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

G.A.P 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 G.A.P 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 G.A.P 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

gap OSM
it's awesome!

Gilard
Application Programmers

Features of G.A.P 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 greivance

- Participate in suggestion Scheme

- View Training calender and register for upcoming events

G.A.P 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 G.A.P-OSM HRD and Payroll module by showing actual screen shots.

G.A.P-OSM HRD Module

Employee Master

Human Resource Indent Form

Adding a new Employee

Employee Probation List

Gilard Electronics Pvt Ltd

Self Diagnostics : TBC = 0.00

Human Resources

You can press F10 key to Raise a ticket.   Pending Approvals

GAP Awesome Search...............

John Smith

signout

Developer Edit

| Home | Sales | Finance | NPD | Stores | QA | Pur | HRD | PLM | e-CAPA | Dashboard | TPM | Mfg. | IGI | FGI | Support | Payroll | Doc Control | Toolroom | PCMD | NBD | Asset | EHS | Visitors |

HRD | User Function | Probation Record

Group Probation Progress Report

Display All Completed Probations

Progression summary of employees who are on Probation period.   Display recently completed probations

Probation Progress Report
Send Email To HOD's For Final Updation
Send Email to Parents on 29-08-2020
Send Another Email To Pending Satus
List of terminated employees
List of left employees
Print Probation In Process
Print Probation Completed

SNo.	Name	Ecode	Dept./Sec.	Image	Probation Sheet	DOJ	Current Salary	Reporting To	Months	Status	Email Status	Updated Date
1	Guneet Kaura	E2642	HRD/HRD		√	13-03-2019	21010	Manvinder Kaur		COMPLETED	Done	25-11-2019
2	Abhishek Rana	E2643	ACC/FINANCE		√	28-03-2019	9700	Anju Rani	5	COMPLETED	Done	03-01-2020
3	Shubham	E2644	MLD/GARV		√	01-04-2019	10090	Ritu Sharma	3	COMPLETED	Done	03-01-2020

NOTE:

■ Probation Extented
■ Probation Completed
■ Data Not Available

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	E-Code : E2371	Date of Joining : 27-11-2017
Department : Q.A	Designation : Jr.engineer	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 Assesment of crucial aspects in Gilard	Guneet Sethi	11:00 AM	11:11	Press Shop	Pending	Closed
43	01-05-2015	SOP	TPM IN PRESSHOP	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	○	○	○	○
2.	Checking tour bills of Mithun Kapoor	M			○	
3.	Customer complaint handling (MRB and CCF) for GAM	M			○	
4.	Departmental Attendance board updation	D				
5.	Departmental Parivartan Meeting	W	○	○	○	○
6.	Filling of registration and other information forms for customers	M			○	
7.	Follow up for advance payments for order booked	D				
8.	Follow up of COD payments from GAM dealers	W	○	○	○	○
9.	Follow up of enquiries and leads	D				
10.	Gap analysis for Planned (forecast) vs actual Orders recd and deliveries made for GAM	W	○	○	○	○
11.	Monthly Measurable meeting	M			○	
12.	Monthly meeting with India Mart team	M			○	
13.	MRP Planning for GAM	M			○	
14.	Order collection for GAM	D				
15.	Prepare daily visit plan for Mithun Kapoor	D				
16.	Prepare Despatch plan sheet for Billing for GAM and introductory customers	D				
17.	Preparing and presenting measurables in the review meeting	M			○	
18.	Preparing Data support for Mithun	M			○	
19.	Price negotiations with customers	M			○	
20.	Provide back end support to field staff	D				
21.	Reply to customer e-mails and communications	D				
22.	Sales Review: Targets-Achievements and pending issues	D				
23.	Trouble shooting with GAM customer issues related to logistics	D				
24.	Updation on India Mart Portal	D				

Process Activity Sheet

HRD | User Functions | Define Process & Activities

Define Process & Activities

Select Department/Section : [All Departments/Sections ▼]

