

Role Name	Manager	
Role Description	Responsible for Industrial relations related to employees (Direct & Indirect) -welfare, wages, facilities, Legal compliances,	
Role purpose	To maintain Harmonious relations with employees & govt agencies with an objective to achieve company's goal.	
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Employment	To get recruited and relieve the operators & trainees on time as per company plan	<ol style="list-style-type: none"> 1. Total number of manpower provided 2. Average Nos of days taken for close the requirement (Plan v/s Actual) 3. Attrition rate(Trainees) 4. Number of manpower late provided
Employees Attendance	To keep under control the manpower cost by monitoring the attendance % of operators' & trainees	<ol style="list-style-type: none"> 1. Attendance % (Plan v/s Actual) 2. Number of habitual & general absentees 3. Number of employees against disciplinary action taken 4. Overtime Hours 5. Number of domestic enquiry conducted
Compensation	To get distributed wages and appraisals of workers & trainees timely	<ol style="list-style-type: none"> 1. Number of time payment disturbed late 2. Number of appraisals delayed by concerned deptt.

Legal compliance	To ensure statutory compliances of Labour Laws	<ol style="list-style-type: none"> 1. Number of returns and dues not submitted on time 2. Number of challans issued 3. Number of NCRs given by any auditors
Industrial Relation	To resolve the issues of employees, union representatives, society and local district administration to maintain harmonious relation.	<ol style="list-style-type: none"> 1. Number of issues pending of employees 2. Number of meetings arrange between - Employees' Union and Management 3.. Number of issues pending of the Govt Authority
Employees Welfare	To ensure the distribution of items related to employees welfare and loan timely and within the budget	<ol style="list-style-type: none"> 1. Number of welfare items distributed delaye 2. Number of welfare items arranged delay by the concerned deptt. 2. Variance amount for welfare item (Budget v/s Actual) 3. Number of loan case not processed & distributed on time
Documentation	To get maintained files and documents of all employees (workers & trainees) and records related to HR Policies	<ol style="list-style-type: none"> 1. Number of Employees Personal files not completed 2. Number of files related to the Employees Union, govt's circular & notification and legal compliance not completed