

## Employee User Manual – KPA Setting

<u>Summary</u>	
Login	User can login via shared link.
	Username: Email ID Password: Default (First Time)
	Enter OTP - received on registered Email ID
	Click on Login Button
Dashboard	Directed to change password Pop-up
	Enter Current Password
	Enter New Password
	Enter Confirm New Password
	Click on Submit Button.
Login with New credentials	Username: Email ID
	Password: Enter New Password
	Enter Newly Generated OTP - received on registered Email ID
	Click on Login Button
Planning Phase Details	Appraisal form is generated
	Appraisal form is released for setting of KPA.
	Appraisee fills KPA's, save and submit the appraisal form to Reporting Officer (RO).
	RO approves KPAs and forwards the same to HR / PMS Administration.
	<b>Note:</b> Green colour indicates the completed process and Red colour indicates pending items

## Employee User Manual – KPA Setting

To fill Appraisal Form	Click on: Fill Appraisal Form
	Check pre-filled Employee details in Key Performance Area Section
	Provide <b>Date of discussion</b> with regards to KPA
	Fill KPAs as discussed with RO along with Performance Indicators. If employee wants to add Performance indicators in Numbers only, then needs to select “ <b>Is Numeric</b> ” field checkbox. E.g. To achieve 100 connections for the year, employee needs to Select (Is Numeric) checkbox.
	Enter Marks: that needs to be divided equally among total KPA's (Minimum 05 KPA's and maximum 07 KPA's)
	Click on Generate KPA Quarterly Basis Button
	In display Employee will be able to view all KPAs into the Available Quarters
	For numeric performance Indicators: As per the process, employee is required to allocate numeric performance indicators into the available quarters. In the case of Four Quarters, Indicators can be divided into Four Quarters. E.g., 100 connections during the year can be as Q1: 30, Q2: 30, Q3: 20 and Q4:20 connections
	Click on Save button
	Success Message!
	View Form: Employee can review the form by clicking on view button
	Numeric KPA is highlighted in different colour
	Button: Click on Forward Appraisal Form to Reporting Officer.
	Enter Remarks
	Success Message!
	RO forwards to HR / PMS Administrator.

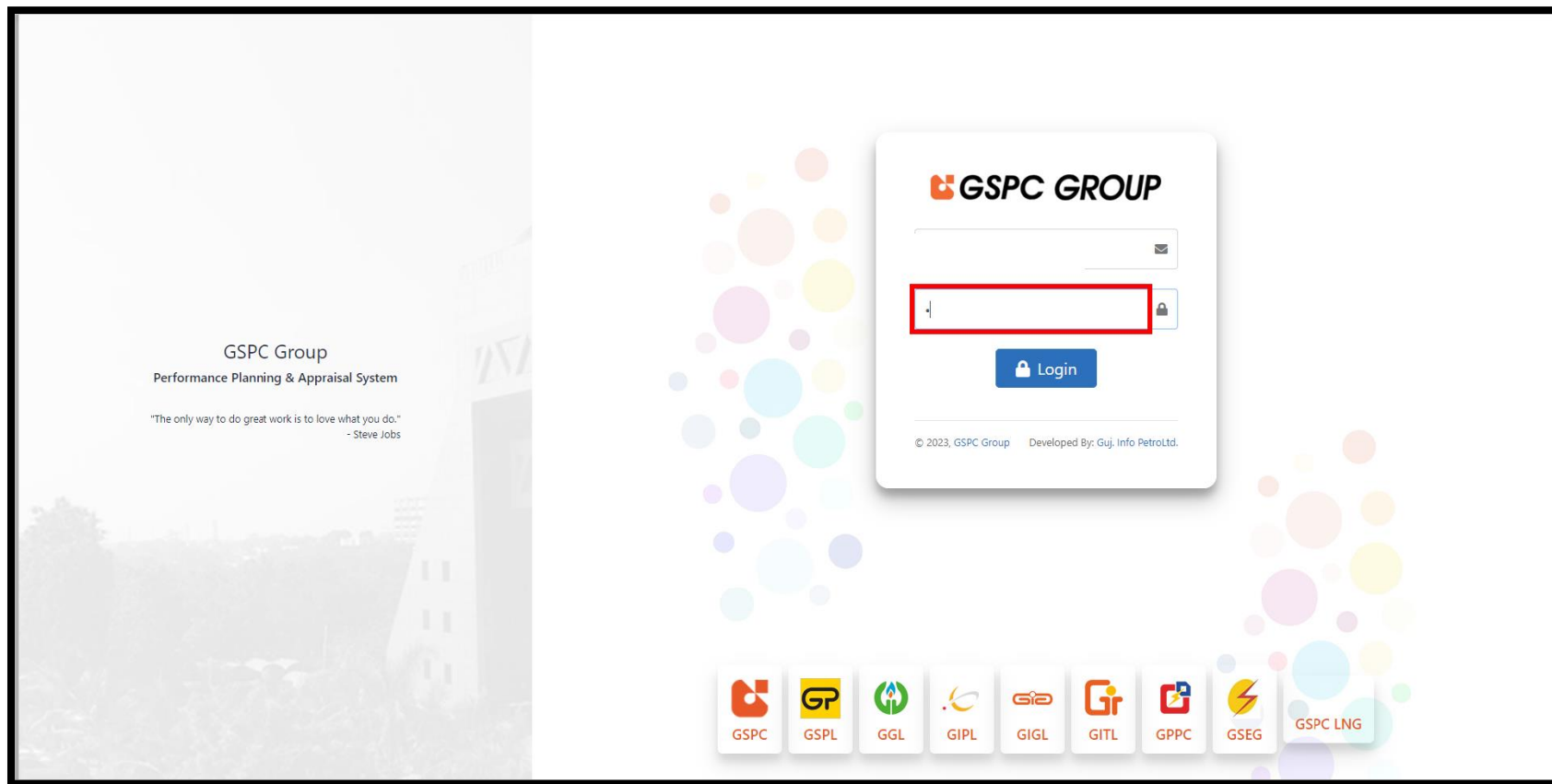
## Employee User Manual – KPA Setting

- Employee login in the portal via shared link.
- Now, Employee enter registered Email ID in username field.

The screenshot displays the login interface for the GSPC Group Performance Planning & Appraisal System. On the left, a faded background image shows an industrial facility. The central text reads "GSPC Group Performance Planning & Appraisal System" followed by a quote: "The only way to do great work is to love what you do." - Steve Jobs. The login form on the right includes a "UserName" field (highlighted with a red border and an email icon), a "Password" field (with a lock icon), and a blue "Login" button. Below the form, the footer contains the text "© 2023, GSPC Group Developed By: Guj. Info PetroLtd." and a row of logos for GSPC, GSPL, GGL, GIPL, GIGL, GITL, GPPC, GSEG, and GSPC LNG.

