

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	2024-2025	From Date	01-04-2024	To Date	31-03-2025
KRA Submittd On 10-07-2024		KRA Approved On 19-07-2024			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Admin Operations - Travel & Visa Travel Desk - Travel Management , Visa arrangement, Hotel accommodation, Forex as per SLAs	50.00	Within SLA	Adherence to Completion	As agreed
2	Admin Operations - Provisioning Ensure that all Admin PO are generated properly on time through the system. Ensure that the Monthly provisions are shared with Accounts by 26th of every month with 100% accuracy	10.00	Adherence to timelines, Within 26th of the month	Adherence to Completion	As agreed
3	Vendor Management 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	30.00	As per requirement	Adherence to Completion	As agreed
4	Office Management Petty cash-:Handling of Admin petty expenses on monthly basis	10.00	Petty cash settlement accuracy at month end	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mr. Deepak Vasant Jadhav
Date 10-07-2024 03:20:05 PM

REVIEWER

Name Ms. Meghana Bothare
Date 19-07-2024 07:30:23 AM

FINAL REVIEWER

Name Ms. Meghana Bothare
Date 19-07-2024 07:30:23 AM