

Human Resource Development



Human Resource Development

Ultimately, all your competitors shall have the same or similar technologies, machines and processes that you have.

Your winning edge will only be provided by the Trained, Motivated and Result Oriented manpower that you have.



Human Resource Development

You need to

Select the right people,

Enable them to do the tasks expected from them,

Enthuse them to think like owners,

Empower them by clearly defined Responsibility
& Authority,

Review and monitor their Performance
continuously



Areas where HRD should focus on:

- Recruitment

- Probation & Training

- Performance Measurement

- Employee Motivation

- Creating and Documenting Policies

- Conducting Employee Satisfaction Survey

- Legal Compliance



Areas where most HRD spend time

- Calculation of Wages and Related reports
- Creating MIS reports

- Resolving problems of employees (problems originally created by HRD)

- Handling high quantum of recruitment (high because of high attrition rate and poor selection criteria at recruitment)

- Handling and Accounting of Contractual labour.

- Handling employee queries & conflicts regarding rules and policies

- Handling issues related to Maintenance, housekeeping, Leave sanctioning



GAP OSM HRD Module

- The Human Resource Development module developed by us is based on our own practical hands on work experience of many years and the collaborative working with our clients. .
- It is based on the time tested systems as well as the latest techniques used today.



Features of GAP OSM - HRD Module

- An Effective Hiring Process

- Induction Training & Probation Monitoring Process

- Effectiveness & Efficiency Monitoring Process

- Regular Training with evaluation, Programmes for all Employees

- Good Handling of Employees' grievances, suggestions and complaints

- Employee Satisfaction Survey
- Legal Compliance



Features of GAP OSM - Payroll Module

- Bio-metric Punch to Salary computation

- Real Time Monitoring of Employee Movement

- Auto computing of Overtime, EL,CL,TDS, Paid Holidays and Weekly off
- PF, ESI, other Funds Bonus, Gratuity etc.

- Printing of Salary register and Pay Slips

- Transfer of payable salaries to bank
- Communication to employees

- Error free and smooth system



Features of GAP OSM – Employee Portal

- Employees can Apply for Leave

- Check their Account
- CL / EL authorized and availed

- Read Companies Policies on different issues..

- View their Salary Pay slips, attendance, OT etc

- Lodge their grievance
- Participate in suggestion Scheme

- View Training calender and register for upcoming events



GAP OSM actually eliminates the
time spent by HRD persons on
wasteful activities
and
helps them focus on their Key
Result Areas



In the following slides, we shall share some of the activities performed by GAP-OSM HRD and Payroll module by showing actual screen shots.



GAP-OSM HRD Module



Gilard Electronics Pvt Ltd
Self Diagnostics : TBC = 0.00



Human Resources
Pending Approvals



Sanjiv Singh [User] [signout](#)

[GAP Awesome Search.....](#)

[Home](#) [Sales](#) [Finance](#) [NPD](#) [Stores](#) [QA](#) [Purchase](#) [HRD](#) [PLM](#) [e-CAPA](#) [Dashboard](#) [TPM](#) [Mfg.](#) [IGI](#) [FGI](#) [TECH Support](#) [Payroll](#) [Doc Control](#) [Tool Room](#) [PCMD](#) [NBD](#)

[Reporting](#) ➔
[User Functions](#) ➔
[Supervisor Options](#) ➔



Different Colours.. One Canvas!

[Sitemap](#) | [User](#) | [Administrator](#) | [Super Administrator](#) | [Main Module](#) | [Raise a Ticket](#) | [View Tickers](#) | [Data Exporter](#) | [Readme](#) | [Add Page to Favourite](#)



Employee Master


Home Sales Finance NPDP Stores QA Purchase **HRD** PLM e-CAPADashboard TPM Manufacturing IGI FGI TECH Support Payroll Document Control
Sanjiv Singh [User] [signout](#)

HRD | User Functions | Employee Master (U)

View / Edit Employee Details

Search By :: [Filter](#) [Reset All](#) [Single Parameter Global Editing](#) [Employee Master Report View](#) [View Old Employees](#)