## Employee User Manual – KPA Setting

- Employee enter default password in password field.



## Employee User Manual – KPA Setting

- Now, the Employee enters the OTP that is received on the registered Email ID.

GSPC Group  
Performance Planning & Appraisal System

"The only way to do great work is to love what you do."  
- Steve Jobs

**GSPC GROUP**

OTP

Login Resend OTP 58

Powered by GIPL

GSPC GSPL GGL GIPL GIGL GITL GPPC GSEG GSPC LNG

## Employee User Manual – KPA Setting

- And click on Login Button.



## **Employee User Manual – KPA Setting**

- Now, the Employee automatically redirects to the Change Password popup.
- Employee needs to enter their current password and enter the new password twice time for confirmation.

Home

### Change Password

**Note: After changing password system will automatically logged you out.**

Current Password \*

New Password \*

Confirm Password \*

✓Submit

## Employee User Manual – KPA Setting

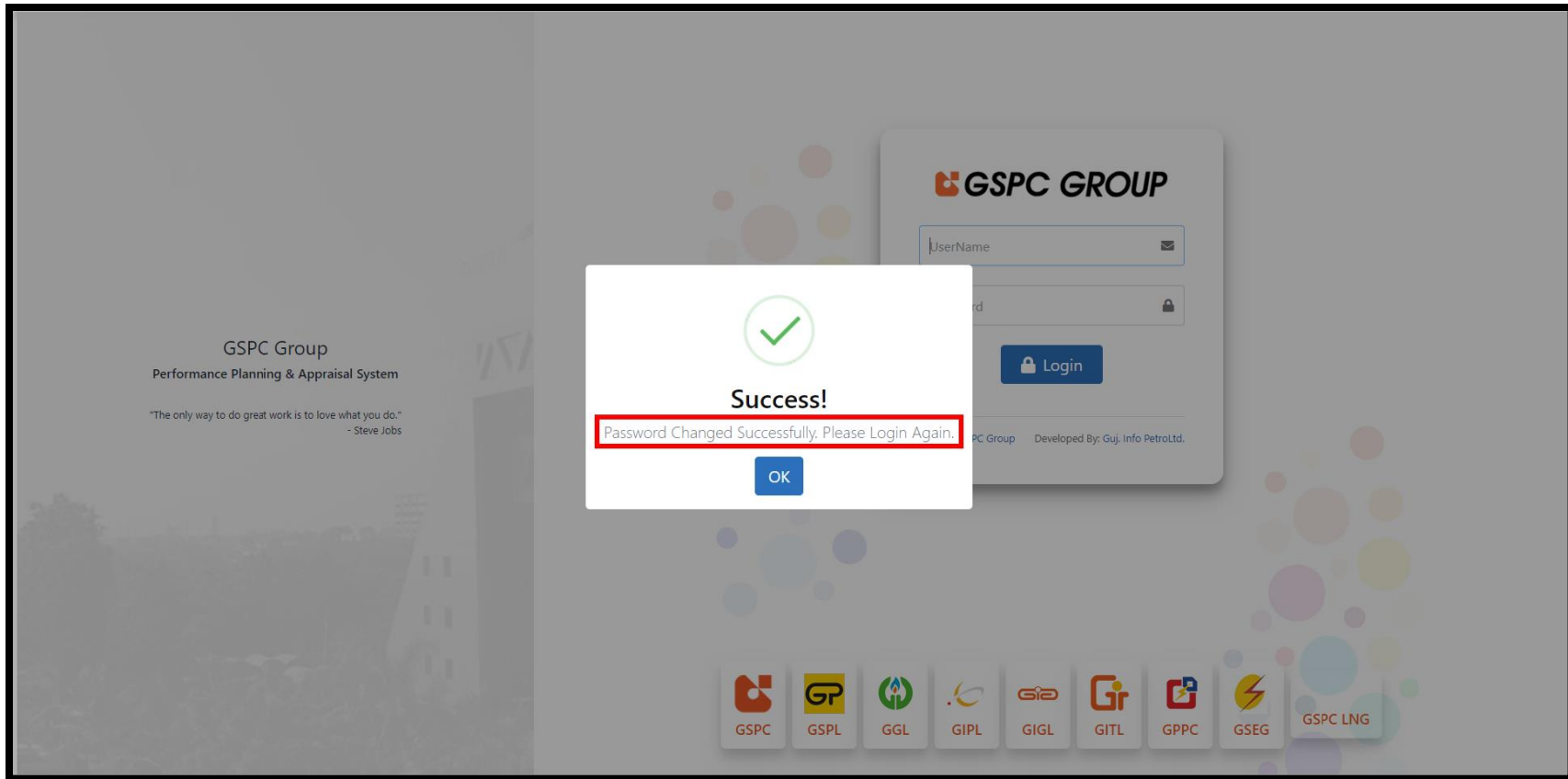
- And Click on the Submit button for further operation.

The screenshot shows a web application interface with a dark blue header. On the left, there is a sidebar with a 'Home' link and a user profile icon. The main content area is dimmed, showing a table with columns for 'Department Name', 'Reporting Officer', and 'Appraiser'. A white modal window titled 'Change Password' is centered on the screen. Inside the modal, there is a red note: 'Note: After changing password system will automatically logged you out.' Below the note are three input fields: 'Current Password \*', 'New Password \*', and 'Confirm Password \*', each containing six asterisks. At the bottom of the modal is a blue 'Submit' button with a white checkmark icon.



