

## Key Result Area (KRA)

Employee Code 00631148 Employee Name Mr. Deepak Vasant Jadhav Band I

Designation Officer Department Admin Project/Location Office & Facility Management (HO)

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

KRA Submittd On 23-05-2023 KRA Approved On 31-05-2023

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. Payment of electricity bills for guest houses paid before due date, also maintenance , water charges wherever applicable.	Adherence to Completion	As agreed
2	Office Management	20.00	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
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	30.00	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
	Total	100.00			

<b>REVIEWEE</b> <b>Name</b> Mr. Deepak Vasant Jadhav <b>Date</b> 23-05-2023 06:16:54 PM	<b>REVIEWER</b> <b>Name</b> Ms. Meghana Bothare <b>Date</b> 23-05-2023 06:34:22 PM	<b>FINAL REVIEWER</b> <b>Name</b> Mr. Mangesh Dattatray Wadaje <b>Date</b> 31-05-2023 01:09:19 PM
---	--	---