Sr.No	Ecode	Name		Husband/Father Nm	Dept./Sec	Designation	Cat.	MWD	KRA	TDS	Reporting To	Dept.Head
1.	E1963	Abhay	<input checked="" type="checkbox"/>	Jatinder Pal	MLD /Fakhar		U	RTA	EVS-MLD		Sankush Verma	Sankush Verma
2.	E1907	Abhishek Ranjan	<input checked="" type="checkbox"/>	Arun Kumar	NPD /NPD		C	GE1	KRA-NI		GURJINDER SINGH	GURJINDER SINGH
3.	E1917	AJAY DHIMAN	<input checked="" type="checkbox"/>	ASHWANI KUMAR	NPD /NPD	ENGINEER	C	GE1	KRA-NI		GURJINDER SINGH	GURJINDER SINGH
4.	E2053	AJAY KUMAR	<input checked="" type="checkbox"/>	PIAR CHAND	MLD/Beta	T.OPERATOR	U	RTA	EVS-MLD		RAJDEEP SINGH	RAJDEEP SINGH
5.	E2090	AJAY KUMAR GAUTAM	<input checked="" type="checkbox"/>	JAGDHARI RAM	MLD/Gamma	TRAINEE OPERATOR	U	RTA	EVS-MLD		Sankush Verma	Sankush Verma
6.	E2101	AJIT KUMAR	<input checked="" type="checkbox"/>	LALLAN RAM	MLD/Gamma	T.OPERATOR	U	RTA	EVS-MLD		Sankush Verma	Sankush Verma
7.	E2144	AKHIL SHARMA	<input checked="" type="checkbox"/>	SUBHASH CHAND	MLD/	T.OPERATOR	U	RTA				
8.	E1709	AI KA RANI	<input checked="" type="checkbox"/>	SIKHNDEV SINGH	O A/TEAM D	OPERATOR	U	GEN	EVS-ASSY		NEELAM DEVI	


Add New Employee


Back




Human Resource Indent Form



Gilard Electronics Pvt Ltd
TBC error found -11,22,522.94



Human Resources



Gagandeep Kaur [User] [signout](#)

Home
Sales
Finance
NPD
Stores
QA
Purchase
HRD
PLM
e-CAPA
Dashboard
TPM
Manufacturing
IGI
FGI
TECH Support
Payroll
Document Control
Tool Room

Reporting ➔

User Functions ➔

Supervisor Options ➔

HRD | Reporting | Request For Human Resource

HUMAN RESOURCE REQUIREMENT FORM

NO: #

(To be filled separately for each post)

Date : 23-05-2017

Department: --select department--

Position: Designation

Request raised by

Reporting to.: Select Employee Name

Number Of Vacancies :

Request Received On: 23-05-2017

Area	Essential	Desired	Key Responsibilities	Relevant Skill & Trait
Qualification	Select Qualification	Select Desired	1* Essential to fill	Essential to fill
Marital Status	Select	Select	2* Essential to fill	Essential to fill
Gender	Select	Select	3* Essential to fill	Essential to fill
Total Experience	Minimum No of years	Maximum No of years	4* Essential to fill	Essential to fill
Age	Minimum Age	Maximum Age	5. Key Responsibility	Relevant Skill & Trait
Proximity (Residence)	Kms from place of work Km	Kms from place of work Km	6. Key Responsibility	Relevant Skill & Trait
Salary Range	Minimum 	Maximum 	7. Key Responsibility	Relevant Skill & Trait
Language	Hindi	Read Write Speak	Key Responsibility	Relevant Skill & Trait
	English	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Punjabi	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		


[Save & submit request to HR](#)

34/dummy/client/index.php
[View Pending Requests](#) [Back](#)


Adding a new Employee

Add New Employee

Basic Information



Upload Photo

Choose File No file chosen

Ecode :	E2148	Name:	Enter Employee Name	
Father/Husband:	Father/Husband Name	Mobile No :	Enter Mobile	ICE No. Enter ICE No
Email :	Enter Email Address		Date of Birth / Date Of joining:	dd-mm-yy DOJ : dd-mm-yy
Gender :	Female <input checked="" type="radio"/> Male <input type="radio"/>		Martital Status :	Single <input checked="" type="radio"/> Married <input type="radio"/>
Permanent Address :	Enter Permanent Address		Temporary Address :	Enter Temporary Address

Company Information

Dept/Sec :	Not Defined	Designation:	Not Defined	Category:	Not Defined
Parentcode :	Not Defined	LSA :	Not Defined	Probation :	Yes <input checked="" type="radio"/> No <input type="radio"/>
KRA Type :	Not Defined	MWD :			


Salary Information

Total:		Basic:		HRA :		Medical:	
Type:	Type	Pmt Mode:	None	Bank :	Not Defined	Acnt No.	Enter Bank Act. No
PF Date	Enter PF Date	PF No.	Enter PF No.				


Add New Employee Data

Close


Employee Probation List



Gilard Electronics Pvt Ltd
TBC error found -11,22,522.94



Human Resources



Gilard
explore more...




