**KRA REVIEW SCHEDULE-Q3**

1. MFR: On 16th Jan
2. KRA self assessments to be submitted to your HODs - 27th  Dec to 30th Dec 2017

KRA review meeting with your HODs between 31st Dec to 6th Jan 2018, Submit the Review Data to HR on or before 7th Jan

1. Validation of MFR and Departmental Expenses by HODs and Management - 7th to 12th Jan
2. Calculation by HR and validation of Incentives by 16th Jan 2018 by Management
3. Disbursement of Q3 incentives