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 attendence	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 Attendence (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 ▼		

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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
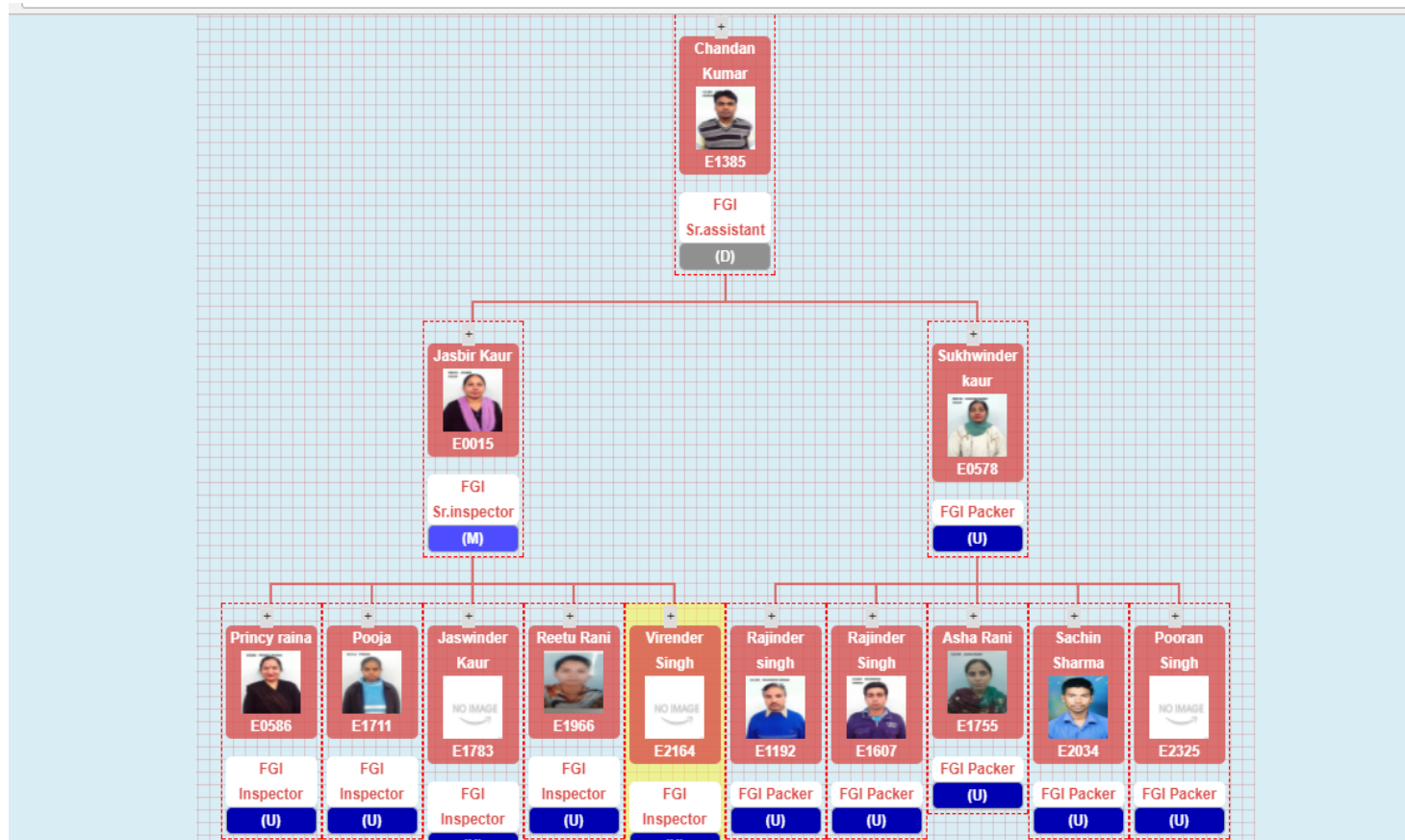
Attendance Register

Gilard Electronics Pvt Ltd

Self Diagnostics : TBC = 0.00

Approvals ,

GAP Awesome Search..............