Gagandeep Kaur [User] [signin](#)

[Home](#) [Sales](#) [Finance](#) [NPD](#) [Stores](#) [QA](#) [Purchase](#) [HRD](#) [PLM](#) [e-CAPA](#) [Dashboard](#) [TPM](#) [Manufacturing](#) [IGI](#) [FGI](#) [TECH Support](#) [Payroll](#) [Document Control](#) [Tool Room](#)

HRD | User Function | Probation Record

Group Probation Progress Report

Probation Progress Report
[Send Email To HOD's For Final Updation](#)
[Send Email to Parents on 29-05-2017](#)
[Send Another Email To Pending Status](#)
[List of terminated employees](#)
[List of left employees](#)
[Print Probation In Process](#)
[Print Probation Completed](#)

Progression summary of employees who are on Probation period.										Display only completed probations		
SNo.	Name	E-Code	Dept./Sec.	Image	Probation Sheet	DOJ	Current Salary	Reporting To	Months	Status	Email Status	
1	Raj Aryan	E2103	MLD/		✓	01-03-2016	7460	Rajdeep Singh		CONTINUE	Done	
2	Manisha Kumari	E2124	PRS/		✓	16-05-2016	7460	Karnail Singh	2	CONTINUE	Done	
3	Champa	E2126	PRS/		✓	19-05-2016	7460	Karnail Singh	-1	COMPLETED	Done	


NOTE:

- Probation Extented
- Probation Completed
- Data Not Available

[Back](#)



Individual Probation – Monthly Review



Gilard
explore more...

Gilard Electronics Pvt Ltd
PROBATIONARY PROGRESS REVIEW FORM

Date : 20th of June 2018
Day: Wednesday

Name : Abhishek Jamwal


Department : Q.A

E-Code : E2371

Designation : Jr.engineer

Date of Joining : 27-11-2017

Reporting To : Rohit Sharma



To be filled by HOD /IC

HOD Recommendation :

Refer Performance Indicator to indicate Employee's Performance in the month:

Excellent : ◊ Very Good : ✓ Good : □ Fair : △ Poor : ×

S.No	Performance Parameter	End of month (12-2017)	End of month (01-2018)	End of month (02-2018)	End of month (03-2018)	End of month (04-2018)	End of month (05-2018)	End of month (06-2018)	End of month (07-2018)	End of month (08-2018)
1	In process product approval	Fair	Fair	Good	Good	Fair	Fair			
2	Daily Process Audit / LPA	Fair	Poor	Fair	Fair	Poor	Poor			
3	Rejection Handling	Fair	Fair	Fair	Poor	Poor	Poor			
4	Resolving Quality Issues / D8 or eCAPA	Fair	Good	Fair	Fair	Poor	Poor			
5	Monitoring PPM level in Moulding	Fair	Fair	Fair	Poor	Fair	Fair			
6	Handling IGI & Assembly Complaints	Fair	Good	Good	Fair	Fair	Poor			



Training Verification

HRD | User Functions | Group Training Module



Record of all Training Sessions

Tr. No.	Tr. Date	Area	Subject	Trainer	Starting Time	End Time	Venue	Training Evaluation	Status/Action
42	21-04-2015	ENVIRONME	Aspect Impact Assessment of crucial aspects in Gilard	Guneet Sethi	11:00 AM	11:11	Press Shop	Pending	Closed
43	01-05-2015	SOP	TPM IN PRESSSHOP	Manjiv Singh Sethi	09	9:10	Conference Room	Pending	Closed
44	27-05-2015	SOP	HOW TO FILL MTBF DATA	Manjiv Singh Sethi	03	3:30	Meeting Room	Pending	Closed
68	06-05-2016	QC TOOLS	Problem Solving	Khushjiv Singh	10:30	10:30	Conference Room	Pending	Closed
46	19-10-2015	SOFT SKILLS	Effective Meeting & Business Communication	Manjiv Singh Sethi	11:30	12:30	Conference Room	Pending	Closed
47	21-10-2015	SAFETY	How to lift an injured person safely - Conscious / Unconscious	Guneet Sethi	15:30	15:30	Conference Room	Pending	Closed
48	21-11-2015	ERP	Document Control through GAP ERP	Guneet Sethi	11:00	12:00	Conference Room	Pending	Closed
49	23-11-2015	SOFT SKILLS	Workshop on Behaviour Competency	Sanjiv Singh	15:15	15:16	Canteen Area	Pending	Closed
50	28-12-2015	SOP	Measuring Methodology for operators	SULEKHA	11:30	11:31	Conference Room	Pending	Closed
51	13-01-2016	TECHNICAL	Intro to Moulding	SHELJA DOGRA	11:00	11:10	Conference Room	Pending	Closed
52	20-01-2016	SOP	TPM	Hardeep Kaur	12:00	12:10	Conference Room	Pending	Closed
53	21-01-2016	SOP	TPM	Hardeep Kaur	13:15	14:00	Conference Room	Pending	Closed
54	03-02-2016	TECHNICAL	Introduction to Moulding	Hardeep Kaur	10:00	10:45	Conference Room	Pending	Closed
55	05-02-2016	TECHNICAL	Instrumentation	SULEKHA	02:00	2:30	Conference Room	Pending	Closed
60	12-02-2016	QC TOOLS	D8	Manjiv Singh Sethi	11:00	11:45	Conference Room	Pending	Closed
61	12-02-2016	TECHNICAL	Introduction to Moulding	Hardeep Kaur	13:30	14:00	Conference Room	Pending	Closed
58	20-01-2016	SOP	ONLINE DOCUMENT	Ritu Sharma	Hrs:min	0:30	Conference Room	Pending	Closed
59	27-01-2016	TECHNICAL	MOULDING DEFECTS	SHELJA DOGRA	11:00	12:00	Conference Room	Pending	Closed
64	20-04-2016	SOP	TPM	Hardeep Kaur	11:00	11:00	Conference Room	Pending	Closed
69	11-05-2016	SOFT SKILLS	Effective Meeting & Business Communication	Manjiv Singh Sethi	03:30	3:30	Conference Room	Pending	Closed
67	03-05-2016	SAFETY	Near Miss Identifying & Reporting	NIDHI BALI	11:00	11:00	production shop	Pending	Closed
73	24-05-2016	EHS	EHS & Objectives & Measurables are identified by them	SHELJA DOGRA	11:00	11:10	Press Shop	Pending	Closed
71	25-05-2016	SOFT SKILLS	Time Management	Khushjiv Singh	11:00	11:10	Conference Room	Pending	Closed

