

Key Result Area (KRA)

Employee Code 00630790 Employee Name Mr. Dhanraj Patil Band II

Designation Senior Executive - Admin Department Admin Project/Location Head Office

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	Guest House Management	40.00	Ensure that the general infrastructure of the guest houses and main office are in proper condition (office maintenance) & minor issue are resolved with 3 working days and any major issues are resolved within the committed timelines agreed with the HOD.	Adherence to Completion	As agreed
2	Office Management	20.00	To ensure that all the admin databases - Rent due dates, Electricity bills due date, other charges due date, AMC's, Renewals - to be updated and reviewed on a monthly basis as per the timelines.	Adherence to Completion	As agreed
3	Office Boys Supervision	10.00	Monitoring and control of Office boys timing, attendance, leaves & overtime (to ensure that replacement is given within a day's time in case of pro-longed leave of anyone)	Adherence to Completion	As agreed
4	Vendor Management/ Maintaining Records	10.00	Vendor management - Ensure that all admin vendors are delivering as per company requirement (time, quality, quantity, cost) their payments are not delayed unnecessarily, find new options for better deals for the company. /Maintaining database & records of all vendors we are dealing with along with update contract copy	Adherence to Completion	As agreed
5	Domestic & International Travel support	20.00	Supporting delivery team for international & domestic travel & stay arrangement as per the requirement.	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mr. Dhanraj Patil

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