

Key Result Area (KRA)

Employee Code 00630008 Employee Name Mr. Santosh Mahangade Band IV

Designation SENIOR MANAGER - ACCOUNTS & FINANCE Department Accounts & Finance Project/Location Head Office

Period 2023-24 From Date 01-04-2023 To Date 31-03-2024

KRA Submittd On 13-07-2023 KRA Approved On 13-07-2023

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting	10.00	-Ownership, Monitoring, Controlling, planning and forecast of all routine function of accounting to be completed on time for HBT & HBTL -All Expense booking related to Employees , vendor and subcontractor, etc. -All Vendor bills booking : Services, purchase, travel booking etc.	Adherence to Completion	As agreed
			All Payment :- -Payment towards employee payment & reimbursement on weekly basis -Payment towards outside vendor as per management instruction -Salaries Processing and all salaries related Statutory payment.	Adherence to Completion	As agreed
			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.	Adherence to Completion	As agreed
2	Invoicing	5.00	Delivering invoice on time and tally with the contracts	Adherence to Completion	As agreed
3	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	REVIEWER	FINAL REVIEWER
Name Mr. Santosh Mahangade	Name Mr. Nadeem Ul Haque Shaikh	Name Mr. Nadeem Ul Haque Shaikh
Date 13-07-2023 02:30:09 PM	Date 13-07-2023 02:30:09 PM	Date 13-07-2023 02:30:09 PM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	HBT & HBTL (Related party transaction)	5.00	-To tally Reimbursement accounts (HBT & HBTL) -To tally Receivable and Payable account (HBT & HBTL)	Adherence to Completion	As agreed
5	Finalisation	5.00	-Ownership of Finalisation 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
6	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
7	Statutory Compliance of company	15.00	-Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL -Direct Tax related compliance :- 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) -Companies Act related compliance (related to accounting only XBRL) FEMA Act Compliance.	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
8	Cash flow/ Banking	5.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on fortnightly basis (HBTL & HBT) -Foreign Remittance. -Fixed Deposit Mature -Ownership of Bank Guarantee documents. - Opening a Bank account.	Adherence to Completion	As agreed
9	Bank Gaurantee	15.00	-Existing bank guarantee limits enhancement -Creating Funding and Non Funding limits with the banks -Alternative solutions and implementation Financing available Bank Guarantee as per the request from department.	Adherence to Completion	As agreed
10	MIS	15.00	Complete MRM Presentation on 3rd of the subsequent month	Adherence to Completion	As agreed
11	AUTOMIZATION	10.00	- Vendor portal Automization - Accounting Process Automization - Daily Allocating Team work and improving efficiency, So that creating the Bandwith of one team member space to incorporate absence of team member.	Adherence to Completion	As agreed
	Total	100.00			

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