

## Key Result Area (KRA)

Employee Code 00631402 Employee Name Mr. PRABHU SHIVAJI PANZADE Band I

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

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

KRA Submittd On 15-07-2024 KRA Approved On 15-07-2024

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.	Adherence to Completion	As agreed
			Booking & Verify all types of Vendor Booking with four days once received in Accounts	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 - All Government related Statutory payment.	% to Completion	100
			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 respect to TDS & GST clearing of on Account collection.	Adherence to Completion	As agreed

### REVIEWEE

Name Mr. PRABHU SHIVAJI PANZADE

Date 15-07-2024 07:30:16 AM

### REVIEWER

Name

Date

### FINAL REVIEWER

Name

Date

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
3	3 Statutory Audit	5.00	- Providing data to Auditors - Resolving there queries satisfactorily - Preparing Financials and Notes to Accounts to Auditors - Number of Entry posted by Auditors. - Number of Errors found in the weekly/ Monthly TB review	Adherence to Completion	As agreed
4	4 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 for clearance regularly. Email to Santosh on monthly basis. - Employee Advance should not be kept Receivable in books.	Adherence to Completion	As agreed
5	5 Accounts Debit Balance Follow up	10.00	Follow up for all Vendor and Employee Advance. Should be clear on immediate basis. - All GST and TDS follow up with the Customers.	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
6	6 Statutory Compliance of company	30.00	-Forecast, Planning and Ownership to meet the Statutory Compliance of HBT Direct Tax and Indirect Tax related compliance. -From all accounting , all payments, returns , Reply compliance of all notices , resolving assessments & Planning of tax saving for company. - LDC before 31st March24 and revision Quarterly as required -TAX AUDIT completion on time -GST related compliance (From maintaining books till filling returns and assessments) - Update any new amendments for any Statutory related to our Company - Filing Income tax return before 30th Sep24. - Complete Tax Audit before 31st Aug24.	Adherence to Completion	As agreed
			To ensure that there is no extra payment for GST / TDS which resulted Loss to the company.	Adherence to Completion	As agreed
7	7 Cash flow/ Banking	5.00	- Bank receipt & Payment entries to be passed by second day. - Bank Reco on fortnightly basis. - Ownership of Bank Guarantee documents. -Foreign Remittance. -Opening a Bank account.	Adherence to Completion	As agreed
10	10 Atomization	5.00	- Vendor Process Automization - Other Automization	Adherence to Completion	As agreed

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
11	Loss to Highbar	10.00	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.	Adherence to Completion	As agreed
	Total	100.00			

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