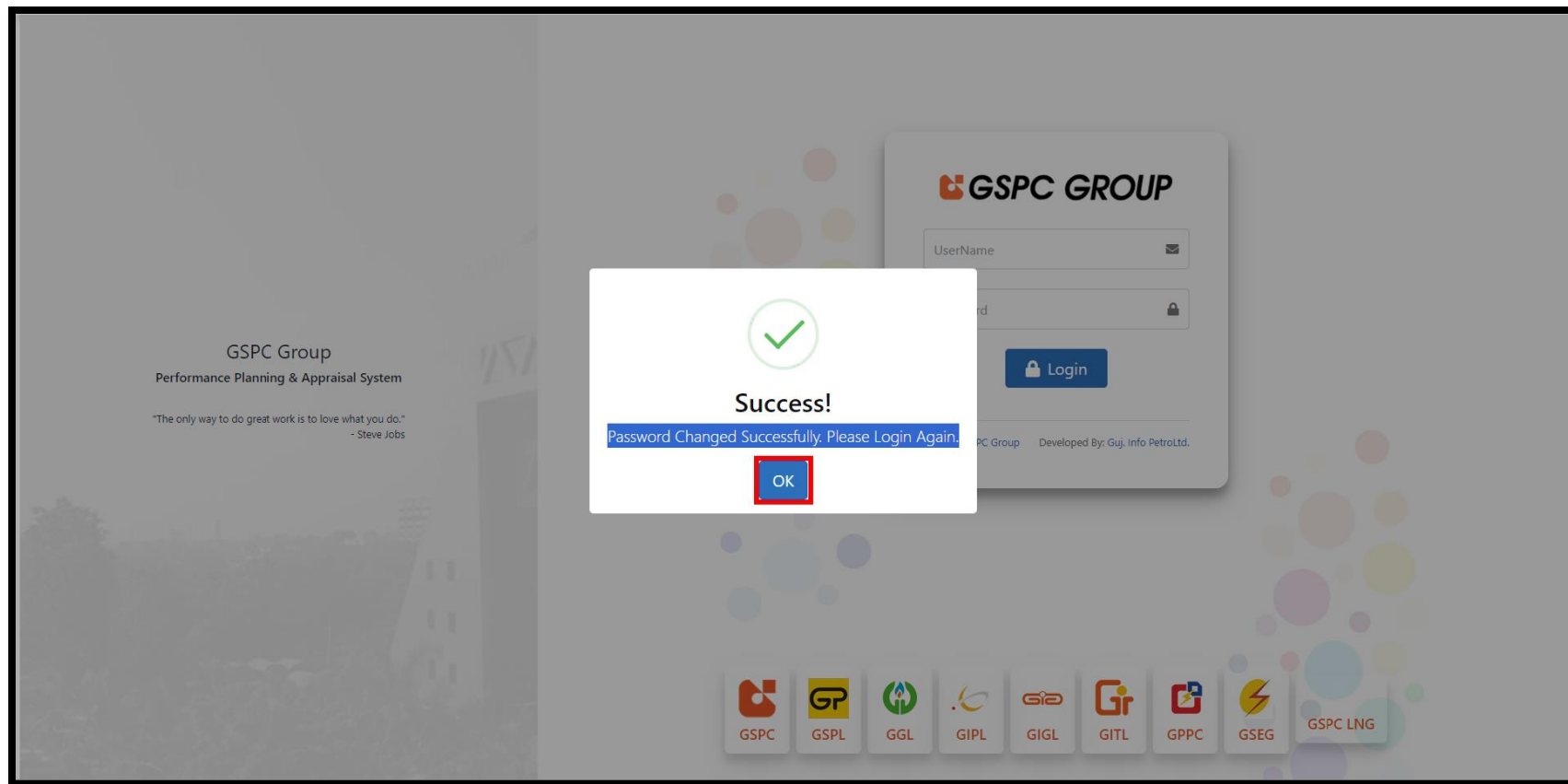
## Employee User Manual – KPA Setting

- Now, Employee will get the Pop up with Success Message.



## Employee User Manual – KPA Setting

- Click on OK Button.



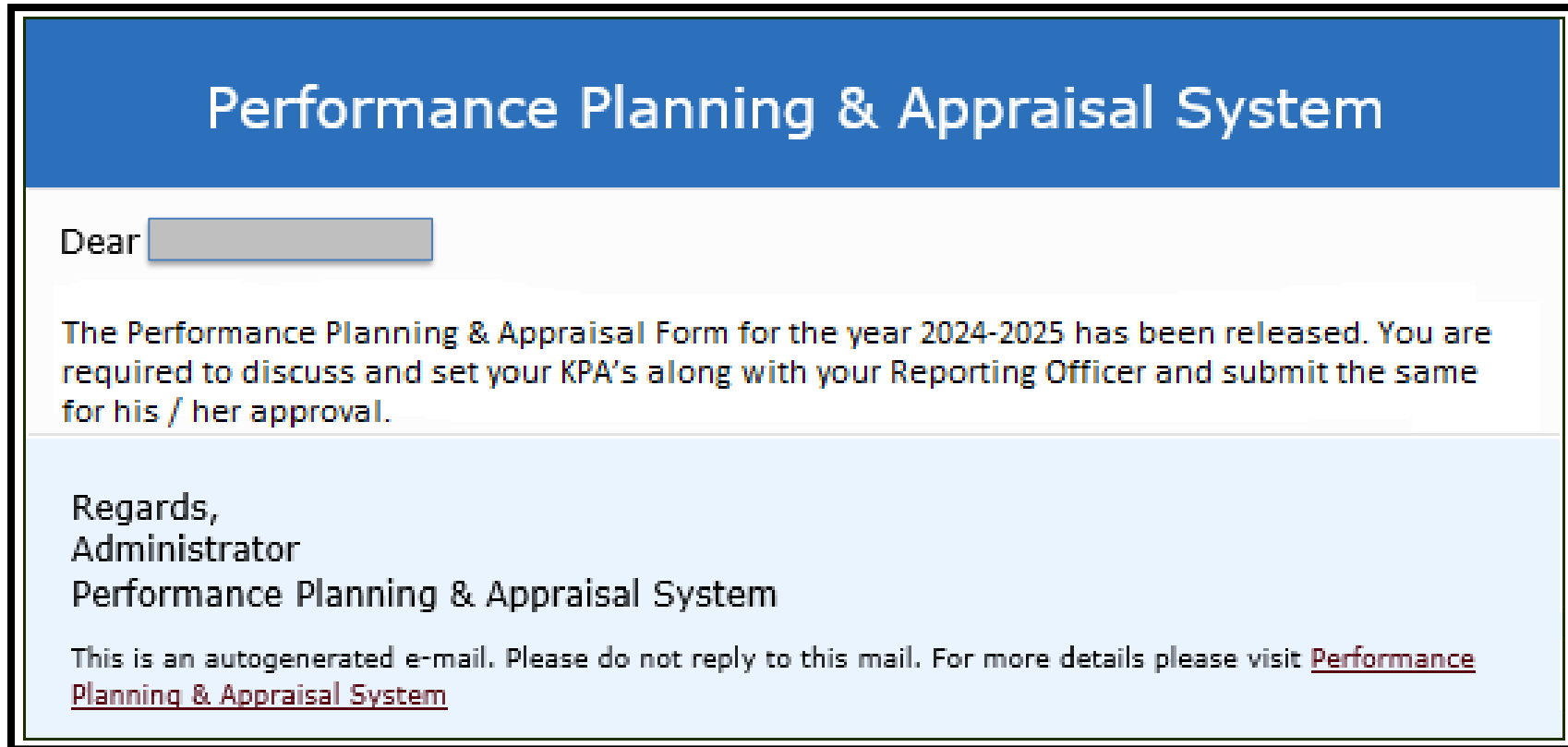
## Employee User Manual – KPA Setting

- Now, the Employee enters a username and new password to access the portal and once again employee needs to enter newly received OTP for successful authentication.

