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| **Performance Review (2018-19)**  |
| **PART I:** Personal details in columns mentioned below shall be filled in by the HR Department |
|  |  |  |  |
| **Name** |   | **Division** |   |
| **Designation** |   | **Department** |   |
| **Grade** |   | **Appraiser** |   |
| **Assessment Year** |   |  |   |
| **Location** |   | **Reviewer** |   |
|  |  |  |  |
| PART II: The employee has to score against listed KRAs, set targets for the year and will be reviewed as per assigned weightage in the weightage column in order of importance of a KRA in discussion with the appraiser. The total of assigned weightage is 100%. |
|  |  |  |  |
|  |  |  |  |
| **Key Result Areas (KRAs)** | **Key Performance Indicators (KPIs)** | **Target (Cost)Met** | **Weightage** |
|   |   |   |  30% |
|  1.Quality of work2. Timeline maintained3.sales closed |   |   |  20%50% |
|   |   |   |   |
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|   |   |   |   |
|   | **Total KRA's Weightage** |   | **100** |
|   |   |   |   |
|  |  |  |  |
|  |  |  |  |
| Signature of AppraiserDate |
|  |  |
|  |  |
| Signature of Reviewer  Date |
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