

Key Result Area (KRA)

Employee Code	00630008	Employee Name	Mr. Santosh Mahangade	Band	IV
Designation	Manager - 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 27-06-2022		KRA Approved On 27-06-2022			

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 for HBT & HBTL -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
			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
2	Invoicing	5.00	Delivering invoice on time and tally with the contracts	Adherence to Completion	As agreed
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 monthly basis for clearance.	Adherence to Completion	As agreed

REVIEWEE	REVIEWER	FINAL REVIEWER
Name Mr. Santosh Mahangade	Name Mr. Nadeem Ul Haque Shaikh	Name Mr. Nadeem Ul Haque Shaikh
Date 27-06-2022 01:42:02 PM	Date 27-06-2022 01:54:39 PM	Date 27-06-2022 01:54:39 PM

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

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

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4	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
5	Finalisation	5.00	-Ownership of Finalisation of HBT and HBTL to be completed on time. - All accounting entries and Provisional entries should be 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
6	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
7	Statutory Compliance of company	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) -Companies Act related compliance (related to accounting only XBRL) FEMA Act Compliance.	Adherence to Completion	As agreed

<b>REVIEWEE</b>	<b>REVIEWER</b>	<b>FINAL REVIEWER</b>
<b>Name</b> Mr. Santosh Mahangade	<b>Name</b> Mr. Nadeem Ul Haque Shaikh	<b>Name</b> Mr. Nadeem Ul Haque Shaikh
<b>Date</b> 27-06-2022 01:42:02 PM	<b>Date</b> 27-06-2022 01:54:39 PM	<b>Date</b> 27-06-2022 01:54:39 PM

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8	Cash flow/ Banking	5.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on fortnightly basis (HBTL & HBT) -Foreign Remittance. -Fixed Deposit Mature -Ownership of Bank Guarantee documents. - Opening a Bank account.	Adherence to Completion	As agreed
9	Bank Gaurantee	15.00	-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	15.00	Complete MRM Presentation on 3rd of the subsequent month	Adherence to Completion	As agreed
11	AUTOMIZATION	10.00	- Vendor portal Automization - Other Automization as needed	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

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