The screenshot displays the login interface for the GSPC Group Performance Planning & Appraisal System. On the left, a faded background image shows an industrial facility. The main content area is white with a central login form. The form includes the GSPC GROUP logo at the top, followed by a 'Username' input field (highlighted with a red border), a 'Password' input field, and a blue 'Login' button. Below the login fields, a footer contains the text '© 2023, GSPC Group' and 'Developed By: Guj. Info PetroLtd.'. At the bottom of the page, a row of logos for various GSPC entities is shown: GSPC, GSPL, GGL, GIPL, GIGL, GITL, GPPC, GSEG, and GSPC LNG.

## Employee User Manual – KPA Setting

- Once the employee receives the following email, they can start the KPA filling process.



## Employee User Manual – KPA Setting

- Employee view the Planning process, in which Green color indicates the completed process and Red color indicates pending items.

The screenshot displays the 'Phase Statistical Details' section of the Performance Planning & Appraisal System. The interface includes a header with a 'Home' link and a user profile icon. Below the header, there are dropdown menus for 'Appraisal Year' (set to 2024-2025) and 'Quarter Name' (set to -Please Select-). The main content area shows a table with two columns: 'Phase' and 'Status'. The 'Phase' column contains the word 'Planning' in green text, indicating a completed process. The 'Status' column contains a list of steps in red text, indicating pending items. A red rectangular box highlights the 'Planning' phase in the table.

Phase	Status
Planning	Appraisal Form is generated
Planning	Appraisal Form is released for setting KPAs
Planning	The Appraiser has submitted the Appraisal Form
Planning	The Appraisal Form is forwarded to Reporting Officer
Planning	The Reporting Officer approves KPAs
Planning	The Reporting Officer forwards the Appraisal Form
Planning	Appraisal Form is released for assessment
Planning	The Appraiser has submitted the Appraisal Form
Planning	The Appraisal Form is forwarded to Reporting Officer
Planning	The Reporting Officer forwards the Appraisal Form to the Reviewing Officer

## Employee User Manual – KPA Setting

- Additionally, Employees can also filter the data by Appraisal year and Quarter-wise.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link and a welcome message. Below the header, there are two dropdown menus: 'Appraisal Year' (set to '2024-2025') and 'Quarter Name' (set to 'Q1'). Both dropdowns are highlighted with red rectangles. Below these filters is a section titled 'Phase Statistical Details' which contains a table with two main categories: 'Planning' and 'Assessment'. Each category has a list of steps and their corresponding status.

Phase	Statistical Details	Status
Planning	Appraisal Form is generated	Completed
	Appraisal Form is released for setting KPAs	Completed
	The Appraisee has submitted the Appraisal Form	Pending
	The Appraisal Form is forwarded to Reporting Officer	Pending
	The Reporting Officer approves KPAs	Pending
Assessment	The Reporting Officer forwards the Appraisal Form	Pending
	Appraisal Form is released for assessment	Pending
	The Appraisee has submitted the Appraisal Form	Pending
	The Appraisal Form is forwarded to Reporting Officer	Pending
	The Reporting Officer forwards the Appraisal Form to the Reviewing Officer	Pending
The Reviewing Officer Approves the Appraisal form. The Reviewing Officer forwards the Appraisal Form		Pending

At the bottom of the interface, there is a footer with the copyright notice 'Copyright © 2023 GSPC Group. All rights reserved.' and the text 'Developed by GIPL'.

## Employee User Manual – KPA Setting

- Now, Employee click on Menu Bar and view appraisal.

The screenshot displays the 'Performance Planning & Appraisal System' interface. On the left, a sidebar menu is visible with the following items: 'Dashboard', 'Appraisal', 'View Appraisal' (highlighted with a red box), and 'Report'. The main content area features a header with 'Welcome to Performance Planning & Appraisal System' and a user profile icon. Below the header, there are dropdown menus for '4-2025' and 'Quarter Name -Please Select-'. The main content area is titled 'Details' and contains a table with the following data:

Planning	Appraisal Form is generated	
	Appraisal Form is released for setting KPAs <td></td>	
Planning	The Appraiser has submitted the Appraisal Form	
	The Appraisal Form is forwarded to Reporting Officer	
	The Reporting Officer approves KPAs	
	The Reporting Officer forwards the Appraisal Form	
	released for assessment	
	submitted the Appraisal Form	
	is forwarded to Reporting Officer	
	cer forwards the Appraisal Form to the Reviewing Officer	

At the bottom left of the sidebar, there is a 'Help Manual' link with a download icon.

## Employee User Manual – KPA Setting

➤ Here, Employee view the Appraisal details in terms of View Status History.

Home Welcome to Performance Planning & Appraisal System

Appraisal Year: 2024-2025 Status: -All- Search

View Appraisal Forms

My Appraisal

Show 50 entries Search:

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	<a href="#">Fill Appraisal Form</a> <a href="#">View Status History</a>	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA published