Update



Employee Activity List

		NIDHI KHARBANDA's (A0199) Activity List For The Month Of June 2016			
Department / Section : SAL / SALES					
Process : Sales Process Sub Process : Increase in Gross Sale of GAM (all India)					
Objective : Increase in Sale of DENSO HARYANA Measurable : Value Unit : in Rs.					
Sr.no	Activity	Freq.			
1.	C form follow up with GAM customers (Dealers) based on input recd from Accounts	W	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Checking tour bills of Mithun Kapoor	M	<input type="radio"/>		
3.	Customer complaint handling (MRB and CCF) for GAM	M	<input type="radio"/>		
4.	Departmental Attendance board updation	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Departmental Parivartan Meeting	W	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Filling of registration and other information forms for customers	M	<input type="radio"/>		
7.	Follow up for advance payments for order booked	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Follow up of COD payments from GAM dealers	W	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Follow up of enquiries and leads	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Gap analysis for Planned (forecast) vs actual Orders recd and deliveries made for GAM	W	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	Monthly Measurable meeting	M	<input type="radio"/>		
12.	Monthly meeting with India Mart team	M	<input type="radio"/>		
13.	MRP Planning for GAM	M	<input type="radio"/>		
14.	Order collection for GAM	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	Prepare daily visit plan for Mithun Kapoor	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	Prepare Despatch plan sheet for Billing for GAM and introductory customers	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	Preparing and presenting measurables in the review meeting	M	<input type="radio"/>		
18.	Preparing Data support for Mithun	M	<input type="radio"/>		
19.	Price negotiations with customers	M	<input type="radio"/>		
20.	Provide back end support to field staff	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21.	Reply to customer e-mails and communications	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22.	Sales Review: Targets-Achievements and pending issues	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23.	Trouble shooting with GAM customer issues related to logistics	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24.	Updation on India Mart Portal	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
















































Process Activity Sheet

HRD | User Functions | Define Process & Activities

Define Process & Activities

Select Department/Section :


Single Parameter Global Editing | Legal Compliance

Sr.No	Activity	Frequency	Last Date Of Submission	Mins.Per Instance	Total Mins. Per Month	Owner	Action
ACC / ACCOUNTS / Disbursement of Salaries and Wages							
Add new activity under Disbursement of Salaries and Wages						GAP it	View
1.	ESI Deposit	Monthly	21	15	15	Select Employee	  
2.	ESI Maternity Form	Adhoc			0	Select Employee	  
3.	ESI Online Report	Monthly	15		120	Select Employee	  
4.	Finger Punch and Card Marking for attendance	Daily			250	Select Employee	  
5.	Gratuity	Monthly	-DD-		60	Select Employee	  
6.	Gratuity Renewal	Annual	30 01		90	Select Employee	  
7.	Incident / Accident Form	Monthly	01		15	Select Employee	  
8.	LIC Gratuity Renewal	Annual	30 01		90	Select Employee	  
9.	Maintain Leaves Register	Monthly	10		180	Select Employee	  
10.	Marking Attendance (Leaves, Over Time)	Daily			1500	Select Employee	  
11.	Nomination Declaration Forms	Monthly	21		60	Select Employee	  
12.	PF Annex 2	Monthly	21		60	Select Employee	  
13.	PF Deposit	Monthly	15		30	Select Employee	  
14.	PF FORM FILL	Daily			750	Select Employee	  
15.	PF KYC updation	Monthly	20		120	Select Employee	  

192.168.1.234...



