

Role Name	Head-HR	
Role Description	Responsible for Safety, Human resources development, TEI and manpower recruitments	
Role purpose	To develop human resources with an objective to achieve company's goal.	
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Employment	Manpower Planning on time as per company plan	<ol style="list-style-type: none"> 1. Total number of manpower provided 2. Average No's of days taken for close the requirement (Plan v/s Actual) 3. Attrition rate (Trainees) 4. Number of manpower late provided
Employees Attendance and Pay role	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. Pay role data on time
PMS	To do appraisals of staff, workers & trainees timely	<ol style="list-style-type: none"> 1. development plan 2. cost control targets
Safety	To ensure safety as per annual safety plan	<ol style="list-style-type: none"> 1. Zero man-days loss accidents 2. Recordable and restricted accidents as per target 3. develop safety culture in the plant
Education and Training	To ensure annual E&T plan	<ol style="list-style-type: none"> 1. Training hrs. as per plan 2. QCC as per plan 3. Suggestions as per plan
TEI	To ensure all human resource development as per plan	<ol style="list-style-type: none"> 1. TEI as per monthly calendar 2. Goal setting/PMS 3. Succession planning 4. Job rotations /multiskilling development 5. Great place to work actions 6. stay interviews/exit interviews actions