

NAME:							
Branch Head: HR							
	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET	WEIGHTAGE	ACTUAL ACHIEVEMENT	WEIGHTAGE ACHIEVED	%AGE TARGET ACHIEVED
1	Maintenance of HR Record of Staff and officers	%Age	100%	20	95	20	100
2	Disposal of DCRG cases	Average Days	15	20	16	16	80
3	Release of permissible retirement benefit	%Age	On the day of retirement	20	55	12	60
4	Training	Numbers	200	10	190	10	100
5	Deciding Disciplinary Cases within time frame	%Age	100%	20	35	10	50
6	Promotions/Release of ACP within the correspondent year	%Age	100%	10	70	3	30
		<b>Total</b>		<b>100</b>		<b>71</b>	<b>71</b>

Range & Weightage					Methodology to calculate actual achievement
Outstanding	V. Good	Good	Average	Below Average	
95 -100% = 20	91 to 94% =16	85 to -90 % = 12	80 to 84% =10	less than 84% 6	No. of the employees HR details updated/Total employyes in service*100
10 to 15=20	16 to 18=16	19 to 21=12	22 to 24=10	More than 24=6	Total DCRG cases finalised/ Total No. of DCRG cases *100
95 -100% = 20	91 to 94% =16	85 to -90 % = 12	80 to 84% =10	less than 84% 6	No. of the cases finalised before retirement/Total No. of the officials retired*100
180 to 200=10	160 to 179=8	150 to 159=6	140 to 149=5	less than 140=3	No. of the employees trained/No. of employees to train as per target *100
95 -100% = 20	91 to 94% =16	85 to -90 % = 12	80 to 84% =10	less than 84% 6	NO. of cases finalised/ total cases initiated/received) including earlier pendency*100
95 -100% = 10	91 to 94% =8	85 to -90 % = 6	80 to 84% =5	less than 84% =3	No of cases finalized/total cases due*100

Rating	Outstanding	V. Good	Good	Average	Below Average
Score	81 -100%	61-80%	51-60	31-50	less than 30
		71			