

Key Result Area (KRA)

Employee Code 00631283 **Employee Name** Mr. Mahendra Hindurav Jadhav **Band** I
Designation Associate Executive - Accounts & Finance **Department** Accounts & Finance **Project/Location** Head Office - Navi Mumbai (HO)
Period 2024-2025 **From Date** 01-04-2024 **To Date** 31-03-2025
KRA Submittd On 26-07-2024 **KRA Approved On** 26-07-2024

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting	25.00	-Booking & Verify all types of Vendor Booking with four days once received in Accounts -Subcontractor & Project related Vendor Booking within four days once received in Accounts -Customer collection & TDS booking as per payment received form customer -Ledger Scrutiny Monthly	% to Completion	100
			In order to measure to check in Year end how to Extra pmt done to Vendor by TDS or GST or any other means.	Adherence to Completion	As agreed
2	Taxation	30.00	Tax Liability calculation & Payment towards TDS & GST with 100% Accuracy. No extra payment should be done for TDS or GST.	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	15.00	- All accounting entries & provisional entries (normal provision) should be posted before month end -TB & P&L Review - Review & Financial prepare	Adherence to Completion	As agreed

REVIEWEE

Name Mr. Mahendra Hindurav Jadhav
Date 26-07-2024 07:30:16 AM

REVIEWER

Name
Date

FINAL REVIEWER

Name
Date

Key Result Area (KRA)

Employee Code 00631283 Employee Name Mr. Mahendra Hindurav Jadhav Band I

Designation Associate Executive - Accounts & Finance Department Accounts & Finance Project/Location Head Office - Navi Mumbai (HO)

Period 2024-2025 From Date 01-04-2024 To Date 31-03-2025

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	Audit	10.00	-Providing data to Auditors -Resolving there queries satisfactorily.	Adherence to Completion	As agreed
			Need to check number of Entries passed in Audit in Year End. Number of error done found in TB Review in the month end.	Adherence to Completion	As agreed
5	Banking	10.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on every ulternate day -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. Mahendra Hindurav Jadhav

Date 26-07-2024 07:30:16 AM

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