

Policy: Staff Appraisals

PL No – 11

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Applicability – All Employees on Company Roll

Total Number of Pages – 2

Appraisals will be done in the month of October every year on the soft approval of management. Every new staff will only be eligible for it after completing minimum 9 months of service in the company. Head – HR will get the proposed appraisals from every division and finalize it later with the management.

The appraisals will be done in following manner:

- A-** Get the rating for the concern staff from his immediate senior (They must choose the person on the scale of 1 to 10)
- B-** Get the rating for the concern staff from his HOD (They must choose the person on the scale of 1 to 10)
- C-** Get the rating for the concern staff from other HODs (They must choose the person on the scale of 1 to 10)

The sum of **A+B+C** will be divided by the total. After which it will multiplied to the Budget percentage approved by the management.

Example: If a person is getting in total 43 number out of 50, and the budget is of 7%.

Then following will be calculation:

$$43/50 = .86$$



.86* 7% = 6.02%. So this staff will get 6.02% hike.

- 1- In case of staffs reporting directly to any HOD, it will only be the total B & C.
- 2- In case of HODs, Only Point C will be valid and after that it will be on the Management to take the final call with or without discussion of the concern HOD.
- 3- Those staff who are at a level where other HODs cannot comment about their performance, Point A & B will be valid.
- 4- HODs can take the final call for their juniors and increase or decrease the value if they feel is not justified. However it is expected that they will not favor any staff in particular and it will be shown in a different row. This will be subject to Management's final approval.
- 5- Management reserves the right to change any value after being proposed by the HODs and Head – HR.
- 6- The rating will be given under following criterias:-
 - A) Level of communication with other staff. (1 to 10)
 - B) How is he/she doing current job. (1 to 10)
 - C) How much is the person problem solver. (1 to 10)
 - D) How much the person can be groomed in future to take bigger roles and responsibilities. (1 to 10)
- 7- Upon the soft approval from the management the HR department will initiate the proceedings for it.
- 8- Management reserves the right to not to general appraisals in any given year and selectively choose only those performing well.

Ok Approved
Written By
Head – HR



Approved
Approved By
Management