

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



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

The screenshot displays the G.A.P-OSM HRD Module web interface. The top header features the 'gap OSM' logo on the left, a central banner with the text 'Human Resources' and an image of silhouettes of people, and the 'Gilard explore more...' logo on the right. Below the banner, a navigation bar includes links for Home, Sales, Finance, NPD, Stores, QA, Pur, HRD (selected), PLM, e-CAPA, Dashboard, TPM, Mfg., IGI, FGI, Support, Payroll, Doc Control, Toolroom, PCMD, NBD, Asset, EHS, and Visitors. A search bar labeled 'GAP Awesome Search.....' is positioned above the navigation bar. On the left side, a sidebar menu contains 'Reportings', 'User Functions', and 'Supervisors'. The main content area features a large banner with the text 'Different Colours.. One Canvas!' and an image of colorful paint splashes. The bottom footer contains a list of links: Whiteboard, Sitemap, User, Administrator, Super Administrator, Main Module, Raise a Ticket, View Tickers, Data Exporter, Readme, Add Page to Favourite, Function file, Help [F2], and [Esc].

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Human Resources
You can press F10 key to Raise a tick

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GAP Awesome Search.....

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

Reportings
User Functions
Supervisors


Pending Approval List

Different Colours.. One Canvas!


Whiteboard | Sitemap | User | Administrator | Super Administrator | Main Module | Raise a Ticket | View Tickers | Data Exporter | [Readme](#) | Add Page to Favourite | Function file | Help [F2] [Esc]



Employee Master




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Human Resources

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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 Functions| Employee Master (U)


View / Edit Employee Details

Search By :


| Sr.No | Ecode | Name | Husband/Father Name | Dept./Sec | Designation | Cat. | Group | KRA | TDS | Reporting To | Dept.Head |
|-------|-------|-----------------------|---|----------------|--------------------|------|-------|----------|------|--------------------|-----------|
| 1. | E2594 | Abhimanyu Mohanta | <input checked="" type="checkbox"/> Arjun Mohanta | MLD/MLD | Dy.general Manager | A | 1PH | | 4952 | Manjiv Singh Sethi | |
| 2. | E2643 | Abhishek Rana | <input checked="" type="checkbox"/> Satwinder Singh | ACC/FINANCE | Jr.executive | D | T03 | KRA-NI | NO | Anju Rani | |
| 3. | E2589 | Adhiraj | <input checked="" type="checkbox"/> Anil Kumar Sharma | ASS/TEAM B | Assembler | U | T01 | EVS-ASSY | NO | Amandeep Kaur | |
| 4. | E2298 | Ajay Kumar | <input checked="" type="checkbox"/> Kamal Jeet | MNT/MECHANICAL | Sr.engineer | C | T01 | KRA-NI | YES | Haminder Kumar | |
| 5. | E2090 | Ajay Kumar Gautam | <input checked="" type="checkbox"/> Jagdhari Ram | MLD/GARV | Moulder | U | T06 | EVS-MLD | NO | Rajinder Singh | |
| 6. | E2548 | Akashdeep Singh | <input checked="" type="checkbox"/> Kuldeep Singh | MLD/GARV | Moulder | U | T06 | EVS-MLD | NO | Ritu Sharma | |
| 7. | E2557 | Akshay Kumar Pathania | <input checked="" type="checkbox"/> Devender Singh Pathania | MLD/FAKHAR | Moulder | U | RTB | EVS-MLD | NO | Ritu Sharma | |
| 8. | E1709 | Alka Rani | <input checked="" type="checkbox"/> Sukhdev Singh | FGI/FGI | Inspector | U | GEN | EVS-ASSY | NO | Rishi Singla | |
| 9. | E2562 | Aman Kumar | <input checked="" type="checkbox"/> Sudesh Kumar | MLD/FAKHAR | Moulder | U | T07 | EVS-MLD | NO | Ritu Sharma | |
| 10. | E2105 | Amandeep Kaur | <input checked="" type="checkbox"/> Manjiv Singh Sethi | MNT/MECHANICAL | Is.Technician | U | T04 | EMP | NO | Manjiv Singh Sethi | |

Based on Payroll Configure, You can not add New Employee through Employee Master.You can add only through Recruitment Process.


Human Resource Indent Form



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Human Resources



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HRD | Reporting | Request For Human Resource

HUMAN RESOURCE REQUIREMENT FORM
 (To be filled separately for each post)

NO: #
 Date : 21-08-2020

Department:

Position :

Request raised by

Reporting to.

