

Key Result Area (KRA)

Employee Code	00630941	Employee Name	Mr. Parshuram Appa Karambale	Band	I
Designation	Associate Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office - Navi Mumbai (HO)
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	5.00	-Employee Reimb. (Tbill, Payment Voucher, PRDM) (For both Co. HBTL & HBT) -Booking & Verify all types of Vendor Booking -Subcontractor & Project releated Vendor Booking -Customer collection & TDS booking as per payment received form customer -Ledger Scrutiny Monthly	Adherence to Completion	As agreed
2	Taxation	40.00	Tax Liability calculation & Payment towards TDS & GST for both companies HBT & HBTL.	Adherence to Completion	As agreed
			-PT Payment for HBT & HBTL. -Assisting in GST Audit - ETDS & Vendor Form 16 -Assisting Tax Audit & Return Filling - Taxation Updating - 26 AS Reco -LDC Application	Adherence to Completion	As agreed
3	Finalisation	20.00	- All accounting entries & provisional entries (normal provision) should be posted before month end -TB & P&L Review -HBTL TB Review & Financial prepare	Adherence to Completion	As agreed
4	Audit	15.00	-Providing data to Auditors -Resolving there queries satisfactorily.	Adherence to Completion	As agreed

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Parshuram Appa Karambale	Name	Mr. Nadeem Ul Haque Shaikh	Name	Mr. Nadeem Ul Haque Shaikh
Date	27-06-2022 01:42:02 PM	Date	27-06-2022 01:54:39 PM	Date	27-06-2022 01:54:39 PM

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5	Banking	10.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on every ulternate day (HBTL & HBT) -Foreign Remittance -BG Creation as per management requirement	Adherence to Completion	As agreed
6	Automation	10.00	-VENDOR AUTOMIZATION Other MIS Workings	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mr. Parshuram Appa Karambale
Date 27-06-2022 01:42:02 PM

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