

Key Result Area (KRA)

Employee Code	00630393	Employee Name	Mr. Nadeem Ul Haque Shaikh	Band	VI
Designation	AGM - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On	23-06-2022	KRA Approved On	23-06-2022		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting and Finalisation  -Monthly Account closure -Quarterly Account closure -Yearly Account closure -Internal Control -Quality of Book Keeping -Statutory Audit -Statutory Audit	30.00	Each month account to be close on 4th of subsequent month.	Adherence to Completion	As agreed
			Each Quarter end accounts to be close on 10th of month immediately after completion of subsequent end of Quarter.	Adherence to Completion	As agreed
			Each Year end accounts to be close on 10th of month immediately after completion of subsequent end of Year.	Adherence to Completion	As agreed
			Ensure that there should be proper Internal Control in Organization.	Adherence to Completion	As agreed
			Ensure that the accounts are maintained with high Level of accuracy.	Adherence to Completion	As agreed
			Should be completed once in a year before the Board meeting.	Adherence to Completion	As agreed
2	MIS	5.00	Complete MRM Presentation on time before review meeting	% to Completion	100

REVIEWEE	REVIEWER	FINAL REVIEWER
Name Mr. Nadeem Ul Haque Shaikh	Name Mr. Mangesh Dattatray Wadaje	Name Mr. Mangesh Dattatray Wadaje
Date 23-06-2022 11:28:39 AM	Date 23-06-2022 01:40:04 PM	Date 23-06-2022 01:40:04 PM

## Key Result Area (KRA)

<b>Employee Code</b> 00630393	<b>Employee Name</b> Mr. Nadeem Ul Haque Shaikh	<b>Band</b> VI
<b>Designation</b> AGM - Accounts & Finance	<b>Department</b> Accounts & Finance	<b>Project/Location</b> Head Office
<b>Period</b> 2022-2023	<b>From Date</b> 01-04-2022	<b>To Date</b> 31-03-2023
<b>KRA Submittd On</b> 23-06-2022	<b>KRA Approved On</b> 23-06-2022	

3	Income Tax and GST  -Statutory Payments -Income Tax Audits -Timely filling Returns of	20.00	Ensuring Statutory payment should not delay TDS , GST , PF , PT , Advance tax and other statutory dues Avoid interest on account of late payment	Adherence to Completion	As agreed
			Tax Audit - on or before 30th Nov Transfer Price Audit - on or before 30th Nov.	Adherence to Completion	As agreed
			-TDS - Quarterly - on or before first 15th of next quarter -TDS Certificates within 15 days from the filling of returns. -GST -Monthly on or before first 20th of next Month Appl. of Form - Filling on or before 30th of next quarter. -Monthly Return of GSTR1 on or before due date. -Monthly Return of GST3B on or before due date. -PT - Monthly - on or before 15th of next month -Income Tax - Yearly - on or before 30th Nov. -Handling various assessments.	Adherence to Completion	As agreed
4	Tax Planing	5.00	Proper tax planning with SMART P&L	Adherence to Completion	As agreed
5	Cash Block	5.00	To Ensure Minimum Cash Block with the Government	Adherence to Completion	As agreed
6	Cash flow/ Banking  -Fund Management/Cash flow -Investment	5.00	Cash flow management of company overall vendor payments / subcontractor payment / Statutory due and employee payment happens smoothly .	Adherence to Completion	As agreed

## REVIEWEE

**Name** Mr. Nadeem Ul Haque Shaikh  
**Date** 23-06-2022 11:28:39 AM

## REVIEWER

**Name** Mr. Mangesh Dattatray Wadaje  
**Date** 23-06-2022 01:40:04 PM

## FINAL REVIEWER

**Name** Mr. Mangesh Dattatray Wadaje  
**Date** 23-06-2022 01:40:04 PM

## Key Result Area (KRA)

Employee Code 00630393 Employee Name Mr. Nadeem Ul Haque Shaikh Band VI

Designation AGM - Accounts & Finance Department Accounts & Finance Project/Location Head Office

Period 2022-2023 From Date 01-04-2022 To Date 31-03-2023

KRA Submittd On 23-06-2022 KRA Approved On 23-06-2022

6	Cash flow/ Banking -Fund Management/Cash flow -Investment	5.00	Getting maximum returns of Cash in hand. Generating ROI.	Adherence to Completion	As agreed
7	Bank Gaurantee	15.00	Existing bank guarentee limits enhancement Alternative solutions and implementation	Adherence to Completion	As agreed
8	Build Account head Sucessor	10.00	Build Account head Sucessor	Adherence to Completion	As agreed
9	STRATEGIC INITIATIVE	5.00	-To Complete Strategice Initiative on time -MIS Process Automization -Budget v/s Actual Automization -Provision system Automization	Adherence to Completion	As agreed
	Total	100.00			

## REVIEWEE

Name Mr. Nadeem Ul Haque Shaikh

Date 23-06-2022 11:28:39 AM

## REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 23-06-2022 01:40:04 PM

## FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 23-06-2022 01:40:04 PM