

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) - HO-NaviMum
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On	24-06-2022	KRA Approved On	27-06-2022		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	HR Operations  HR Operation Activities	30.00	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	30.00	1. At least one engagement imitative every Month	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
			4. Creating the concept note for "Above and Beyond Pat On the Back and Long service Award". Creating the online Module in One HR for R&R with IT team. Launching the R&R for better employee experience and Motivation	Adherence to Completion	As agreed

REVIEWEE

Name Ms. Antima Sharma  
Date 24-06-2022 05:57:09 PM

REVIEWER

Name Mr. Mangesh Dattatray Wadaje  
Date 27-06-2022 09:50:46 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje  
Date 27-06-2022 09:50:46 AM

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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			

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