



Frequently Asked Questions

1. What are UNNATI and SAMRIDDHI?

UNNATI and SAMRIDDHI are programs through which we can tap the power of collective. UNNATI is a framework to align individual's success to organization's success and SAMRIDDHI is a performance-oriented framework to streamline operations.

2. Why are we implementing this module?

These programs were implemented as the need arose for restructuring effective management of the individual's performance to achieve operational deliverables.

3. How will this help the organization?

This will help effectively define performance expectations, review progress, adjust goals, and recognize accomplishments, thus Identifying key performers and developing and growing them.

4. What are we planning to achieve through this system?

Through this system, we will be able to bring about a matrix to measure the employees' performance. This evaluation system is also a motivator for employees to contribute more to the organization.

5. Why are we automating this system?

This automated system will help employees record their achievements and contributions throughout the year so that they can have a fruitful discussion with their supervisors during the performance evaluation.

6. What will the new process be like?

- At the beginning of each Quarter, the employee will have to set goals/targets into the system.
- Performance will be assessed at the end of each quarter - (April to June) in July, (July to September) in October, (October to December) in January and (January to March) in April/May.
- The assessment will be done by the employee and ratified by the reporting manager basis the goals set. The achievements will have to be noted against the targets set in the system.

7. Will there be any change in my salary structure?

Not, there will be no change in the salary structure. However, this program has been launched with an attractive incentive plan thus enabling good performers to earn more than their salary.



8. How will the incentive scheme work?

The incentive scheme is tenured for 5 years, with payout to be done in two tranches, at the end of 3rd year and at the end of 5th year. There are two parts to the incentive, a fixed and an incremental incentive.

9. What is “Fixed Incentive”?

25% of Annual CTC will be paid as guaranteed Fixed Incentive. This has been further broken into two payouts:

- 75% of the accumulated amount (3 of 5 years) to be paid at the end of 12 quarters
- 25% of the accumulated amount (balance) to be paid at the end of 20 quarters

10. What is “Incremental Incentive”?

75% of Annual CTC will be paid as incremental Incentive. This has been further broken into two payouts:

- For UNNATI:
 - The employee has to be in top 25 percentile with at least 3 Rating for 9 out of 12 quarters in first 3 years for the payout at the end of 3 years
 - The employee has to be in top 25 percentile with at least 3 Rating for 15 out of 20 quarters in the 5 years for the payout at the end of 5 years
- For SAMRIDDHI:
 - The employee has to be in top 40 percentile with at least 3 Rating for 9 out of 12 quarters in first 3 years for the payout at the end of 3 years

The employee has to be in top 40 percentile with at least 3 Rating for 15 out of 20 quarters in the 5 years for the payout at the end of 5 years

11. Why can the incentive not be paid out every year in a prorated manner?

The incentive scheme has been designed in a manner that will help the employees make up for better ratings in case in a particular quarter they have not been rated 3 or above.

12. What role category do I belong to?

Each employee has been mapped to a specific role category which will be visible to them in the system.

13. Will this be implemented for all employees?

No, this is being currently implemented for a specific group of employees.

14. When will this be implemented?

The system is made live effective November 1, 2021.

15. What are these Measurables?

Measurable are responsibility areas that have been created to broadly cover all the roles that are under the purview of the UNNATI and SAMRIDDHI programs.

16. What are the different categories of measurables?

There are 6 board categories of measurables that will be either mapped to each employee or available from a drop down for the employee to choose out of. These measurables are:

- Customer (Internal and External)
- Financial
- Operational
- Environment Based
- Function head determined operating KPI for each employee - Head has to detail it and assess it on a monthly basis
- People Based / Personal Traits

17. What are Compulsory Measurables?

There are a set of measurables that have been mapped as compulsory to each role. The targets against these compulsory measurables will be preset in the system.

18. What are Mandatory Measurables?

Certain measurables have been identified as mandatory for each role. Each of these mandatory measurables will be pre-defined and targets need to be entered against those measurables.

19. How do we need to set targets against these Measurables?

We will need to identify which of these Measurables (apart from the Compulsory and Mandatory) are relevant to our respective roles. Post identification, we will need to define Goal statements against each of these Measurables.

20. How will this help me as an employee?

This will help the employee align his/her goals with the organization's overall vision. Through this, the employee will be able to understand his/her deliverables, receive continuous feedback and guidance from the superiors and through this process will be able to identify areas for professional development.

21. What is a Target?

A target is the end result that we want to achieve. This can be a number or a statement, etc. The type of target that has to be set, is defined in the application against each measurable. However, certain measurables have been pre-defined as Compulsory or Mandatory. The Compulsory Targets will be input into the system for the employee to see and cannot be changed by them. The Mandatory Targets need to be entered by employee. The Optional Target types and the target needs to be entered by the employee.



22. What do I do if any responsibility is not matching the list of measurables in the system?

There is an option of Function/Role Specific Measurable. You can choose this to write your Goal Statement for any responsibilities that are not matching the pre-defined list of Measurables.

23. How will the measurables be calculated?

The Measurables will not be calculated. The achievements met against each target will be noted and the performance score calculated accordingly.

24. What is an organization driven measurable?

Few of the Measurables are pertaining to the organization's overall performance. The achievements against these measurables will be basis the organization's performance.

25. Who will decide the targets against which achievements have to be noted?

The targets will have to be set through discussion between the employee and the reporting manager. There is a process of approval of the goals and targets in the application.

26. What about my team? What process will be followed for people who do not fall under this program?

Currently, this process is being made applicable to a specific group of employees who are holding major responsibilities. We will gradually keep on including more and more roles as we strive to make the entire process more and more objective. However, if any manager wants to utilize this system for the team, please reach out to your HR Partner for further details.

27. I report to more than one person functionally. Who will be doing my evaluation?

The evaluation on the system will have to be done by the reporting manager. However, the reporting manager will have to take inputs from the dotted line manager while signing off on the performance evaluation.

28. How will I know how to navigate through the system?

A user manual will also be available for the employees to refer to for help.

29. What if I am unable to logon to the application?

Please reach out to HR or IT in case of any system issues.

30. What is there is a discrepancy between my self-assessment and my manager's inputs?

The goals against which there are specific inputs will have to be backed by data. In case the discrepancy arises due to absence of any supporting data, the same will have to be resolved through discussion with your manager.