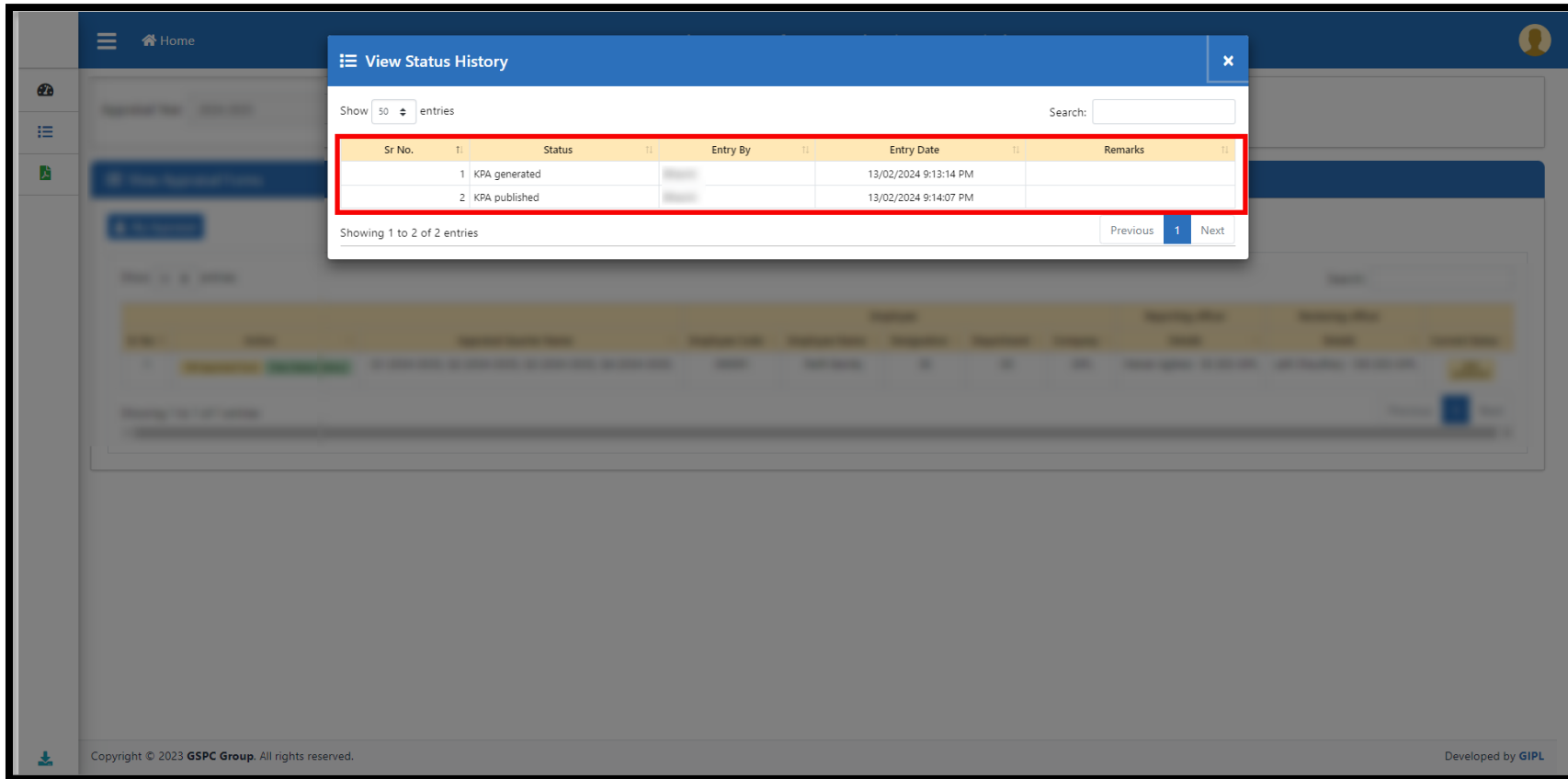
Showing 1 to 1 of 1 entries Previous 1 Next

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## Employee User Manual – KPA Setting

- In Pop up, Employee view the Status, Entry By, Entry Date and Further remarks.



**View Status History**

Show 50 entries Search:

Sr No.	Status	Entry By	Entry Date	Remarks
1	KPA generated		13/02/2024 9:13:14 PM	
2	KPA published		13/02/2024 9:14:07 PM	

Showing 1 to 2 of 2 entries Previous 1 Next

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## Employee User Manual – KPA Setting

- For Filling the Appraisal Form, Employee needs to click on Fill Appraisal Form button.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link, the system name, and a user profile icon. Below the header, a search bar allows filtering by 'Appraisal Year' (set to 2024-2025) and 'Status' (set to -All-), with a 'Search' button. The main content area is titled 'View Appraisal Forms' and includes a 'My Appraisal' tab. A table lists appraisal entries, with the first entry highlighted. The 'Fill Appraisal Form' button in the 'Action' column of the first row is highlighted with a red box. The footer contains copyright information for GSPC Group and a note that the system was developed by GIPL.

Sr No		Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer Details	Reviewing officer Details	Current Status
1		<a href="#">Fill Appraisal Form</a> <a href="#">View Status History</a>	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA published

Showing 1 to 1 of 1 entries

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## Employee User Manual – KPA Setting

- Here, Employee view the all predefined Employee details in Key performance areas.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' button, the system name, and a user profile icon. Below the header, a yellow banner displays 'Notes' and 'PMS Objectives'. The main content area is titled 'Section A (KEY PERFORMANCE AREAS)' and features a table for 'Employee Details'. The table includes fields for Employee Name, Date of Joining, Date of Birth, Educational Qualification, Reporting To, Period of Appraisal, Previous Company Experience, Current Company Experience, Total Company Experience, Training Programs attended during the Year, Date of Submission of Immovable Property Returns, Date of Health Checkup, Date of Discussion\*, and Promotion / Absorption Date. A 'Note' section is located at the bottom of the form.

Employee Details	
Employee Name	
Date of Joining	
Date of Birth	
Educational Qualification	
Reporting To	
Period of Appraisal	
Previous Company Experience	
Current Company Experience	
Total Company Experience	
Training Programs attended during the Year	
Date of Submission of Immovable Property Returns	
Date of Health Checkup	
Date of Discussion*	
Promotion / Absorption Date	

## Employee User Manual – KPA Setting

- Furthermore, Employee needs to select Date to Discuss with Reporting officer.

Home Welcome to Performance Planning & Appraisal System

Date of Birth  
Educational Qualification  
Reporting To  
Period of Appraisal  
Previous Company Experience  
Current Company Experience  
Total Company Experience  
Training Programs attended during the Year  
Date of Submission of Immovable Property Returns  
Date of Health Checkup  
Date of Discussion\*  
Promotion / Absorption Date

**Note**

- The PP&A which is an integral part of PMS is divided into four sections.
- Section A deals with Key Performance Areas (should have minimum of 5 KPA's and maximum upto 7 KPA's) & Section B deals with Leadership Competencies and Qualities required to be shown on the job.
- In each of these two sections there is planning input by the Appraisee, final assessment by the Appraiser and reviewing by the Reviewing Officer.
- Each Section carries appropriate weightage which would be as under:

Level	Weightage	
	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

- Section C deals with the Training needs.

## Employee User Manual – KPA Setting

- Now, Employee needs to enter Key Performance Areas that are being discussed with Reporting Officer (RO).

