

Key Result Area (KRA)

Employee Code	00631300	Employee Name	Mrs. Neelam Sagar Shirsat	Band	II
Designation	Senior Executive - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO)
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On	19-09-2022	KRA Approved On	23-09-2022		

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. Neelam Sagar Shirsat
Date 19-09-2022 05:31:44 PM

REVIEWER

Name Ms. Antima Sharma
Date 20-09-2022 09:54:06 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 23-09-2022 12:01:07 PM

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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		REVIEWER		FINAL REVIEWER	
Name	Mrs. Neelam Sagar Shirsat	Name	Ms. Antima Sharma	Name	Mr. Mangesh Dattatray Wadaje
Date	19-09-2022 05:31:44 PM	Date	20-09-2022 09:54:06 AM	Date	23-09-2022 12:01:07 PM