

# 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 web interface for the G.A.P-OSM HRD Module. At the top left, the logo for GAP OSM is shown, along with the text "Gilard Electronics Pvt Ltd" and "Self Diagnostics : TBC = 0.00". The main header area features a banner for "Human Resources" with a "Pending Approvals" notification and a search bar labeled "GAP Awesome Search". The top right corner includes the "Gilard explore more..." logo and a user profile for "Sanjiv Singh [User]" with a "signout" button. A navigation menu below the header lists various modules: Home, Sales, Finance, NPD, Stores, QA, Purchase, HRD (highlighted), PLM, e-CAPA, Dashboard, TPM, Mfg., IGI, FGI, TECH Support, Payroll, Doc Control, Tool Room, PCMD, and NBD. On the left side, there is a sidebar menu with "Reporting", "User Functions", and "Supervisor Options", each with a dropdown arrow. The central content area features a large banner with the text "Different Colours.. One Canvas!" and an image of colorful paint splashes. At the bottom, a footer contains a "Sitemap" and a list of links: "User", "Administrator", "Super Administrator", "Main Module", "Raise a Ticket", "View Tickers", "Data Exporter", "Readme", and "Add Page to Favourite".



# Employee Master


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

**HRD | User Functions | Employee Master (U)**

View / Edit Employee Details

Search By :


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"/> SUKHDEV 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**





explore more... 

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**  
(To be filled separately for each post) NO: #  
Date : 23-05-2017

Department:  Position:  Request raised by

Reporting to.:  Number Of Vacancies :  Request Received On:

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

[Save & submit request to HR](#)

[View Pending Requests](#) [Back](#)


[34/dummy/client/index.php](#)



# Adding a new Employee

### Add New Employee

**Basic Information**

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

**Company Information**


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

**Salary Information**


<b>Total:</b> <input type="text"/>	<b>Basic:</b> <input type="text"/>	<b>HRA :</b> <input type="text"/>	<b>Medical:</b> <input type="text"/>
<b>Type:</b> <input type="text" value="Type"/>	<b>Pmt Mode:</b> <input type="text" value="None"/>	<b>Bank :</b> <input type="text" value="Not Defined"/>	<b>Acnt No.</b> <input type="text" value="Enter Bank Act. No"/>
<b>PF Date</b> <input type="text" value="Enter PF Date"/>	<b>PF No.</b> <input type="text" value="Enter PF No."/>		




# Employee Probation List



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



**Human Resources**



Gagandeep Kaur [User] [signin](#) [logout](#)

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 Update

Send Email to Parents on 29-05-2017




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.										<a href="#">Display only completed probations</a>	
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

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# 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:

Excellent : ◊      Very Good : √      Good : □      Fair : Δ      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 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Customer complaint handling (MRB and CCF) for GAM	M	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Monthly meeting with India Mart team	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	MRP Planning for GAM	M	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Preparing Data support for Mithun	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Price negotiations with customers	M	<input type="checkbox"/>	<input type="checkbox"/>	<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...