Number Of Vacancies :

Request Received On:

| Area | Essential | Desired | Technical Competency |
|-----------------------|---|--|-------------------------|
| Qualification | <input type="text" value="Select Qualification"/> | <input type="text" value="Select Desired"/> | 1. <input type="text"/> |
| Marital Status | <input type="text" value="Select"/> | <input type="text" value="Select"/> | 2. <input type="text"/> |
| Gender | <input type="text" value="Select"/> | <input type="text" value="Select"/> | 3. <input type="text"/> |
| Total Experience | Minimum <input type="text" value="No.of years"/> | Maximum <input type="text" value="No.of years"/> | 4. <input type="text"/> |
| Age | Minimum <input type="text" value="Age"/> | Maximum <input type="text" value="Age"/> | 5. <input type="text"/> |
| Proximity (Residence) | Kms from place of work <input type="text"/> Km | Kms from place of work <input type="text"/> Km | 6. <input type="text"/> |
| Salary Range | Minimum <input type="text"/> | Maximum <input type="text"/> | 7. <input type="text"/> |
| Language | Hindi | Read Write Speak | 8. <input type="text"/> |
| | English | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 9. <input type="text"/> |
| | Punjabi | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

Note : Please Contact HR to add Technical Competency


[Save & submit request to HR](#)
[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



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HRD | User Function | Probation Record
Group Probation Progress Report [Display All Completed Probations](#)

Probation Progress Report
[Send Email To HOD's For Final Update](#)
[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](#)


Progression summary of employees who are on Probation period. [Display recently completed probations](#)

| 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 Extended
- Probation Completed
- Data Not Available

Individual Probation – Monthly Review



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:

| S.No | Performance Parameter | Very Good :✓ | | Good :□ | | Fair :△ | | Poor :× | | |
|------|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | | 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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Checking tour bills of Mithun Kapoor | M | <input type="checkbox"/> | | |
| 3. | Customer complaint handling (MRB and CCF) for GAM | M | <input type="checkbox"/> | | |
| 4. | Departmental Attendance board updation | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Departmental Parivartan Meeting | W | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Filling of registration and other information forms for customers | M | <input type="checkbox"/> | | |
| 7. | Follow up for advance payments for order booked | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Follow up of COD payments from GAM dealers | W | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Follow up of enquiries and leads | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Gap analysis for Planned (forecast) vs actual Orders recd and deliveries made for GAM | W | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Monthly Measurable meeting | M | <input type="checkbox"/> | | |
| 12. | Monthly meeting with India Mart team | M | <input type="checkbox"/> | | |
| 13. | MRP Planning for GAM | M | <input type="checkbox"/> | | |
| 14. | Order collection for GAM | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Prepare daily visit plan for Mithun Kapoor | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Prepare Despatch plan sheet for Billing for GAM and introductory customers | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Preparing and presenting measurables in the review meeting | M | <input type="checkbox"/> | | |
| 18. | Preparing Data support for Mithun | M | <input type="checkbox"/> | | |
| 19. | Price negotiations with customers | M | <input type="checkbox"/> | | |
| 20. | Provide back end support to field staff | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Reply to customer e-mails and communications | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Sales Review: Targets-Achievements and pending issues | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Trouble shooting with GAM customer issues related to logistics | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Updation on India Mart Portal | D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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...