The screenshot displays the 'Performance Planning & Appraisal System' interface. The top header bar is blue with a 'Home' button and a welcome message. A sidebar on the left contains navigation icons. The main content area is divided into two sections. The top section, titled 'Weightage', contains a table with three columns: 'Level', 'Section A KPA', and 'Section B Leadership Competencies and Qualities'. The bottom section, titled 'KPA', contains a table with five columns: 'Sr No', 'Key Performance Areas (KPA)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPAs)'. The first row of the 'KPA' table is highlighted with a red border, indicating it is the active entry point for setting KPA details.

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1		<input type="checkbox"/>		
2		<input type="checkbox"/>		
3		<input type="checkbox"/>		

## Employee User Manual – KPA Setting

- Next Step, employee needs to add Performance indicators in terms of Goals, Targets and Measures.
- If employee wants to add Performance indicators in Numbers only, then needs to select “**Is Numeric**” field checkbox. E.g. To achieve 100 connections for the year, employee needs to Select (Is Numeric) checkbox.

Weightage

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

**KPAs**

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	
2		<input type="checkbox"/>		
3		<input type="checkbox"/>		

## **Employee User Manual – KPA Setting**

- Now, Employee needs to enter Marks that should be divide among total KPAs.
- The total Marks should not more or less then 50. That means employee needs to divide 50 Marks among set KPAs.

Home
Welcome to Performance Planning & Appraisal System

### Weightage

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

### KPAs

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects <div style="text-align: right; font-size: small;">623 characters left.</div>	<input checked="" type="checkbox"/>	20 <div style="text-align: right; font-size: small;">648 characters left.</div>	
2	<div style="text-align: right; font-size: small;">650 characters left.</div>	<input type="checkbox"/>	<div style="text-align: right; font-size: small;">650 characters left.</div>	
3		<input type="checkbox"/>		

## Employee User Manual – KPA Setting

- As per Functionality, Employee needs to enter Minimum 5 KPAs or Maximum 7 KPAs. For performing this action, employee will be able to Add and Remove KPAs with help of **Add More button and minus signs**.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link, the system name, and a user profile icon. Below the header, a table is shown with the following structure:

KPA No.	Description	Weightage	Action
4	test entry	10	<input type="checkbox"/>
5	Test entry	10	<input type="checkbox"/>
6			<input type="checkbox"/>
Total		50.00	

Each description cell has a character limit indicator (e.g., '640 characters left.'). A red box highlights the '+ Add More' button at the bottom left of the table. A 'Generate KPA Quarterly' button is located at the bottom right of the interface.



## Employee User Manual – KPA Setting

- After filling up the all the details click on **Generate KPA Quarterly** button.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link, the system name, and a user profile icon. Below the header is a table with two main columns for text entry and a third column for numerical values. The table has two rows of data, each with a 'Test entry' field and a value of '10'. A 'Total' row at the bottom shows a value of '50.00'. A '+ Add More' button is located below the table. At the bottom center, a blue button labeled 'Generate KPA Quarterly' is highlighted with a red border. The footer contains copyright information for GSPC Group and a note that the system was developed by GIPL.

4	test entry	623 characters left.	<input type="checkbox"/>	Test entry	648 characters left.	10
5	Test entry	640 characters left.	<input type="checkbox"/>	Test entry	640 characters left.	10
Total						50.00

+ Add More

**Generate KPA Quarterly**

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## Employee User Manual – KPA Setting

- Now, Employee will be able to view the KPAs into the Available Quarters.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link, the system name, and a user profile icon. Below the header, a 'Generate KPA Quarterly' button is visible. The main content area is divided into two side-by-side panels, each representing a quarter: 'KPA Q1' and 'KPA Q2'. Both panels contain a table with the following columns: 'Sr No', 'Key Performance Areas (KPA)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPAs)'. Each table has three rows of data. In the 'KPA Q1' panel, the first row has 'Need to work on 40 Projects' with a numeric value of 20 and 10 marks. The second row has 'Need to work on xyz task' with a 'Test Entry' indicator and 10 marks. The third row has 'Need to work on client side' with a numeric value of 20 and 10 marks. The 'KPA Q2' panel shows identical data. A red box highlights the 'KPA Q1' and 'KPA Q2' headers in both panels.

Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	10
2	Need to work on xyz task	<input type="checkbox"/>	Test Entry	10
3	Need to work on client side	<input checked="" type="checkbox"/>	20	10

## Employee User Manual – KPA Setting

- Now, as per the process, employee is required to allocate numeric performance indicators into the available quarters. In the case of Four Quarters, Indicators can be divided into Four Quarters. E.g., 100 connections during the year can be as Q1: 30, Q2: 30, Q3: 20 and Q4:20 connections.

The screenshot displays the 'KPA Setting' interface within the Performance Planning & Appraisal System. It shows two side-by-side panels for 'KPA Q1' and 'KPA Q2'. Each panel contains a table with the following columns: 'Sr No', 'Key Performance Areas (KPAs)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPAs)'. In the 'KPA Q1' panel, the 'Performance Indicators' field for the first KPA is highlighted with a red box and contains the value '20'. The 'KPA Q2' panel shows the same structure with the value '20' in the 'Performance Indicators' field for the first KPA.

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	10
2	Need to work on xyz task	<input type="checkbox"/>	Test Entry	10
3	Need to work on client side	<input checked="" type="checkbox"/>	20	10

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	10
2	Need to work on xyz task	<input type="checkbox"/>	Test Entry	10
3	Need to work on client side	<input checked="" type="checkbox"/>	20	10

