

KRA _ 2023 - 24

Employee Name				E Code	
Designation :				Department	
L 1 Manager	Mr.	L 2 Manager	Mr.		
Current Work Location :					

(A) Mention the Top 5 key Responsibilities and achieved against each target to be mentioned by an EMPLOYEE: -

<u>S.No</u>	<u>Key Responsibilities</u>	<u>Units of Measure</u>	<u>Target</u>	<u>Actuals</u>	<u>% Achieved</u>	<u>L1 Manager comments</u>
1						
2						
3						
4						
5						

(B) Training Need:

- 1.
- 2.

(C) Support Required:

- 1.
- 2.
- 3.

Employee Signature with Date	L1 Manger Signature with Date

Note:

- ✓ To be filled after the review with L2 Manager Recommendation.
- ✓ If yes please mention recommendation remarks after discussing with L2 Manager.
- ✓ Physical copy to be handed over to HR team

Promotion Recommended to be filled by L1 Manager: -

Yes ()

No ()

Comments	L2 Manger Signature with Date