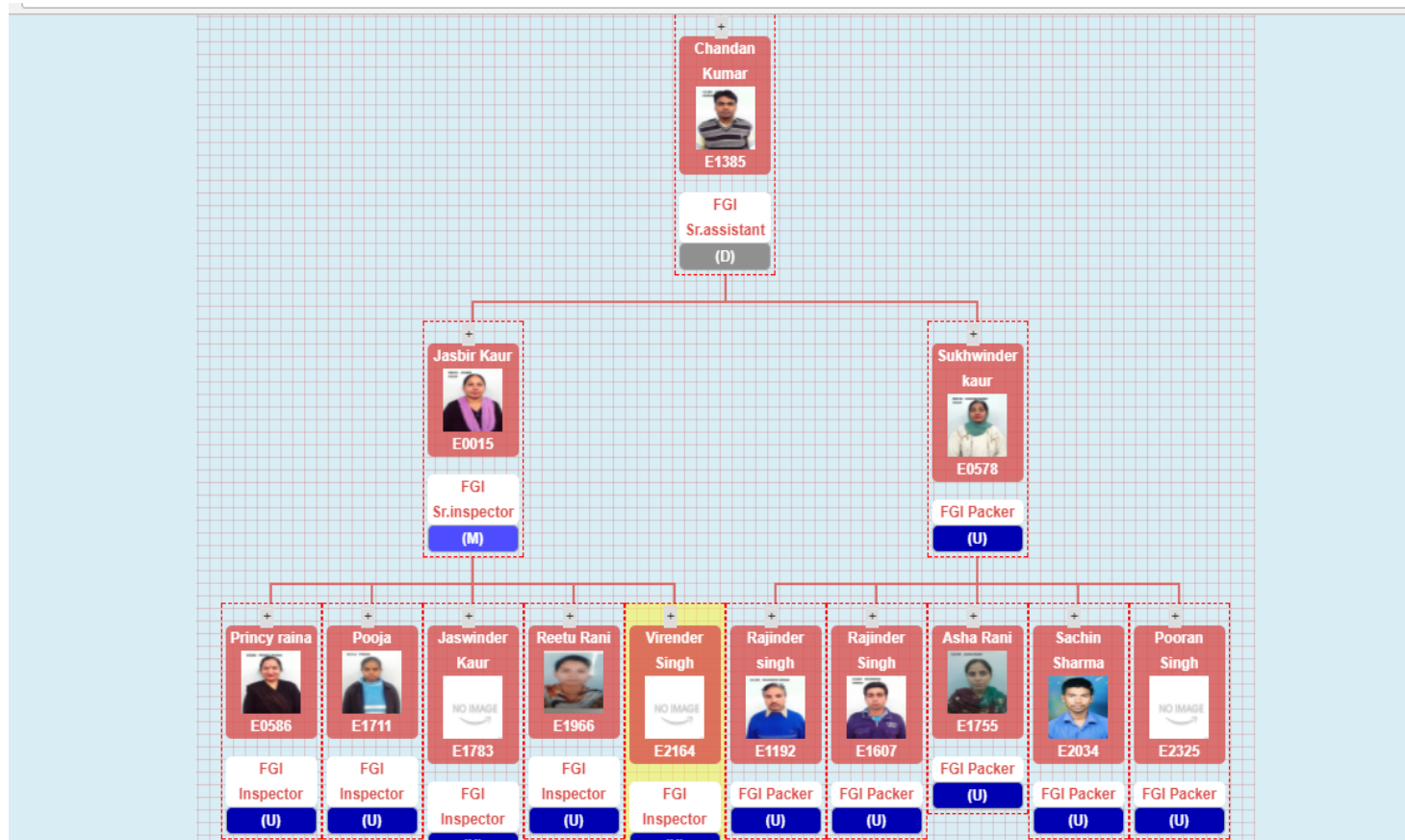
Skill Development Plan

|  | | | | 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 | Dual 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



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package solution services
application software
Payroll



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Approvals ,

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Sanjiv Singh [User]






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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 | HH | PP | PP | PP | PP | PP | HH | HH | PP | 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 | PP | PP | PP | PP | HH | HH | PP | PP | PP | PP | PP | PP | HH | PP | PP | PP | PP | HH | HH | PP | 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 | PP | PA | 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 | PP | PP | 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 | PP | 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 | 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 |
| 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 | PP | PP | PP | PP | PP | HH | PP | PP | PP | PP | PP | HH | HH | PP | 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 | 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 |
| 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 | 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 | | |
|  EMPID: 23000 Employee Name: Kirti Singh | Basic HRA Medical | DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL EL CREDITED OT HRS LATE MIN'S SHORT LEAVE IN STANCES | 0.0 0 0.00 0.0 0.00 0 0 0 0 | Basic HRA Medical AWARD OT EARN TOTAL | 0 0 0 0 0 0 | TOTAL PF E.S.I ADVANCE TAX LAB WEL Late Time Deduction Short leave Deduction TOTAL | 0 0 0 0 0 0 0 0 |
| | | | | | | | |
|  EMPID: 10000 Employee Name: Kamaldeep Kaur | 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 STANCES | 22.0 0 0.00 0.0 0.00 0 0 0 0 | Basic HRA Medical AWARD OT EARN TOTAL | 10715 6171 4114 50 21050 | TOTAL PF E.S.I ADVANCE TAX LAB WEL Late Time Deduction Short leave Deduction TOTAL | 0 0 0 0 0 0 0 0 |
| | | | | | | | |
|  EMPID: 10001 Employee Name: Ansh Kumar | 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 STANCES | 21.0 0 0.00 0.0 0.00 0 0 0 0 | Basic HRA Medical AWARD OT EARN TOTAL | 26129 10302 7355 0 44516 | TOTAL PF E.S.I ADVANCE TAX LAB WEL Late Time Deduction Short leave Deduction TOTAL | 0 0 0 530 423 221 1174 |
| | | | | | | | |
|  EMPID: 10002 Employee Name: Sakshi Deep Sharma | 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 STANCES | 22.0 0 0.00 0.0 0.00 0 0 0 0 | Basic HRA Medical AWARD OT EARN TOTAL | 15100 6340 5560 50 26950 | TOTAL PF E.S.I ADVANCE TAX LAB WEL Late Time Deduction Short leave Deduction TOTAL | 0 0 0 0 277 0 277 |
| | | | | | | | |
|  EMPID: 23001 Employee Name: Kirti Singh | MANAGEMENT Basic HRA | DAY'S PRESENT PAID HOLIDAYS CA BUAL LEAVE EARNED LEAVE TOTAL | 22.0 0 0.00 0.0 0.00 | Basic HRA Medical AWARD OT EARN TOTAL | 9215 221 154 0 | TOTAL PF E.S.I ADVANCE TAX LAB WEL Late Time Deduction Short leave Deduction TOTAL | 0 0 0 0 0 0 0 |




