

Key Result Area (KRA)

Employee Code	00631255	Employee Name	Mr. Arun Nana Patil	Band	I
Designation	Associate 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 27-06-2022		KRA Approved On 27-06-2022			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	1 Accounting	10.00	Ownership, Moitoring, Controlling, planning and forecast of all routine function of accounting to be completed on time for HBT & HBTL	Adherence to Completion	As agreed
			All Expense booking related to Employees , vendor and subcontractor, etc.	Adherence to Completion	As agreed
			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.	% to Completion	100
			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

REVIEWEE

Name Mr. Arun Nana Patil
Date 27-06-2022 01:42:02 PM

REVIEWER

Name
Date

FINAL REVIEWER

Name
Date

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2	2	5.00	-Ownership of Finalization 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
3	3	10.00	- Providing data to Auditors - Resolving there queries satisfactorily - Preparing Financials and Notes to Accounts to Auditors	Adherence to Completion	As agreed
4	4	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
5	5	5.00	-To tally Reimbursement accounts (HBT & HBTL) -To tally Receivable and Payable account (HBT & HBTL)	Adherence to Completion	As agreed

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6	6	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)	Adherence to Completion	As agreed
7	7	5.00	- Bank receipt & Payment entries to be passed by second day. - Bank Reco on fortnightly basis (HBTL & HBT). - Ownership of Bank Guarantee documents. -Foreign Remittance. -Opening a Bank account.	Adherence to Completion	As agreed
8	8	15.00	Working on Existing bank guarantee limits enhancement To Submit Bank Guarantee as per the request and time line from department.	Adherence to Completion	As agreed
9	9	10.00	Complete Accounts for MRM by end of the month	Adherence to Completion	As agreed
10	10	10.00	- Vendor Process Automization - Other Automization	Adherence to Completion	As agreed
11	MIS	10.00	MIS reports as required for MRM	Adherence to Completion	As agreed

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	Total	100.00			
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