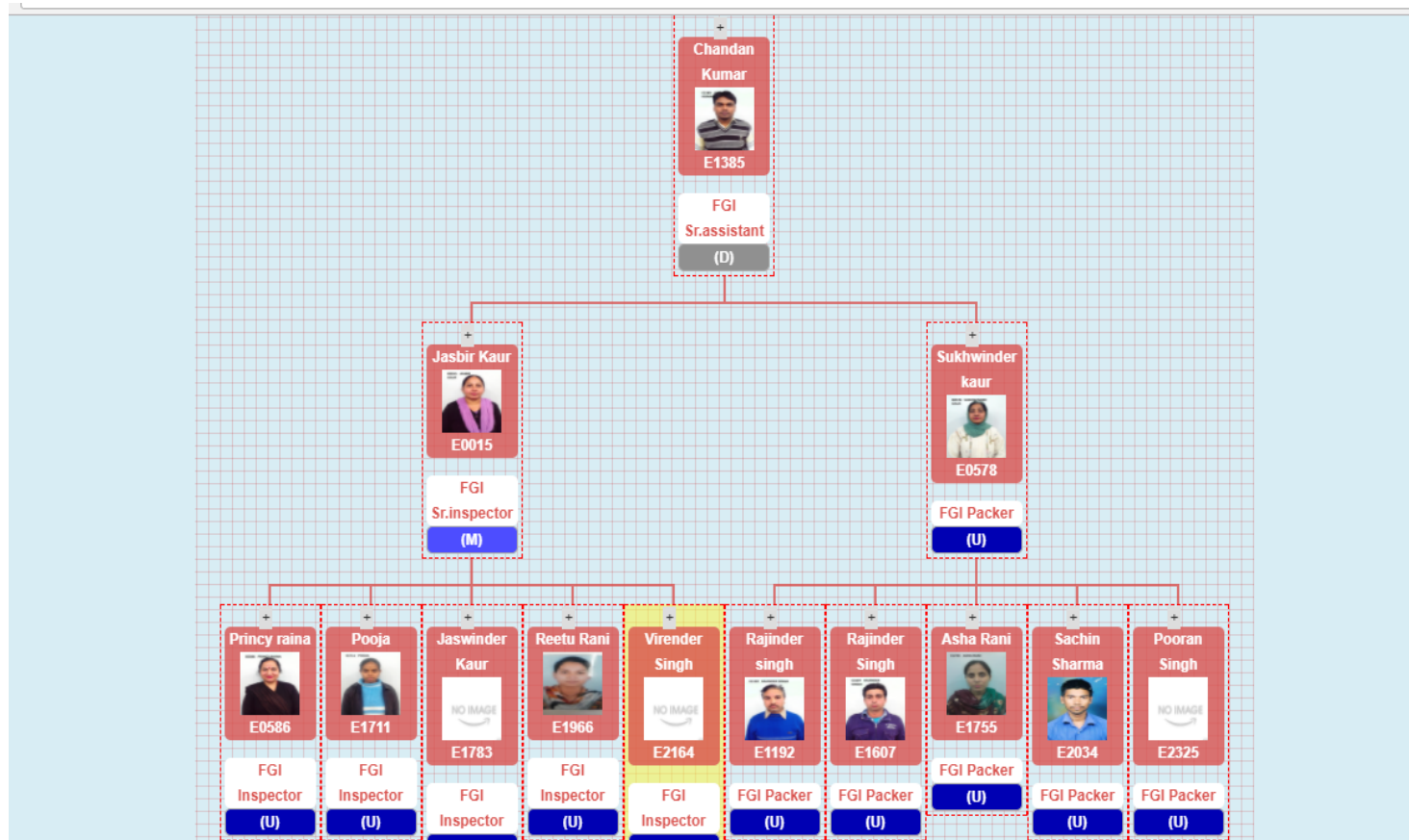
Skill Development Plan

				Skill Level PLanning Sheet For Series 781-01				Date:17-11-2017	
Sr.No	E-Code	Name	As Is	Terminal - Body	Plunger Assembly	Final Switch	Inspection	Dust cap	Packaging
1	E0103	Neelam Devi	H						
2	E0923	Amarjit Kaur	H						
3	E0980	Karamjeet Kaur	H						
4	E0982	Bhavana	H						
5	E1253	Bhupinder Kaur	H						
6	E1310	Pratima Gupta	U						
7	E1378	Sapna Devi	M						
8	E1512	Roshani	M						
9	E1658	Rajni	M						
10	E1734	Gursharan Kaur	M						
11	E1965	Sheetal Kumari	U						

Print Preview Back



Functional & Organizational Charts



Attendance Register



Gilard Electronics Pvt Ltd
Self Diagnostics : TBC = 0.00



package application software



Sanjiv Singh [User]






