

Key Result Area (KRA)

Employee Code 00630393 Employee Name Mr. Nadeem Ul Haque Shaikh Band VII

Designation SR. AGM -HEAD ACCOUNTS & FINANCE Department Accounts & Finance Project/Location Head Office

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

KRA Submittd On 08-10-2024 KRA Approved On 09-10-2024

| Sr.No | Goal Title | Weightage | Measurement Details | Unit | Quantity |
|-------|---|-----------|---|-------------------------|-----------|
| 1 | Accounting and Finalisation -Monthly Account closure -Quarterly Account closure -Yearly Account closure -Internal Control -Quality of Book Keeping -Statutory Audit -Statutory Audit | 30.00 | Each month account to be close on 4th of subsequent month. | Adherence to Completion | As agreed |
| | | | Each Quarter end accounts to be close on 10th of month immediately after completion of subsequent end of Quarter. | Adherence to Completion | As agreed |
| | | | Each Year end accounts to be close on 10th of month immediately after completion of subsequent end of Year. | Adherence to Completion | As agreed |
| | | | Ensure that there should be proper Internal Control in Organization. | Adherence to Completion | As agreed |
| | | | Ensure that the accounts are maintained with high Level of accuracy. | Adherence to Completion | As agreed |
| | | | Should be completed once in a year before the Board meeting. | Adherence to Completion | As agreed |
| 2 | MIS | 5.00 | Complete MRM Presentation on time before review meeting | % to Completion | 100 |

REVIEWEE

Name Mr. Nadeem Ul Haque Shaikh
Date 08-10-2024 02:43:36 PM

REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 09-10-2024 04:24:42 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 09-10-2024 04:24:42 PM

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| 3 | Income Tax and GST -Statutory Payments -Income Tax Audits -Timely filling Returns of | 20.00 | Ensuring Statutory payment should not delay TDS , GST , PF , PT , Advance tax and other statutory dues Avoid interest on account of late payment | Adherence to Completion | As agreed |
| | | | Tax Audit - on or before 30th Nov Transfer Price Audit - on or before 30th Nov. | Adherence to Completion | As agreed |
| | | | -TDS - Quarterly - on or before first 15th of next quarter -TDS Certificates within 15 days from the filling of returns. -GST -Monthly on or before first 20th of next Month Appl. of Form - Filling on or before 30th of next quarter. -Monthly Return of GSTR1 on or before due date. -Monthly Return of GST3B on or before due date. -PT - Monthly - on or before 15th of next month -Income Tax - Yearly - on or before 30th Nov. -Handling various assessments. | Adherence to Completion | As agreed |
| 4 | Tax Planing | 5.00 | Proper tax planning with SMART P&L | Adherence to Completion | As agreed |
| 5 | Cash Block | 5.00 | To Ensure Minimum Cash Block with the Government / In Current Account | Adherence to Completion | As agreed |

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| 6 | Cash flow/ Banking -Fund Management/Cash flow -Investment | 5.00 | Cash flow management of company overall vendor payments / subcontractor payment / Statutory due and employee payment happens smoothly . | Adherence to Completion | As agreed |
| | | | Getting maximum returns of Cash in hand. Generating ROI. | Adherence to Completion | As agreed |
| 7 | Bank Gaurantee | 15.00 | Existing bank guarentee limits enhancement Alternative solutions and implementation | Adherence to Completion | As agreed |
| 8 | Build Account head Sucessor | 10.00 | Build Account head Sucessor | Adherence to Completion | As agreed |
| 9 | STRATEGIC INITIATIVE | 5.00 | -To Complete Strategice Initiative on time -MIS Process Automization -Budget v/s Actual Automization -Provision system Automization | Adherence to Completion | As agreed |
| | Total | 100.00 | | | |

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