Designation	Senior Executive - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2023-24	From Date	01-04-2023	To Date	31-03-2024
KRA Submittd On 03-08-2023		KRA Approved On 11-09-2023			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Employee Engagement and Connect	25.00	1.Atleast one engagement imitative every Month	No's	1
			2.HR connect sessions with all employees at least once in 6 month	No's	2
2	Employee Grievance Connecting with employee to understand their pain points and resolving them timely	30.00	1. Resolving Service Requests received on Mails, Teams or Calls within 3 working days.	Adherence to Completion	As agreed
			2. Not more then three active escalation to CEO/HR head at any given point of time	No's	3
3	Data Operations	30.00	1. Feedback & Surveys, Microsoft Office & Forms, Employee Data Reports	Adherence to Completion	As agreed
			2. LOP & PL Calculations on 25th of every month	Adherence to Completion	As agreed
			3. MRM Report on 5th of every month	Adherence to Completion	As agreed
4	OneHR Support to Business	15.00	1.Induction twice in a month and CEO Connect per month- New Joiner	No's	1
			2. Updated Employee data in One Hr at any given point of time	Adherence to Completion	As agreed

REVIEWEE

Name Mrs. Shreya Harishankar Singh
Date 03-08-2023 04:28:56 PM

REVIEWER

Name Ms. Antima Sharma
Date 03-08-2023 05:56:38 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 11-09-2023 12:08:58 PM

Key Result Area (KRA)

Employee Code 00631495 Employee Name Mrs. Shreya Harishankar Singh Band II

Designation Senior Executive - HR Department Human Resources Project/Location Head Office - Navi Mumbai (HO) - HO-NaviMum

Period 2023-24 From Date 01-04-2023 To Date 31-03-2024

KRA Submittd On 03-08-2023

KRA Approved On 11-09-2023

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	OneHR Support to Business	15.00	3. Supporting HR Ops for timely completion for payroll by 26th of every month	Adherence to Completion	As agreed
			4. Supporting in Statutory Compliance related formalities	Adherence to Completion	As agreed
			5. Not more then 5 Incidents per year of bypassing the process	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mrs. Shreya Harishankar Singh

Date 03-08-2023 04:28:56 PM

REVIEWER

Name Ms. Antima Sharma

Date 03-08-2023 05:56:38 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 11-09-2023 12:08:58 PM