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| | | | |
|---|---|---|--|
| <p>(A) Annual Reports</p> <ol style="list-style-type: none"> 1 Annual Bonus Register 2 Annual Incentive Report 3 Annual Statistical Report 4 EL Encashment (CSV/Print) 5 Employee Wise Summarized Annual Paid Salary 6 Employee Wise Wages 7 Mandays Worked, Absenteeism & Labour Turnover 8 Year & Month Wise OT Hours Report | <p>(B) Bank Transactions</p> <ol style="list-style-type: none"> 1 Cash Salary 2 Current Month Bank Transfer Statement 3 Directors Salary 4 E-Payment Salary CSV 5 NEFT Salary 6 NEFT Salary CSV | <p>(C) ESI / PF Nomination</p> <ol style="list-style-type: none"> 1 Covered Under Group Insurance 2 EPF Form 10 3 EPF Form 5 4 ESI Nomination 5 PF Nomintaion | <p>(D) Leave Record Information</p> <ol style="list-style-type: none"> 1 Leave Ledger 2 Reason Wise Leave Report 3 Sick Leave / Medical Leave Record |
| <p>(E) MIS</p> <ol style="list-style-type: none"> 1 Attrition, Grievance & Longetivity Report 2 Designation Report 3 Employee With 100% Attendance 4 Manual Intervention Report 5 Monthly DD, SL, DS && AA Report 6 Monthly Recruitment Status | <p>(F) Monthly Legal</p> <ol style="list-style-type: none"> 1 Covid Sustainability Allowance 2 Department Wise Salary Report 3 Incentive Report 4 Month Wise TDS Deduction Report 5 Payslips 6 Salary Register Salary Statement with or without | <p>(G) PF & ESI (Monthly)</p> <ol style="list-style-type: none"> 1 ESI File for Uploading 2 ESI Register 3 KYC For PF (CSV) 4 Labour Welfare for uploading 5 PF File for Uploading 6 PF Register | |




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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. : | 7888448075 |

Change Password

Update COVID 19 Data

Print ID Card



Employee Portal – Earned Leaves Ledger





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Suggestion Scheme

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Register for Training

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 : 9.5 | | | Casual : 4 | | |

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Employee | Register For Training

List of Upcoming Training

| Process 1 : Annual Training Calendar | | | | | |
|--------------------------------------|---|----------|--|-------|--------------------------|
| Sr.No | Activity | ATC Code | Description | Freq. | Send Request |
| 1. | 7 QC Tools | PA3441 | What 7 QC tools are? Where & How to use these tools | Q | <input type="checkbox"/> |
| 2. | Awareness Sessions on Sexual Harassment Policy, Procedure & Committee | PA3457 | Sharing the present policy, refer controlled document QS/P-01/13 Names of Sexual Harassment Committee Members to be shared | Q | <input type="checkbox"/> |
| 3. | Introduction to Basic Moulding | PA3432 | Principle of Compression & Injection Moulding | Q | <input type="checkbox"/> |
| 4. | Kanban | PA3446 | What is KANBAN ? Objectives of KANBAN in Lean Manufacturing | H | <input type="checkbox"/> |
| 5. | Poke Yoke in Designing / Engineering | PA3436 | What is PokaYoke & examples of it in Designing/Engineering | H | <input type="checkbox"/> |
| 6. | Retraining of trained persons or newly authorized, in public address system | PA3454 | How to use Public Address System | H | <input type="checkbox"/> |
| 7. | Safety at Work | PA3458 | Understanding the safe working practices in Production Shops | Q | <input type="checkbox"/> |
| 8. | Team Building | PA3443 | Understanding Team Dynamics & factors contributing to the cohesiveness of an efficient Team - ppt | H | <input type="checkbox"/> |



