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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%. | | | | | |
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| **Key Result Areas (KRAs)** | | **Key Performance Indicators (KPIs)** | | **Target (Cost)Met** | **Weightage** |
|  | |  | |  | 30% |
| 1.Quality of work  2. Timeline maintained  3.sales closed | |  | |  | 20%  50% |
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|  | | **Total KRA's Weightage** | |  | **100** |
|  | |  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| Signature of Appraiser  Date | | |
|  |  | |
|  |  | |
| Signature of Reviewer  Date | | |
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