



KALE GROUP OF INDUSTRIES

PROCEDURE- **PERFORMANCE APPRISAL**

	Activity	Responsibility	Top Management
PLAN	Each plant / department head shall provide their inputs to set standards. Set parameters for performance measurement . Prepare <u>Performance Appraisal Report</u> to all employees and update on monthly basis.	HOD's, MGR HR	Support for preparation / set standards
DO	Collect KPI data , feedback from superior . Initial appraisal to be done by HOD's & HR Manager . Final appraisal to be done by Top Mgmt. on yearly basis . Collect necessary data for appraisal.	HOD's, MGR HR	Review Periodically.
CHECK	Assure appraisal to be done timely on monthly basis .	HOD's, MGR HR	Review Periodically.
ACT	According to <u>organization policy</u> give Reward/Promotion/Demotion/Transfer/increment .	HOD's, MGR HR	Review Periodically.

Note - Underlined text above indicates documents & records..

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