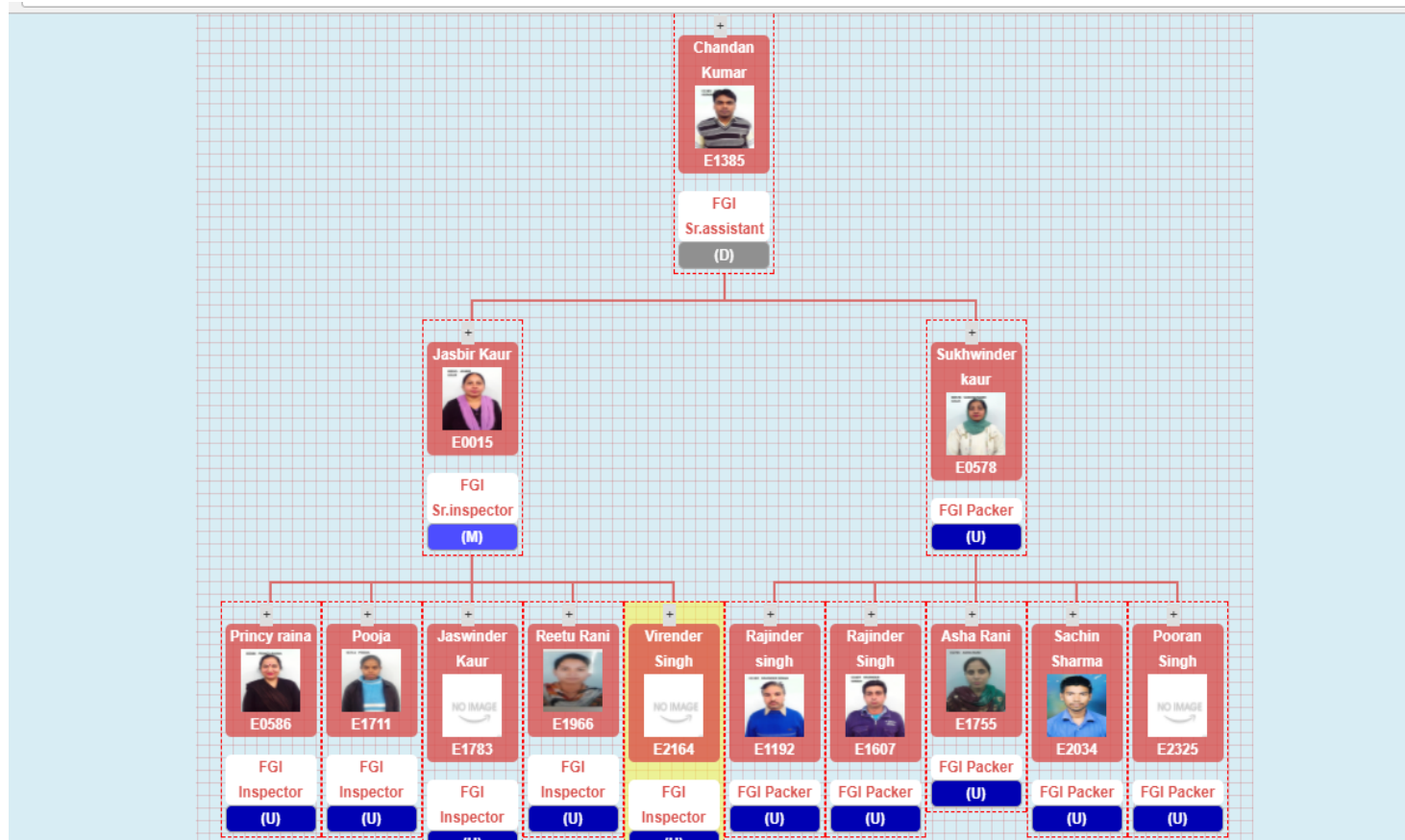
# Skill Development Plan

 <small>Gilard Electronics Pvt Ltd</small>		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



solution services  
package application software  
**Payroll**



Approvals .

GAP Awesome Search.....

Sanjiv Singh [User]

signin

- 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	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	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	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	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	LL	HH	LL	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	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: 21000 Employee Name: Kirti Singh	Basic HRA Medical	DAY'S PRESENT 0.0 PAID HOLIDAYS 0.0 CA SUAL LEAVE 0.0 EARNED LEAVE 0.0 TOTAL 0.0 EL CREDITED 0.0 OT_HRS 0.0 LATE MIN'S 0 SHORT LEAVE IN STANCES 0	Basic 0 HRA 0 Medical 0 AWARD 0 OT_EARN 0 TOTAL 0	TOTAL PF 0 ESI 0 ADVANCE 0 TAX 0 LAB WEL 0 Life Time Deduction 0 Short leave Deduction 0 TOTAL 0	0.00	B	
-----							
Gilard Application Programmers LLP				PAY SLIP FOR 10-2016			
 EMPID: 10100 Employee Name: Kamaldeep Katiyar Manager	Fin.& Acc. Basic HRA Medical	DAY'S PRESENT 22.0 PAID HOLIDAYS 9 CA SUAL LEAVE 0.0 EARNED LEAVE 6171 TOTAL 31.00 EL CREDITED 0 OT_HRS 0.00 LATE MIN'S 0 SHORT LEAVE IN STANCES 0	Basic 10715 HRA 6171 Medical 4114 AWARD 50 OT_EARN 0 TOTAL 21050	TOTAL PF 0 ESI 0 ADVANCE 21050.00 TAX 0 LAB WEL 0 Life Time Deduction 0 Short leave Deduction 0 TOTAL 0	21050.00	B	
-----							
Gilard Application Programmers LLP				PAY SLIP FOR 10-2016			
 EMPID: 10100 Employee Name: Ansh Kumar Manager	IT Basic HRA Medical	DAY'S PRESENT 21.0 PAID HOLIDAYS 9 CA SUAL LEAVE 0.0 EARNED LEAVE 1400 TOTAL 30.00 EL CREDITED 0 OT_HRS 0.00 LATE MIN'S 51 SHORT LEAVE IN STANCES 1	Basic 26129 HRA 11032 Medical 7355 AWARD 0 OT_EARN 0 TOTAL 44516	TOTAL PF 0 ESI 0 ADVANCE 0 TAX 530 LAB WEL 0 Life Time Deduction 423 Short leave Deduction 221 TOTAL 1174	43342.00	B	
-----							
Gilard Application Programmers LLP				PAY SLIP FOR 10-2016			
 EMPID: 10100 Employee Name: Chandra Deep Sharma R.P.Sharma Project Manager	IT Basic HRA Medical	DAY'S PRESENT 22.0 PAID HOLIDAYS 9 CA SUAL LEAVE 0.0 EARNED LEAVE 5340 TOTAL 31.00 EL CREDITED 0 OT_HRS 0.00 LATE MIN'S 53 SHORT LEAVE IN STANCES 0	Basic 15100 HRA 9340 Medical 5550 AWARD 50 OT_EARN 0 TOTAL 29050	TOTAL PF 0 ESI 0 ADVANCE 0 TAX 0 LAB WEL 0 Life Time Deduction 277 Short leave Deduction 0 TOTAL 277	28773.00	B	
-----							
Gilard Application Programmers LLP				PAY SLIP FOR 10-2016			
 EMPID: 221 Employee Name: Kamaldeep Kaur Manager	MANAGEMENT Basic HRA	DAY'S PRESENT 22.0 PAID HOLIDAYS 9 CA SUAL LEAVE 0.0 EARNED LEAVE 0.0 TOTAL 31.00	Basic 9215 HRA 221 Medical 154 AWARD 0 OT_EARN 0	TOTAL PF 0 ESI 0 ADVANCE 0 TAX 0 LAB WEL 0	9586.00	B	



