

Key Result Area (KRA)

|                            |            |                            |                            |                  |                                |
|----------------------------|------------|----------------------------|----------------------------|------------------|--------------------------------|
| Employee Code              | 00631130   | Employee Name              | Mr. Sandeep Babulal Sahani | Band             | I                              |
| Designation                | IT Officer | Department                 | Technology & Innovation    | Project/Location | Head Office - Navi Mumbai (HO) |
| Period                     | 2022-2023  | From Date                  | 01-04-2022                 | To Date          | 31-03-2023                     |
| KRA Submittd On 20-06-2022 |            | KRA Approved On 20-06-2022 |                            |                  |                                |

| Sr.No | Goal Title  | Weightage | Measurement Details   | Unit | Quantity |
|-------|---|-----------|---|------|----------|
| 1     | Infrastructure availability & support<br><br>Ensure timely availability of Infrastructure & services to all employees | 30.00     | 1. Review Infrastructure requirements (Laptop/Desktop/Printers/Internet etc.) & ensure timely availabilty to all HBT employees as required by Business<br>2. Requirement to be addressed proactively through new purchases / immediate hiring of IT Assets<br>3. Ensure IT Assets are available to HBT employees with license software installed on it.<br>4. Adherence to 95% of availability of Infrastructure services (i.e. laptops / desktops / VPN access / SAP GUI etc to HBT Employees) | %    | 95       |
| 2     | IT Asset Inventory & Licenses Management  | 20.00     | 1. Track & update infrastructure inventory on regular Basis<br>2. Ensure all licenses such as Exchange online, Office 365, Operating systems & other licenses software inventory is tracked & updated on regular basis.<br>3. Adherence to 99% of document update, analysis & negotiations with vendors   | %    | 99       |
| 3     | Security  | 20.00     | 1. Ensure Software applications installed provided to employees using Robust Firewall rules, Antivirus etc.<br>2. Ensure data center access, servers access are highly secured<br>3. Adherence to 99% of security guidelines & implementation of best practice  | %    | 99       |

REVIEWEE

Name Mr. Sandeep Babulal Sahani  
Date 20-06-2022 02:13:36 PM

REVIEWER

Name Mr. Ashok Wani  
Date 20-06-2022 02:15:22 PM

FINAL REVIEWER

Name Mr. Ashok Wani  
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|   |                                 |        |  |   |    |
|---|---------------------------------|--------|--|---|----|
| 4 | IT Policies & Documentation     | 20.00  | As agreed,<br>1) Prepare IT Policies like Laptop / Desktop allocation, VPN Access, email access, Office 365 Online license assignment<br>2) Documentation to be done for Indent / Order / Quotations etc.<br>3) Adherence to 90% of technical documentation of infrastructure services | % | 90 |
| 5 | Data Centre Backup & Protection | 10.00  | 1) Ensure backup of all databases at HBT datacenter is taken as per agreed schedule with respective stake holders ( i.e. Tally with Accounts, EASYBID & SAP S4 HANA with Innovation Team)<br>2) Adherence to 90% of technical documentation of infrastructure services                 | % | 90 |
|   | Total                           | 100.00 |  |   |    |

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