

# Performance Evaluation Policy & Process For KMP's and Senior Executives/Employees



**Conart Engineers Limited**

*Where Construction Engineering Becomes An Art*



ISO 9001: 2008  
Reg.No.:RQ-91/050

**An ISO 9001 : 2008 Certified Company**

[www.conartengineers.com](http://www.conartengineers.com)

## **Performance Evaluation Policy**

### **(I) INTRODUCTION**

The CEL's Board and other KMP's performance Evaluation Policy has been formulated and is being adopted in compliance of Companies Act, 2013 and the Clause 49 of the Listing Agreement entered into with the stock exchanges.

### **(II) PURPOSE**

The purpose of the policy is to assess the effectiveness of the Key Managerial Personnel (KMP's) and Senior Executives/Employees of the Company on regular basis and to take necessary steps for improving the effectiveness of the KMP's and Senior Executives of the Company. The KMP's and Senior Executives/Employees are assessed on their effective contribution and commitment to their role and responsibilities as KMP's and Senior Executives / employees.

### **(III) PROCESS**

The Nomination and Remuneration Committee (NRC) of the Board shall decide the procedure, criteria and methodology of evaluation of KMP's and Senior Executives / employees of the Company from time to time.

#### **(a) Process for evaluation of KMP's and Senior Executives/Employees :-**

The evaluation of KMP's and Senior Executives shall be carried out annually at the time of finalizing annual business plan and annual budget of the company or before the end of the financial year.

The evaluation of performance of Company Secretary and other Key Managerial Personnel and senior executives / employees, their remuneration shall be determined and reviewed from time to time by the Chairman & Managing Director, Mr. Jitendra S Sura and / or Executive Director, Mr. Jimish J Sura.

#### **(b) Reporting**

The Key Managerial Personnel and senior executives / employees are assessed on their effective contribution, quality of interventions, statutory disclosures/compliances from time to time and commitment to their role and responsibilities as Key Managerial Personnel and senior executives / employees.

### **(IV) RATING**

#### **(a) Evaluation Factors**

The Board of Directors shall pay regards to the following parameters for the purpose of evaluating the performance of a particular Key Managerial Personnel and Senior Executives / employees:

In respect of each of the evaluation factors, various aspects have been provided to assist with the evaluation process in respect of performance of KMP and other employees of the Company, and committees of directors, if any, separately, as such evaluation factors may vary in accordance with their respective functions and duties.

**Rating Scale**

Scale	Performance
5	<i>Exceptionally good</i>
4	<i>Good</i>
3	<i>Satisfactory</i>
2	<i>Needs improvement</i>
1	<i>Unacceptable</i>

**(b) Rating Parameters for evaluating Chief Financial Officer / Chief Executive Officer / Company Secretary**

**Overall Rating:** \_\_\_\_\_

Sr. No.	Particulars	Rating
1	Compliance with Article of Association, Companies Act, Income Tax Act, & other allied laws	
2	Compliance with ethical standards & code of conduct of Company	
3	Reporting to the Board about compliance with applicable laws	
4	Ensuring compliance with secretarial standards, Accounting Standards, etc.	
5	Assistance to the board of directors	
6	Discharge of duties assigned by Board	
7	Success of meetings convened	
8	Preparation of minutes	
9	Attendance & presence in meeting of board, committees of Board and general meeting	
10	Assistance in obtaining required approvals form Board, shareholders, Government and other authorities	
11	Representation before various regulators on behalf of the company	
12	Advising Board on corporate governance and compliance, Accounting Standards, etc., thereunder	
13	Punctuality and other personality related aspects	

(c) **Rating Parameters for evaluating Other Key Managerial Personnel and Senior Executives /Employees of the Company:-**

Overall Rating: \_\_\_\_\_

Sr. No.	Particulars	Rating
1	Compliance with Article of Association, Companies Act, Income Tax Act & other allied laws	
2	Compliance with ethical standards & code of conduct of Company	
3	Fulfillment of roles and responsibilities granted to them	
4	Representation before various regulators on behalf of the company	
5	Achievement of target fixed	
6	Punctuality and other personality related aspects	
7	Inter department Co-ordination with different levels of employees	
8	Leadership Qualities	

(d) **Remuneration/ Increments/ Performance based Incentive Scheme**

The Company aspires to pay performance linked remuneration to its key managerial personnel / CFO / CEO and other senior level executives/employees. For the purpose of giving effect to the rating criteria and determining the incremental amount of remuneration of KMP's and other Senior Executives / employees, the Company has fixed criteria for giving performance incentives / increments.

Based on the aforesaid criteria of evaluation of performance of Key Managerial Personnel and senior executives / employees, their remuneration, performance based incentives, promotion, etc., shall be determined, reviewed and fixed by the Chairman & Managing Director, Mr. Jitendra S Sura and / or Executive Director (Finance), Mr. Jimish J Sura.

(v) **EXTERNAL SUPPORT**

The Board as and when it feels necessary may carry out evaluation process with the support of external consultants.

(vi) **DISCLOSURES**

- a) The Board evaluation process is carried out by the Nomination and Remuneration Committee (NRC), Independent Directors and the Board of Directors and disclosed in the Annual Report.
- b) In accordance with the requirement under the Companies Act, 2013, Rules made thereunder and Listing Agreement, disclosures will be made in the Board's Report regarding the manner in which the performance evaluation has been done by the Board of Directors of KMP's and other senior executives and employees.

A statement on the process of Board evaluation shall be made part of Directors Report in the Annual Report of the Company.

**(VII) APPLICABILITY**

- a) The Board of Directors reserves its right to review and amend this Policy, if required, to ascertain its appropriateness as per the needs of the Company. The Policy may be amended by passing a resolution at a meeting of the Board of Directors from time to time.

For and on behalf of the Board of Directors of  
**CONART ENGINEERS LIMITED**

**Jitendra Sura**  
**Managing Director**