[Home](#) [Sales](#) [Finance](#) [NPD](#) [Stores](#) [QA](#) [Purchase](#) [HRD](#) [PLM](#) [e-CAPA](#) [Dashboard](#) [TPM](#) [Mfg.](#) [IGI](#) [FGI](#) [TECH Support](#) **[Payroll](#)** [Doc Control](#) [Tool Room](#) [PCMD](#) [NBD](#)

[Payroll](#) | [User Functions](#) | [Attendance Register](#)

Attendance Register for the Month

ACC / ACCOUNTS																																		
Overall Sr.No	Sr.No	Ecode	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	1.	A0125	Manju Kumari	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	HH	HH	PP	PP	PP	1
2.	2.	A0151	Anju Rani	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
3.	3.	E2355	Rajwant Kaur	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
4.	4.	E2374	Sabreen Kaur	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
ADM / ADMIN																																		
Overall Sr.No	Sr.No	Ecode	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
5.	1.	A0007	Ram Dular	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
6.	2.	A0030	Ram Pher	AA	AA	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
7.	3.	A0054	Jossie Peter	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
8.	4.	A0064	Jarnail Singh	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
9.	5.	A0190	Rekha	PP	PP	PP	PP	PP	HH	PP	PP	AA	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
10.	6.	A0198	Pappu Lal	AA	AA	AA	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PA	PP	PP	PP	PP	PP	HH	PP	PP	PP	PA	PP	HH	HH	PP	PP	PP	0
11.	7.	A0206	Jainasan	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	AA	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
12.	8.	A0208	Inderpal	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
13.	9.	A0218	Ramesh Lal	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
14.	10.	E2149	Jyoti Rani	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
15.	11.	E2222	Gurshinder Singh	AA	PP	AA	AA	AA	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	0
16.	12.	E2240	Sukhjeet Kaur	PP	PP	PP	AA	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
17.	13.	E2308	Tulsi Devi	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
18.	14.	E2429	Beerpal Singh	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0
19.	15.	E2497	Mahesh Kumar	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	0

Pay Slips Printing / e-mailing

Select Employee for Print Salary Voucher Select Employee ▼									
Gilard Application Programmers LLP					PAY SLIP FOR 10-2016				
EMPLOYEE	RATE	ATTENDANCE	EARNINGS	DEDUCTIONS	AMOUNT PAID				
 Employee Name: Kaur Designation:	Basic HRA Medical	DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL EL CREDITED OT HRS LATE MIN'S SHORT LEAVE IN INSTANCES	0.0 0.00 0.0 0.00 0.00 0.0 0.00 0 0	Basic HRA Medical AWARD OT EARN TOTAL	0 0 0 0 0 0	TOTAL PF E.S.I ADVANCE TAX LAB WEL Life Time Deduction Short leave Deduction TOTAL	0 0 0 0 0 0 0 0	0.00	B
Gilard Application Programmers LLP					PAY SLIP FOR 10-2016				
EMPLOYEE	RATE	ATTENDANCE	EARNINGS	DEDUCTIONS	AMOUNT PAID				
 Employee Name: Kaithap Designation:	Fin.&Acc. Basic HRA Medical	DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL EL CREDITED OT HRS LATE MIN'S SHORT LEAVE IN INSTANCES	22.0 9 0.00 0.00 31.00 0.00 0.00 0 0	Basic HRA Medical AWARD OT EARN TOTAL	10715 6171 4114 0 21050 0	TOTAL PF E.S.I ADVANCE TAX LAB WEL Life Time Deduction Short leave Deduction TOTAL	0 0 0 0 0 0 0 0	21050.00	B
Gilard Application Programmers LLP					PAY SLIP FOR 10-2016				
EMPLOYEE	RATE	ATTENDANCE	EARNINGS	DEDUCTIONS	AMOUNT PAID				
 Employee Name: Kumar Designation:	IT Basic HRA Medical	DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL EL CREDITED OT HRS LATE MIN'S SHORT LEAVE IN INSTANCES	21.0 9 0.00 0.00 30.00 0.00 0.00 51 1	Basic HRA Medical AWARD OT EARN TOTAL	26129 11032 7355 0 44516 0	TOTAL PF E.S.I ADVANCE TAX LAB WEL Life Time Deduction Short leave Deduction TOTAL	0 0 0 530 423 0 221 1174	43342.00	B
Gilard Application Programmers LLP					PAY SLIP FOR 10-2016				
EMPLOYEE	RATE	ATTENDANCE	EARNINGS	DEDUCTIONS	AMOUNT PAID				
 Employee Name: Sharma Designation:	IT Basic HRA Medical	DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL EL CREDITED OT HRS LATE MIN'S SHORT LEAVE IN INSTANCES	22.0 9 0.00 0.00 31.00 0.00 0.00 53 0	Basic HRA Medical AWARD OT EARN TOTAL	15100 6340 5550 0 26950 0	TOTAL PF E.S.I ADVANCE TAX LAB WEL Life Time Deduction Short leave Deduction TOTAL	0 0 0 0 277 0 277	28773.00	B
Gilard Application Programmers LLP					PAY SLIP FOR 10-2016				
EMPLOYEE	RATE	ATTENDANCE	EARNINGS	DEDUCTIONS	AMOUNT PAID				
 Employee Name: Kaur Designation:	MANAGEMENT Basic HRA	DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL	22.0 9 0.00 0.00 31.00	Basic HRA Medical AWARD	9215 231 154 0	TOTAL PF E.S.I ADVANCE TAX LAB WEL	0 0 0 0 0	9586.00	B