## Employee User Manual – KPA Setting

- Then after, click on save button for submitting final KPA

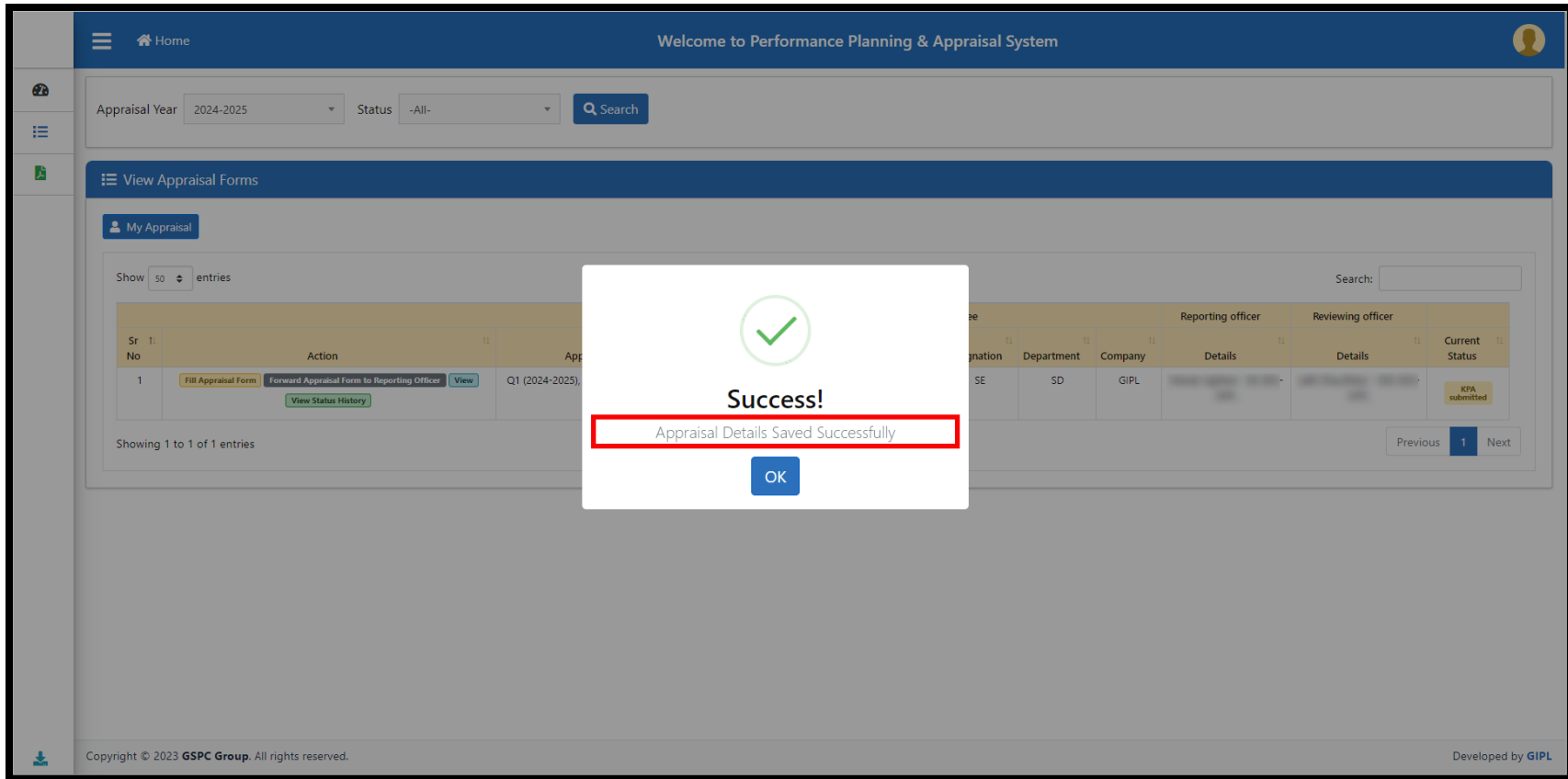
The screenshot displays the 'Performance Planning & Appraisal System' interface. The top navigation bar includes a 'Home' link and a user profile icon. The main content area shows two identical KPA setting forms side-by-side. Each form consists of a table with 4 rows and 5 columns. The first column contains a number (4 or 5), the second column contains a text area labeled 'test entry' with a character count, the third column contains a checkbox, the fourth column contains a text area labeled 'Test entry' with a character count, and the fifth column contains a numeric input field. The bottom row of each table is labeled 'Total' and shows a value of 50.00. A 'Save' button is located below the forms.

4	test entry 623 characters left.	<input type="checkbox"/>	Test entry 649 characters left.	10
5	Test entry 640 characters left.	<input type="checkbox"/>	Test entry 640 characters left.	10
Total				50.00

Save

## Employee User Manual – KPA Setting

- Success message shall be prompted



## Employee User Manual – KPA Setting

- After Submitting the appraisal form, employee can review the form by clicking on view button.

Home Welcome to Performance Planning & Appraisal System

Appraisal Year 2024-2025 Status -All- Search

View Appraisal Forms

My Appraisal

Show 50 entries Search:

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	<a href="#">Fill Appraisal Form</a> <a href="#">Forward Appraisal Form to Reporting Officer</a> <a href="#">View</a> <a href="#">View Status History</a>	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA submitted

Showing 1 to 1 of 1 entries Previous 1 Next

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## Employee User Manual – KPA Setting

- Now, Employee will be able to view filled in KPAs Quarters wise and Is numeric targets are highlighted with different color.

Welcome to Performance Planning & Appraisal System				
KPA				
Level	KPA	Leadership Competence and Qualities		
DGM & Above	50%	50%		
AGM / SM / M / AM	80%	20%		
SO & Below	90%	10%		

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

**KPAs**

Sr No	Key Performance Areas (KPAs)	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	20		10.00
2	Need to work on xyz task	Test Entry		10.00
3	Need to work on client side	20		10.00
4	test entry	Test entry		10.00
5	Test entry	Test entry		10.00
Total				50.00

**KPAs Q1**

Sr No	Key Performance Areas (KPAs)	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	5		10.00
2	Need to work on xyz task	Test Entry		10.00
3	Need to work on client side	5		10.00
4	test entry	Test entry		10.00
5	Test entry	Test entry		10.00
Total				50.00

**KPAs Q2**

Key Performance Areas	Performance Indicators	Actual Achievement	Marks (Divide 50 marks among KPAs)
-----------------------	------------------------	--------------------	------------------------------------

## Employee User Manual – KPA Setting

- Forward appraisal form to Reporting Officer.

Appraisal Year: 2024-2025 Status: -All- Search

View Appraisal Forms

My Appraisal

Show 50 entries Search:

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	<a href="#">Fill Appraisal Form</a> <a href="#">Forward Appraisal Form to Reporting Officer</a> <a href="#">View</a>	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA submitted

Showing 1 to 1 of 1 entries Previous 1 Next

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## Employee User Manual – KPA Setting

- Add remarks.

The screenshot displays the 'Forward Appraisal Form to Reporting Officer' dialog box. The dialog box has a blue header with the title and a close button. It contains three input fields: 'Appraisal Year' (set to 2024-2025), 'Employee' (with a blurred name), and 'Remarks' (with a red rectangular box highlighting the input area). At the bottom right of the dialog box are 'Submit' and 'Close' buttons.

