

Key Result Area (KRA)

Employee Code 00630008 Employee Name Mr. Santosh Mahangade Band V

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

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	10.00	-Ownership, Monitoring, Controlling, planning and forecast of all routine function of accounting to be completed on time. -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
			In order to measure to check in Year end how much Extra pmt done to Vendor by TDS or GST or any other means..	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

REVIEWEE

Name Mr. Santosh Mahangade

Date 26-07-2024 07:30:12 AM

REVIEWER

Name

Date

FINAL REVIEWER

Name

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
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 every two times in the week for clearance. - Recovery - To check how much amount we are unable to recover as employee advance due to absence of follow up	Adherence to Completion	As agreed
4	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. Any receivable which is supposed to be received resulted in loss due to negligence and absence of Follow up.	Adherence to Completion	As agreed
5	Finalisation	5.00	-Ownership of Finalisation to be 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
6	Statutory Audit	10.00	-Providing data to Auditors - Resolving there queries satisfactorily -Preparing Financials and Notes to Accounts to Auditors - In order to measure count of number of entries passed by Auditors/highlighted by Management due to error - Getting IFC done on time	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
7	Statutory Compliance of company	10.00	-Forecast, Planning and Ownership to meet the Statutory Compliance. -Direct Tax related compliance :- From all accounting , all payments, returns , Reply compliance of all notices , 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. - Getting Tax Audit on time - Completing Tax Audit before 31st Aug of each year - Filling Income Tax return before 30th Sep each year	Adherence to Completion	As agreed
8	Debit Balance in TB	10.00	1) To Ensure that there should not be Debit Balance in TB outstanding for more than 15 days which is not supposed to be. (Debit balance includes any Advance/Deposit/ or any Receivable in Books whatever points) 2) To get follow up done every alternate day to clear Advance for Deposit.	Adherence to Completion	As agreed
9	Bank Gaurantee	5.00	-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	10.00	Complete MRM Presentation on 3rd of the subsequent month Getting Budget /vs Actual done before time. All required MIS to be done on time	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
11	AUTOMIZATION	5.00	- 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
12	LDC To get LDC before 31st March To ensure all customers are covered in LDC on regular basis.	5.00	To get LDC before 31st March To ensure all customers are covered in LDC on regular basis.	% to Completion	100
13	Customer Balance	5.00	1) To provide data for Credit note on timely basis as per schedule given. 3) To get 180 days Customer outstanding Follow up two times per week. 2) To get Customer Balance Reconciliation done.	Adherence to Completion	As agreed
14	Payroll Processing on time	5.00	To ensure that Payroll is process on time and with Accuracy.	Adherence to Completion	As agreed
15	GST AUDIT	5.00	To complete GST Audit before 30 days for the Government specified time	Adherence to Completion	As agreed
	Total	100.00			

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