Payroll reports



Gilard Electronics Pvt Ltd
TBC error found -11,22,522.94



Payroll



Gagandeep Kaur [User] [signin](#)

Home | Sales | Finance | NPD | Stores | QA | Purchase | HRD | PLM | e-CAPA | Dashboard | TPM | Manufacturing | IGI | FGI | TECH Support | **Payroll** | Document Control | Tool Room




Reporting ➤
User Functions ➤
Supervisor Options ➤

Payroll | User Functions | Payroll Reports

1 Wages Register	2 Salary Register	3 Print Payslips	4 Covered Under Group Insurance	5 PF Register	6 ESI Register
7 Employees with 100% Attendance	8 Cash Salary	9 NEFT Salary	10 Annual Bonus Register	11 Annual Incentive Register	12 Departmental Salary Expense Report
13 Month wise TDS Deduction Report	14 CSV for E-Payment of Salary	15 CSV for NEFT	16 Salary Summary for the Current Month	17 Employee Wise/ Wages wise Report	18 PF file for uploading
19 Statement of Salary Transfer to Bank for the Current Month	20 CSV for updating ESI Report	21 EPF Form 5	22 EPF Form 10	23 PF Nomination & Declaration Form	24 ESI Nomination Form
25 Monthly Salary Summary	26 Employee Wise Salary Summary	27 CSV for NEFT for PF	28 Monthly Salary Summary	29 Monthly Incentive Summary	30 Salary Expense Report



Employee Portal



Gilard Electronics Pvt Ltd

Home>Welcome : Nidhi Bali [2013]Sign Out

My Account Ledger

Company Rules & Regulations

View PMS

Organization Chart

Leaves Apply / Review

Earned Leave Ledger

List of Annual Holidays

Status of my Casual Leaves

Training Record

Attendance Register

Register a Complaint

Suggestion Scheme

View Payslip

Register for Training

Area Of Interest

Change Password

Basic Information

Welcome Nidhi Bali !

Designation :	Sr.executive
Department / Section :	HRD / HRD
Date of Joining :	02-12-2013
Email :	nidhi.bali@gilard.com
Mobile No :	9041381180
ICE No. :	946932150


Change Password



Employee Portal – Earned Leaves Ledger



Gilard Electronics Pvt Ltd



Employee Login



explore more...

Home
Welcome : **Nidhi Bali[A0203]** [Sign Out](#)

Employee| [Raise a Consumable Indent](#)

Earned Leave Ledger

SNo.	Date	Narration	Earned Leave			Casual Leave		
			Debit	Credit	Balance	Debit	Credit	Balance
1	10-01-2017	CL credited for the Year 2017				0	7	7
2	10-01-2017	EL credited for the YEAR 2017	0	13	9			
3	07-02-2017	CL debited for the month of 201701				1	0	6
4	07-03-2017	EL debited for the month of 201702	4.0	0	5			
5	07-04-2017	CL debited for the month of 201703				2	0	4
6	07-04-2017	EL debited for the month of 201703	2.5	0	2.5			
7	05-05-2017	EL credited for the month of 201704	0	0.5	3			
8	07-06-2017	EL debited for the month of 201705	3.00	0	0			
9	06-09-2017	CL debited for the month of 201708				1.00	0	3
10	05-10-2017	CL debited for the month of 201709				0.50	0	2.5
Leave Balance			Earned : 1			Casual : 4		

[Back](#)

My Account Ledger

Company Rules & Regulations

View PMS

Organization Chart

Leaves Apply / Review

Earned Leave Ledger

List of Annual Holidays

Status of my Casual Leaves

Training Record

Attendance Register

Register a Complaint

Suggestion Scheme

View Payslip

Register for Training

Area Of Interest

Change Password



Employee Portal - Register for Trainings



Gilard Electronics Pvt Ltd

Home

Welcome : Nidhi Bali[A0203] [Sign Out](#)

Employee | Register For Training

List of Upcoming Training

Process 1 : Administrative Work

Sr.No	Activity	ATC Code	Description	Freq.	Send Request
1.	Issuing Letters as per employee requests & Notices	PA2431		M	<input type="checkbox"/>