Employee Portal – View Leaves & Holidays


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List of annual holidays of 2020 ▾

| Sr. no. | Date | Festival | Day |
|---------|------------|-------------------------------|-----|
| 1. | 02-01-2020 | Guru Gobind Singh Ji Birthday | Thu |
| 2. | 26-01-2020 | Republic Day | Sun |
| 3. | 10-03-2020 | Holi | Tue |
| 4. | 23-03-2020 | Corona Lockdown | Mon |
| 5. | 24-03-2020 | Corona Lockdown | Tue |
| 6. | 25-03-2020 | Corona Lockdown | Wed |
| 7. | 26-03-2020 | Corona Lockdown | Thu |
| 8. | 27-03-2020 | Corona Lockdown | Fri |
| 9. | 28-03-2020 | Corona Lockdown | Sat |
| 10. | 30-03-2020 | Corona Lockdown | Mon |
| 11. | 31-03-2020 | Corona Lockdown | Tue |
| 12. | 01-04-2020 | Corona Lockdown | Wed |
| 13. | 02-04-2020 | Corona Lockdown | Thu |
| 14. | 03-04-2020 | Corona Lockdown | Fri |
| 15. | 04-04-2020 | Corona Lockdown | Sat |
| 16. | 05-04-2020 | Corona Lockdown | Sun |
| 17. | 06-04-2020 | Corona Lockdown | Mon |
| 18. | 07-04-2020 | Corona Lockdown | Tue |
| 19. | 08-04-2020 | Corona Lockdown | Wed |
| 20. | 09-04-2020 | Corona Lockdown | Thu |
| 21. | 10-04-2020 | Corona Lockdown | Fri |
| 22. | 11-04-2020 | Corona Lockdown | Sat |



Employee Portal – Attendance Record

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Attendance Register

Annual attendance register [Over Time Report](#)

Select Year : 2020

● :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 | PP | HH | PP | PP | HH | PP | PP | PP | PP | PP | HH | HH | PP | PP | PP | PP | PP | PP | HH | PP | PP | PP | LL | PP | HH | HH | PP | PP | PP | PP | PP | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | 02 - February | PP | HH | PP | PP | PP | PP | PP | HH | HH | DS | PP | PP | DS | PP | DS | PP | HH | LL | LL | LL | PP | PP | HH | PP | PP | PP | PP | PP | PP | PP | PP | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | 03 - March | PH | PP | PP | AA | PP | PP | PP | HH | DS | PP | PP | PP | PP | PP | HH | PP | PP | PP | PP | PP | PP | PP | HH | HH | HH | HH | HH | HH | HH | HH | HH | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | 04 - April | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | HH | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | 05 - May | HH | HH | HH | PP | DS | PP | PP | PP | PP | HH | HH | PP | PP | PP | PP | PP | HH | PP | PP | PP | PP | PP | PP | HH | HH | PP | PP | PP | PP | PP | HH | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | 06 - June | PP | PP | PP | PP | PP | PP | HH | PP | PP | PP | PP | PP | HH | HH | PP | PP | PP | <table border="1"> <tr> <td>Punch In</td><td>Lunch In</td><td>Lunch Out</td><td>Punch Out</td> </tr> <tr> <td>08:17:44</td><td></td><td></td><td>17:27:30</td> </tr> </table> | | | | Punch In | Lunch In | Lunch Out | Punch Out | 08:17:44 | | | 17:27:30 | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP |
| Punch In | Lunch In | Lunch Out | Punch Out | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08:17:44 | | | 17:27:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | 07 - July | PP | PP | PP | PP | HH | PP | PP | LL | PP | PP | HH | HH | PP | PP | DS | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | 08 - August | PP | HH | HH | PP | PP | PP | PP | HH | HH | PP | LL | PP | PP | PP | HH | HH | PP | PP | DS | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | PP | | | | | | | | | | | | | | | | | | | | | | | | |

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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.

