

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	2023-2024	From Date	01-04-2023	To Date	31-03-2024
KRA Submittd On	23-05-2023	KRA Approved On	23-05-2023		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting	10.00	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
			Payment towards employee payment & reimbursement on weekly basis	No's	1
			Payment towards outside vendor as per management instruction	Adherence to Completion	As agreed
			Salaries Processing and all salaries related Statutory payment.	%	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.	%	100
2	2 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

Name Mr. Arun Nana Patil
Date 23-05-2023 02:34:07 PM

REVIEWER

Name Mr. Nadeem Ul Haque Shaikh
Date 23-05-2023 02:34:50 PM

FINAL REVIEWER

Name Mr. Nadeem Ul Haque Shaikh
Date 23-05-2023 02:34:50 PM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
3	3 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
4	4 Finalization	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
5	5 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
6	6 Statutory Compliance of company	15.00	Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL Direct Tax related compliance	Adherence to Completion	As agreed
			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

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6	6 Statutory Compliance of company	15.00	Companies Act related compliance (related to accounting only XBRL) FEMA Act Compliance.	No's	1
7	7 Cash flow/ Banking	10.00	Bank receipt & Payment entries to be passed by second day.	Adherence to Completion	As agreed
			Bank Reco on weekly basis (HBTL & HBT).	Adherence to Completion	As agreed
			Foreign outward & inward remittance.	% to Completion	100
			Time to time Investment in MF & monthly MF reconsilation	Adherence to Completion	As agreed
			Opening a Bank account as required, financing related all the documentation.	%	100
8	8 Bank Guarantee	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 MRM Closing	15.00	Complete Accounts for MRM by end of the month	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
10	10 Automization	10.00	MIS Process Automization Budget v/s Actual Automization Provision system Automization	No's	1
	Total	100.00			

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