Process 2 : Annual Training Calendar - EMS & OHSAS

Sr.No	Activity	ATC Code	Description	Freq.	Send Request
1.	Discussion on Emergency Plan followed by Mock Drill	PA2011		Q	<input checked="" type="checkbox"/>
2.	Health Seminars - Out-sourced	PA2013		M	<input checked="" type="checkbox"/>
3.	Safety At Work	PA2007	How to get the most benefit from the Parivartan Meetings	Q	<input type="checkbox"/>

Process 3 : Annual Training Calendar - Technical Trainings

Sr.No	Activity	ATC Code	Description	Freq.	Send Request
1.	Art of Negotiation	PA1990		H	<input type="checkbox"/>
2.	Basic IT Introduction	PA2004		Q	<input type="checkbox"/>

Process 4 : Document Preparation and Review



Sr.No	Activity	ATC Code	Description	Freq.	Send Request
-------	----------	----------	-------------	-------	--------------

Process 5 : Documentation

Sr.No	Activity	ATC Code	Description	Freq.	Send Request
-------	----------	----------	-------------	-------	--------------



Employee Portal – View Leaves & Holidays


Gilard Electronics Pvt Ltd

Home Welcome : **Nidhi Bali**[A0203] [Sign Out](#)

My Account Ledger

Company Rules & Regulations

View PMS

Organization Chart

Leaves Apply / Review

Earned Leave Ledger

List of Annual Holidays

Status of my Casual Leaves

Training Record

Attendance Register

Register a Complaint

Suggestion Scheme

View Payslip

Register for Training

Area Of Interest

Change Password



FORM B

National Festival Holidays, Casual & Sick Leave Register [See Rule 7(2)]

[Under the Punjab Industrial Establishment Rules, 1965]

Factory **Gilard Electronics Pvt Ltd**

Name **Nidhi Bali** Father's Name **Yash Paul Bali** Ecode **A0203**

Date of Joining Service **02-12-2013**

Whether covered by the Employee's State Insurance Scheme **NO**

1	2			3			4	5
Serial no.	Number of Festival/Holidays/Casual/Sick Leave due at the beginnning of the year			Period for which Festival Holidays/Casual/Sick Leave Applied for			Wheather granted or refused	Remarks
	Festival	Casual	Sick	From	To	Kind of leave		
Year :2018								
	12	7	--	--	--	--	--	7 Casual(s) left.
	--	--	--	05-01-2018	05-01-2018	Guru Gobind Singh Ji Birthday	Granted	--
	--	--	--	26-01-2018	26-01-2018	Republic Day	Granted	--
	--	--	--	1.00 Day(s)	01-2018	Casual	Granted	6 Casual(s) left.
	--	--	--	13-02-2018	13-02-2018	Maha Shivratri	Granted	--
	--	--	--	02-03-2018	02-03-2018	Holi	Granted	--
	--	--	--	03-03-2018	03-03-2018	In lieu of 10/03/2018 made working	Granted	--
	--	--	--	1.00 Day(s)	03-2018	Casual	Granted	5 Casual(s) left.
	--	--	--	1.00 Day(s)	05-2018	Casual	Granted	4 Casual(s) left.



Employee Portal – Attendance Record






Gilard Electronics Pvt Ltd

[Home](#)
Welcome : Nidhi Bali[A0203] [Sign Out](#)

My Account Ledger
Company Rules & Regulations
View PMS
Organization Chart
Leaves Apply / Review
Earned Leave Ledger
List of Annual Holidays
Status of my Casual Leaves
Training Record
Attendance Register
Register a Complaint
Suggestion Scheme
View Payslip
Register for Training

Attendance Register

Annual attendance register
[Over Time Report](#)

Select Year : 2018

HH Week Off / Holiday
PA First Half Present Second Half Absent
AP First Half Absent Second Half Present
DS Disputed (In or Out Punch Miss)
OD On Duty
SL Sick Leave
ML Maternity Leave
SI Software Issue

: Week Off : Holiday : Saturday Off : First Sat. Half Day

Sr.No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	01 - January	LL	PP	PP	PP	HH	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	DS	PP	HH	PP	DS	PP	PP	HH	HH	HH	LL	PP	PP
2.	02 - February	PP	PP	PP	HH	PP	Punch In Lunch In lunch Out Punch Out				PP	PP	HH	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	HH	HH	PP	PP	DS				
3.	03 - March	PP	HH	HH	HH	LL	08:03:26 14:15:11 14:44:00 17:06:48				PP	PP	HH	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	PP
4.	04 - April	HH	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	LL	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	
5.	05 - May	PP	PP	PP	PP	PP	HH	PP	PP	LL	LL	LL	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP



Thank you for your interest

- Please drop in an e-mail at :

sanjiv@gaperpplus.com or

Call us at :

+91-9888111773

and talk to Mr.Sanjiv Singh to discuss the steps forward.

