

## Key Result Area (KRA)

Employee Code 00631276 Employee Name Mr. Vaibhav Dagadu Karale 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	MRM MIS Working	20.00	MRM PPT presentation with backup should ready for review before 4th of the next month.	Adherence to Completion	As agreed
2	Invoicing	10.00	Invoices to be raised within 1 working days from the date of receipt of invoice request	Adherence to Completion	As agreed
3	Project Documentation	15.00	i)PO/SOW/Agreements should be kept in proper way 2) Updating Pending order tracker with amount of order pending should be updated properly. 3) Updating Agreement and Budget tracker. 4) Updated Documents should available for all project and maintenance of tracker	% to Completion	100
4	Accounts i) Booking as required	10.00	Carrying out of task when and require for Accounts Department	Adherence to Completion	As agreed
5	Secretariate  i) Maintaining Tracker ii) Conducting meeting iii) ROC filling	25.00	All documents should be available within 15 days of event	Adherence to Completion	As agreed
			should be complete all statutory requirement for Board meeting/ AGM	Adherence to Completion	As agreed
			Filling of Documents at least 1 week before the Due date	Adherence to Completion	As agreed

### REVIEWEE

Name Mr. Vaibhav Dagadu Karale

Date 15-07-2024 07:30:14 AM

### REVIEWER

Name

Date

### FINAL REVIEWER

Name

Date

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
6	Customer Outstanding Follow up	20.00	1) To Follow up for 180 days customers 2) To provide data for Credit note before 180 days 3) TDS and GST follow up with the customers 4) Customer Ledger balance reconciliation	Adherence to Completion	As agreed
	Total	100.00			

### REVIEWEE

Name Mr. Vaibhav Dagadu Karale

Date 15-07-2024 07:30:14 AM

### REVIEWER

Name

Date

### FINAL REVIEWER

Name

Date