



MONTH-END CHECKLIST NOC POLICY

1. Your dashboard (Report submit manually – 1st to 5th of every month)
2. Monthly your record note and drive submission checklist (Report submit manually – 1st to 5th of every month)
3. Zoho Task ASSIGNED vs PENDING (Report submit manually by taking screenshot of the ZOHO task page – 1st to 5th of every month)
4. Zoho Self Rating / Team Rating form submission (every month 25th to 30th in ZOHO APP)
5. Zoho Self Appraisal Form submission (Last month's performance review form – every month 1st to 3rd in ZOHO APP)
6. (For Reporting Managers Only) – Zoho Review form submission (Your executive's last month performance review form – every month 4th in ZOHO APP)

For More Information Contact HRD

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