

Key Result Area (KRA)

Employee Code	00630552	Employee Name	Mr. Aniket Ashok Yadav	Band	II
Designation	Senior Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 27-06-2022		KRA Approved On 27-06-2022			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting	10.00	All Expense booking related to Employees , vendor and subcontractor, etc.	Adherence to Completion	As agreed
			All Vendor bills booking : Services, purchase, travel booking etc.	Adherence to Completion	As agreed
			Payment towards employee payment & reimbursement on weekly basis	No's	1
			Payment towards outside vendor as per management instruction	Adherence to Completion	As agreed
			Salaries Processing and all salaries related Statutory payment.	%	100
			License deal :- Calculation activity completion and compliance.	Adherence to Completion	As agreed
			Customer Collection- Proper follow up for customer collection entries with TDS & clearing of on Account collection.	%	100

REVIEWEE

Name Mr. Aniket Ashok Yadav  
Date 27-06-2022 01:42:02 PM

REVIEWER

Name Mr. Nadeem Ul Haque Shaikh  
Date 27-06-2022 01:54:39 PM

FINAL REVIEWER

Name Mr. Nadeem Ul Haque Shaikh  
Date 27-06-2022 01:54:39 PM

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2	2	5.00	TB review on monthly basis and passing correcting entries. (Customer, related party vendor balances correction) Vendor Advance :- Balance to clear monthly basis Employee Advance :- to email on monthly basis for clearance.	Adherence to Completion	As agreed
3	3	5.00	To tally Reimbursement accounts (HBT & HBTL) To tally Receivable and Payable account (HBT & HBTL)	Adherence to Completion	As agreed
4	4	5.00	Ownership of Finalization of HBT and HBTL to be completed on time. All accounting entries and Provisional entries should to posted well before MRM of HBT & HBTL. All debit notes should be raised before month end. Related party balance confirmation.	Adherence to Completion	As agreed
5	5	10.00	Providing data to Auditors. Resolving there queries satisfactorily. Preparing Financials and Notes to Accounts to Auditors.	Adherence to Completion	As agreed
6	6	15.00	Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL Direct Tax related compliance	Adherence to Completion	As agreed

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6	6	15.00	From all accounting , all payments, returns , Reply compliance of all notices , LDC , resolving assessments & Planning of tax saving for company. GST related compliance (From maintaining books till filling returns and assessments)	Adherence to Completion	As agreed
	Statutory Compliance of company		Companies Act related compliance (related to accounting only XBRL) FEMA Act Compliance.	No's	1
7	7	10.00	Bank receipt & Payment entries to be passed by second day.	Adherence to Completion	As agreed
	Cash flow/ Banking		Bank Reco on weekly basis (HBTL & HBT).	Adherence to Completion	As agreed
			Foreign outward & inward remittance.	% to Completion	100
			Time to time Investment in MF & monthly MF reconsilation	Adherence to Completion	As agreed
			Opening a Bank account as required, financing related all the documentation.	%	100
8	8	15.00	Working on Existing bank guarantee limits enhancement To Submit Bank Guarantee as per the request and time line from department.	Adherence to Completion	As agreed
	Bank Guarantee				

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9	9	15.00	Complete Accounts for MRM by end of the month	Adherence to Completion	As agreed
	MRM Closing				
10	10	10.00	MIS Process Automization Budget v/s Actual Automization Provision system Automization	No's	1
	Automization				
	Total	100.00			

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