# Payroll reports

The screenshot displays the Payroll application interface. At the top left is the GAP OSM logo with the tagline "It's Awesome!". Below it, the company name "Gilard Electronics Pvt Ltd" and a red error message "TBC error found -11,22,522.94" are visible. The top right features the "Payroll" logo with the text "solution package application software services" above it, and the "Gilard explore more..." logo. A user profile for "Gagandeep Kaur [User]" with a "signout" link is located in the top right corner. A navigation menu at the top includes: Home, Sales, Finance, NPD, Stores, QA, Purchase, HRD, PLM, e-CAPA, Dashboard, TPM, Manufacturing, IGI, FGI, TECH Support, Payroll (highlighted), Document Control, and Tool Room. On the left side, a sidebar menu contains "Reporting", "User Functions", and "Supervisor Options", each with a dropdown arrow. The main content area is titled "Payroll | User Functions | Payroll Reports" and contains a grid of 30 numbered report options, each in a colored rounded rectangle:

- 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 KYC for PF
- 28 Monthly Salary Summary
- 29 Monthly Incentive Register
- 30 Summary Report



# Employee Portal

**gao OSM**  
ESSENTIAL

**Gilard**  
explore more...>

**Gilard Electronics Pvt Ltd**

Employee Login

Home Welcome : **Nidhi Bai (A0293)** [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 Bai !**

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

Employee Login

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	06-10-2017	CL debited for the month of 201709				0.50	0	2.5
<b>Leave Balance</b>			<b>Earned : 1</b>			<b>Casual : 4</b>		

[Back](#)



# Employee Portal - Register for Trainings

**Employee Login**

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**




Employee Login



explore more...>

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 Serial no.	2 Number of Festival/Holidays/Casual/Sick Leave due at the beginning of the year			3 Period for which Festival Holidays/Casual/Sick Leave Applied for			4 Whether granted or refused	5 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**



Employee Login



explore more... >>

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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

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

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

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	<div style="border: 1px solid #ccc; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Punch In</td><td>Lunch In</td><td>lunch Out</td><td>Punch Out</td> </tr> <tr> <td>08:03:26</td><td>14:15:11</td><td>14:44:00</td><td>17:06:48</td> </tr> </table> </div>				Punch In	Lunch In	lunch Out	Punch Out	08:03:26	14:15:11	14:44:00	17:06:48	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	DS	PP	PP	
Punch In	Lunch In	lunch Out	Punch Out																															
08:03:26	14:15:11	14:44:00	17:06:48																															
3.	03 - March	PP	HH	HH	HH	LL	<div style="border: 1px solid #ccc; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Punch In</td><td>Lunch In</td><td>lunch Out</td><td>Punch Out</td> </tr> <tr> <td>08:03:26</td><td>14:15:11</td><td>14:44:00</td><td>17:06:48</td> </tr> </table> </div>				Punch In	Lunch In	lunch Out	Punch Out	08:03:26	14:15:11	14:44:00	17:06:48	PP	PP	HH	PP	PP	PP	PP	PP	HH	HH	PP	PP	PP	PP	PP	PP
Punch In	Lunch In	lunch Out	Punch Out																															
08:03:26	14:15:11	14:44:00	17:06:48																															
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	PP	PP	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@gaposm.com](mailto:sanjiv@gaposm.com) or

Call us at :

+91-9888111773

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

