

## Key Result Area (KRA)

**Employee Code** 00631255      **Employee Name** Mr. Arun Nana Patil      **Band** I  
**Designation** Associate Executive - Accounts & Finance      **Department** Accounts & Finance      **Project/Location** Head Office - Navi Mumbai (HO) - HO-NaviMum  
**Period** 2024-2025      **From Date** 01-04-2024      **To Date** 31-03-2025  
**KRA Submittd On** 15-07-2024      **KRA Approved On** 15-07-2024

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
			Follow up for all Vendor and Employee Advance. Should be clear on immediate basis.	Adherence to Completion	As agreed
			Customer Collection- Proper follow up for customer collection entries with TDS & clearing of on Account collection.	%	100
2	2 TB Review	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

### REVIEWEE

**Name** Mr. Arun Nana Patil  
**Date** 15-07-2024 07:30:08 AM

### REVIEWER

**Name**  
**Date**

### FINAL REVIEWER

**Name**  
**Date**

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
3	3 Loss to Highbar	5.00	There should not be any Excess payment TDS / GST or any Statutory dues or any excess payment to vendor which has resulted to Loss to Company.	Adherence to Completion	As agreed
4	4 Finalization	5.00	Ownership of Finalization of Accounts completed on time. All accounting entries and Provisional entries should to posted well before MRM. All debit notes should be raised before month end. Related party balance confirmation.	Adherence to Completion	As agreed
5	5 Statutory Audit	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 Statutory Compliance of company	10.00	Forecast, Planning and Ownership to meet the Statutory Compliance of Direct Tax related compliance	Adherence to Completion	As agreed
			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
			Companies Act related compliance (related to accounting only XBRL) FEMA Act Compliance or MSME Compliance	No's	1

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
7	7 Cash flow/ Banking	5.00	Bank receipt & Payment entries to be passed by second day.	Adherence to Completion	As agreed
			Bank Reco on daily basis and ensure minimum balance in Current account every day less then 10 lacs	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 Bank Guarantee	20.00	Working on Existing bank guarantee limits enhancement To Submit Bank Guarantee as per the request and time line from department. - Bank receipt & Payment entries to be passed by second day. - Bank Reco on fortnightly basis. - Ownership of Bank Guarantee documents. -Foreign Remittance. -Opening a Bank account/ Escrow Account.	Adherence to Completion	As agreed
9	9 MRM Closing	15.00	Complete Accounts for MRM and report by the 4th of the following month.	Adherence to Completion	As agreed

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Designation	Associate Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
10	10 Automization	5.00	TALLY listed automation. Any other Automation as required	No's	1
11	Accounts Debit Balance Follow up	10.00	Follow up for all Vendor and Employee Advance. Should be clear on immediate basis. - All GST and TDS follow up with the Customers.	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name

Mr. Arun Nana Patil

Date

15-07-2024 07:30:08 AM

REVIEWER

Name

Date

FINAL REVIEWER

Name

Date