
	<b>Performance Review Policy</b>	<b>HRPO27</b>
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## Document Identification

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<b>Owner</b>	<b>Priya</b>
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<b>Approver(s)</b>	<b>Souvik</b>
<b>Releaser</b>	<b>MR</b>
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## REVISION HISTORY

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>souvik</b>

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## 1. POLICY PURPOSE

The purpose of this policy is to formalise the performance review process and Establish the communication process between superior and subordinate in relation to work performance, Measure employee's contribution in his / her job and identify individual strengths and weaknesses., Discuss employee's needs for training and development., Set specific and realistic goals to be achieved by the next appraisal period and Provide a means to determine Promotion, Increment, Salary and Recognition & Reward

## 2. POLICY SCOPE

The policy is applicable to all categories of employees of the organization

## 3. POLICY DESCRIPTION

### Annual Performance Review Period

All confirmed employees are required to undergo an annual performance review. Such performance review shall be conducted by the Manager and endorsed by the Head of the department. The completed review forms must be submitted to the Human Resources Department by mid March.

Employees with more than one year of service will be appraised between August and September. The review period is from 1st July of the previous year to 30<sup>th</sup> June of the current year.

Employees whose confirmation review is due in the month of June will undergo a joint confirmation and annual performance review. Only one review form will be utilised in this case.

All internal Employees shall fill Performance Appraisal form up. If needed Employees shall also fill the additional forms to give detailed Explanation on the Targets.

All Confirmed employees are required to undergo half yearly Performance Review for internal performance review. Employees with more then 6 months experience with Srishti needs to take up this half yearly performance appraisal.

### Performance Appraisal for Contract staff

Employees on direct contract with organization, where the tenure of assignment exceeds 6 months shall undergo Performance Appraisal depending on their Tenure of fixed term assignment. Contract staff shall use the Performance appraisal form for Contract Staff


### Salary Increment

The salary increment date for all confirmed employees with more than 1 year of continuous service is on 1<sup>st</sup> July of each year.

Employees with less than 1 year of continuous service:

The salary increment date for employees who are confirmed as at June<sup>th</sup> March will be 1st July.

The first salary increment date for employees confirmed between 1st July and 30th October will be 1st November. All subsequent salary increment date shall be 1<sup>st</sup> July of each year.

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All confirmed employees with less than one (1) year of continuous service as of the increment date will have their salary increment (if any) pro-rated.

Employees who were reviewed during the 1st November exercise will have his first july increment pro-rated with effect from 1st November

Calculation of the pro-rated quantum of salary increment shall be based on the length of service with the Company. In this regard, if there is an incomplete month of service with equal or more 15 days of service, it shall be considered as 1 month. However, if it is 14 days or less, it shall be ignored.

## 4. POLICY DEPLOYMENT

The Human Resources Department shall administer the documentation and update of all performance review forms

All employees shall fill the performance appraisal forms. Upon attaining all relevant endorsements, the completed Performance Review Form must be submitted to the Human Resources Department for review.

Such form will be kept in the employee's personal file for reference.

The Human Resources Department will prepare the relevant letter(s) and forward to the respective Head of Department / Division for distribution. A duplicate copy will be filed in the personal file together with the performance review form.

Note A performance review itself does not warrant an adjustment in salary.

## 5. POLICY REVIEW

The policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.