Sanjiv Singh [User]   signout

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	PL	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	LL	PP	PP	PP	PP	HH	HH	LL	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	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	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	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	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	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	PP	0
8.	4.	A0064	Jarnail Singh	PP	PP	PP	PP	PP	HH	PP	LL	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	LL	PP	PP	HH	HH	PP	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	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	PA	PP	PP	HH	HH	PP	PP	PP	PA	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	LL	PP	HH	HH	PP	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	PP	0
13.	9.	A0218	Ramesh Lal	PP	PP	PP	PP	PP	HH	PP	PP	PP	LP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	0
14.	10.	E2149	Jyoti Rani	PP	PP	PP	PL	LL	HH	LL	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	LL	LL	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	PP	0
16.	12.	E2240	Sukhjeet Kaur	PP	PP	PP	AA	PP	HH	PP	PP	PP	PP	PP	HH	HH	LL	LL	PP	PP	PP	PP	HH	PP	PP	LL	PP	PP	HH	HH	PP	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	PP	0
18.	14.	E2429	Beerpal Singh	PP	PP	PP	PP	LL	LL	LL	AA	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	0
19.	15.	E2497	Mahesh Kumar	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PL	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	0

Pay Slips Printing / e-mailing

Payroll reports

Gilard Electronics Pvt Ltd

Self Diagnostics : TBC = 0.00

Pending Approvals

GAP Awesome Search...............

John Smith   signout

Developer Edit

| Home | Sales | Finance | NPD | Stores | QA | Pur | HRD | PLM | e-CAPA | Dashboard | TPM | Mfg. | IGI | FGI | Support | Payroll | Doc Control | Toolroom | PCMD | NBD | Asset | EHS | Visitors |

Payroll | User Functions | Payroll Report Menu

(A) Annual Reports		(B) Bank Transactions		(C) ESI / PF Nomination		(D) Leave Record Information	
1	Annual Bonus Register	1	Cash Salary	1	Covered Under Group Insurance	1	Leave Ledger
2	Annual Incentive Report	2	Current Month Bank Transfer Statement	2	EPF Form 10	2	Reason Wise Leave Report
3	Annual Statistical Report	3	Directors Salary	3	EPF Form 5	3	Sick Leave / Medical Leave Record
4	EL Encashment (CSV/Print)	4	E-Payment Salary CSV	4	ESI Nomination		
5	Employee Wise Summarized Annual Paid Salary	5	NEFT Salary	5	PF Nomintaion		
6	Employee Wise Wages	6	NEFT Salary CSV				
7	Mandays Worked,Absenteeism & Labour Turnover						
8	Year & Month Wise OT Hours Report						

(E) MIS		(F) Monthly Legal		(G) PF & ESI (Monthly)	
1	Attrition, Grievance & Longetivity Report	1	Covid Sustainability Allowance	1	ESI File for Uploading
2	Designation Report	2	Department Wise Salary Report	2	ESI Register
3	Employee With 100% Attendance	3	Incentive Report	3	KYC For PF (CSV)
4	Manual Intervention Report	4	Month Wise TDS Deduction Report	4	Labour Welfare for uploading
5	Monthly DD, SL, DS && AA Report	5	Payslips	5	PF File for Uploading
6	Monthly Recruitment Status	6	Salary Register	6	PF Register
			Salary Statement with or without		

Employee Portal

Employee Portal – Earned Leaves Ledger

Employee Portal - Register for Trainings

Employee Portal – View Leaves & Holidays

Employee Portal – Attendance Record

Thank you for your interest

- Please drop in an e-mail at :

sanjiv@gaposm.com or

Call us at :

+91-9888111773

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