

Key Result Area (KRA)

Employee Code	00631132	Employee Name	Ms. Antima Sharma	Band	IV
Designation	Senior Manager - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO)
Period	2023-2024	From Date	01-04-2023	To Date	31-03-2024
KRA Submittd On	29-05-2023	KRA Approved On	31-05-2023		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	HR Operations HR Operation Activities	25.00	1. Induction-Hr connect and CEO Connect per month	No's	1
			2. Payroll and compliance-Payroll input to account by 26th of the month.	Adherence to Completion	As agreed
			3. Employee data update in One HR -Updated data in One Hr at any given point of time.	Adherence to Completion	As agreed
			4. Exit process Management- Adherence to completion	Adherence to Completion	As agreed
2	Employee Grievance Connecting with employee to understand their pain points and resolving them timely	20.00	Not more then three active escalation to CEO/HR head at any given point of time	No's	3
3	Employee Engagement and Connect Employee Engagement and Connect	35.00	1. Creating and running the concept note for "Buddy Program"	No's	1
			2. Hr connect sessions with all employees at least once in 6 month	No's	2
			3. Coffee with CEO per month	No's	1
			4a. Improvising the Induction Program 4b. Creating & running Employee Survey for 1, 3 & 6 months	Adherence to Completion	As agreed

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Ms. Antima Sharma	Name	Mr. Mangesh Dattatray Wadaje	Name	Mr. Mangesh Dattatray Wadaje
Date	29-05-2023 12:48:51 PM	Date	31-05-2023 01:10:32 PM	Date	31-05-2023 01:10:32 PM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	Process adherence and Improvement	20.00	1. Not more then 5 Incidents per year of bypassing the process	No's	5
			2.Adherance to process Improvement Timelines	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

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Date 29-05-2023 12:48:51 PM

REVIEWER

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