

Key Result Area (KRA)

Employee Code	00630674	Employee Name	Mr. Hemant T Mhadase	Band	I
Designation	Executive - Internal Monitoring & Controlling	Department	Monitoring & Controlling	Project/Location	Head Office
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 23-06-2022		KRA Approved On 23-06-2022			

REVIEWEE

Name Mr. Hemant T Mhadase
Date 23-06-2022 11:27:47 AM

REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 23-06-2022 01:39:47 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 23-06-2022 01:39:47 PM

Key Result Area (KRA)

Employee Code 00630674 Employee Name Mr. Hemant T Mhadase Band I

Designation Executive - Internal Monitoring & Controlling Department Monitoring & Controlling Project/Location Head Office

Period 2022-2023 From Date 01-04-2022 To Date 31-03-2023

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	MRM i)MIS Working ii) PPT Creation	30.00	MRM PPT presentation with backup should ready for review at least 4 working days prior to MRM meeting	Adherence to Completion	As agreed
2	Invoicing	20.00	Invoices to be raised within 1 working days from the date of receipt of invoice request	Adherence to Completion	As agreed
3	Project Documentation i)PO/SOW/Agreements	15.00	Updated Documents should available for all project and maintenance of tracker	% to Completion	100
4	Accounts i) Booking as required	10.00	Carrying out of task when and require for Accounts Department	Adherence to Completion	As agreed
5	Secretariate i) Maintaining Tracker ii) Conducting meeting iii) ROC filling	25.00	All documents should be available within 15 days of event	Adherence to Completion	As agreed
			should be complete all statutory requirement for Board meeting/ AGM	Adherence to Completion	As agreed
			Filling of Documents at least 1 week before the Due date	Adherence to Completion	As agreed
	Total	100.00			

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