

Key Result Area (KRA)

Employee Code	00631276	Employee Name	Mr. Vaibhav Dagadu Karale	Band	I
Designation	Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On	19-09-2022	KRA Approved On	19-09-2022		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	MRM i)MIS Working ii) PPT Creation	30.00	MRM PPT presentation with backup should ready for review at least 4 working days prior to MRM meeting	Adherence to Completion	As agreed
2	Invoicing	20.00	Invoices to be raised within 1 working days from the date of receipt of invoice request	Adherence to Completion	As agreed
3	Project Documentation i)PO/SOW/Agreements	15.00	Updated Documents should available for all project and maintenance of tracker	% to Completion	100
4	Accounts i) Booking as required	10.00	Carrying out of task when and require for Accounts Department	Adherence to Completion	As agreed
5	Secretariate i) Maintaining Tracker ii) Conducting meeting iii) ROC filling	25.00	All documents should be available within 15 days of event	Adherence to Completion	As agreed
			should be complete all statutory requirement for Board meeting/ AGM	Adherence to Completion	As agreed
			Filling of Documents at least 1 week before the Due date	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Vaibhav Dagadu Karale	Name	Mr. Nadeem Ul Haque Shaikh	Name	Mr. Nadeem Ul Haque Shaikh
Date	19-09-2022 11:19:58 AM	Date	19-09-2022 11:19:58 AM	Date	19-09-2022 11:19:58 AM