

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	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	25.00	Accounting :- -Ownership, Moitoring, 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	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
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

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. PRABHU SHIVAJI PANZADE	Name	Mr. Nadeem Ul Haque Shaikh	Name	Mr. Nadeem Ul Haque Shaikh
Date	23-05-2023 02:36:28 PM	Date	23-05-2023 02:36:44 PM	Date	23-05-2023 02:36:44 PM

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4	Finalisation	5.00	-Ownership of Finalisation of HBT and HBTL to be completed on time. - All accounting entires 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	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	Statutory Compliance of company	15.00	-Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL -From all accounting , all payments, returns , Reply compliance of all notices , LDC , resolving assesments & Planing of tax saving for company. -GST related compliance (From maintaining books till filling returns and assessments)	Adherence to Completion	As agreed
7	Cash flow/ Banking	5.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on fortnightly basis (HBTL & HBT) - Foreign Remittance -Opening a Bank account. -Ownership of Bank Guarantee documents.	Adherence to Completion	As agreed
8	Bank Gurantee	5.00	-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

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9	MRM Closing	15.00	Complete Accounts for MRM by end of the month MRM Reports as needed	Adherence to Completion	As agreed
10	Automization	10.00	-Employee and vendor process Automization -Provision system Automization	Adherence to Completion	As agreed
	Total	100.00			

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