

## Key Result Area (KRA)

<b>Employee Code</b>	00631300	<b>Employee Name</b>	Mrs. Neelam Sagar Shirsat	<b>Band</b>	II
<b>Designation</b>	Senior Executive - HR	<b>Department</b>	Human Resources	<b>Project/Location</b>	Head Office - Navi Mumbai (HO)
<b>Period</b>	2023-2024	<b>From Date</b>	01-04-2023	<b>To Date</b>	31-03-2024
<b>KRA Submittd On</b>	29-05-2023	<b>KRA Approved On</b>	31-05-2023		

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** 29-05-2023 12:49:20 PM

### REVIEWER

**Name** Ms. Antima Sharma  
**Date** 29-05-2023 12:49:44 PM

### FINAL REVIEWER

**Name** Mr. Mangesh Dattatray Wadaje  
**Date** 31-05-2023 01:10:52 PM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
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			

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