The background interface shows the 'View Appraisal Forms' section. It includes a sidebar with 'Home', 'View Appraisal Forms', and 'My Appraisal'. The main content area has a table with columns for 'Sr No', 'Action', 'Appraisal Quarter Name', 'Employee Code', 'Employee Name', 'Designation', 'Department', 'Company', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The table contains one entry for 'Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)' with a 'KPA submitted' status. The footer shows 'Copyright © 2023 GSPC Group. All rights reserved.' and 'Developed by GIPL'.

## Employee User Manual – KPA Setting

- After entering remarks, employee needs to click on **submit** button and then click on **forward appraisal form to Reporting Officer**

The screenshot displays the 'Forward Appraisal Form to Reporting Officer' dialog box. The dialog box contains the following fields:

- Appraisal Year:** 2024-2025
- Employee:** [Redacted]
- Remarks:** Forward to RO

At the bottom of the dialog box, there are two buttons: **Submit** (green) and **Close** (red).

Below the dialog box, a confirmation message is displayed with a green checkmark icon:

Are you sure you want to forward your Performance Planning & Appraisal Form for setting up of KPAs for the Appraisal year 2024-2025 ?

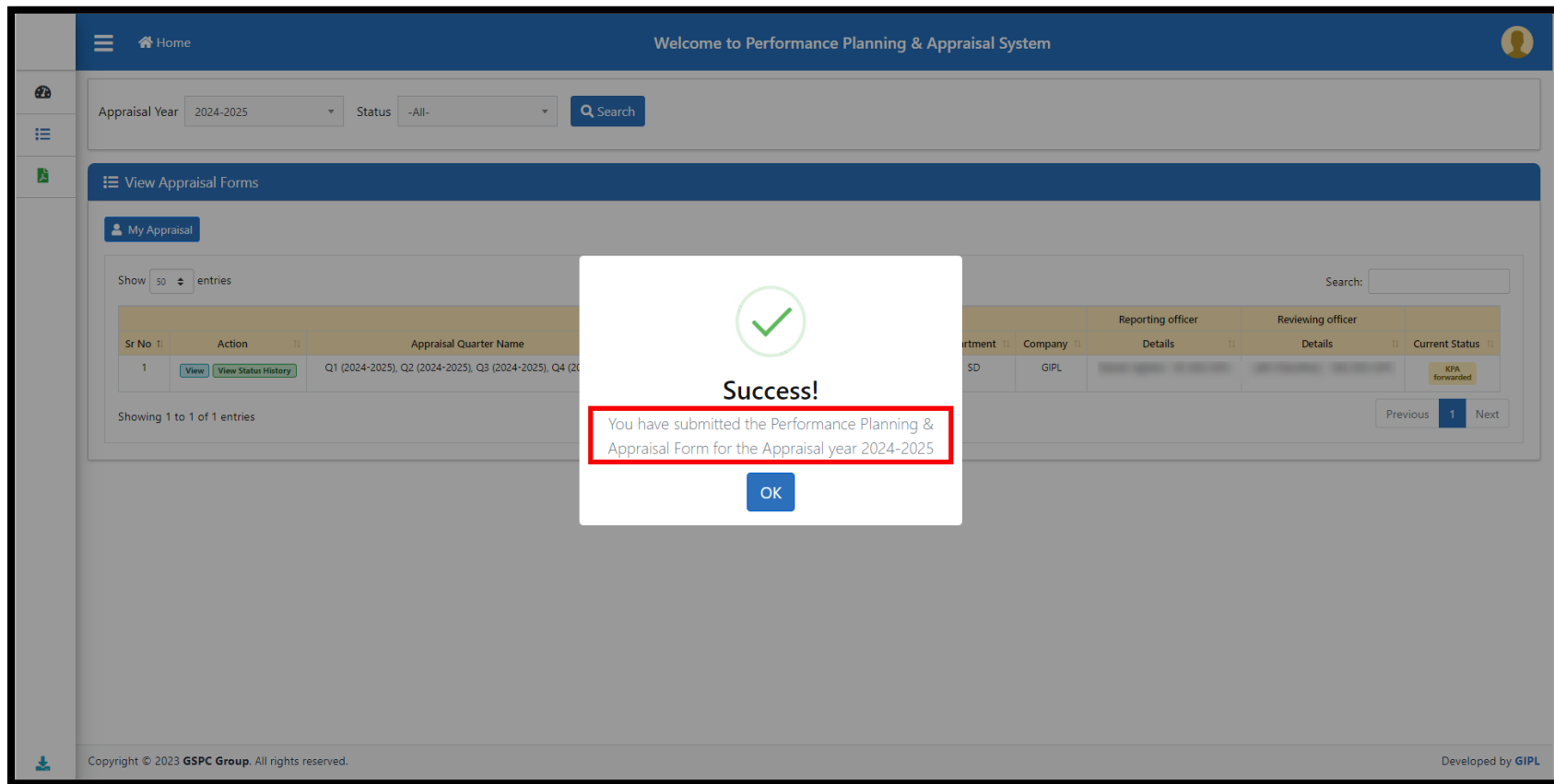
Below the message, there are two buttons: **No Cancel!** (red) and **Forward Appraisal Form to Reporting Officer** (green, highlighted with a red border).

The background interface shows the 'View Appraisal Forms' section with a table of appraisal forms. The table has columns for 'Sr. No.', 'Action', and 'Appraisal Year'. The first row shows '1' for 'Sr. No.', 'Forward Appraisal Form to Reporting Officer' for 'Action', and 'Q1 (2024-2025)' for 'Appraisal Year'. The 'Action' column contains buttons for 'Fill Appraisal Form', 'Forward Appraisal Form to Reporting Officer', and 'View'. The 'Appraisal Year' column contains 'Q1 (2024-2025)'. The table is showing 1 to 1 of 1 entries.

At the bottom of the interface, there is a footer with the text: Copyright © 2023 GSPC Group. All rights reserved. and Developed by GIPL.

## Employee User Manual – KPA Setting

- Success message shall be prompted



## Employee User Manual – KPA Setting

- Employee will be able to view the current status as “KPA being forwarded”.

The screenshot displays the 'My Appraisal' section of the Performance Planning and Appraisal System. At the top, there's a navigation bar with 'Home' and a welcome message. Below it, filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-) are visible, along with a search button. The main content area shows a table of appraisal entries under the 'View Appraisal Forms' header. The table has columns for 'Sr No', 'Action', 'Appraisal Quarter Name', 'Employee Code', 'Employee Name', 'Designation', 'Department', 'Company', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The first entry (Sr No 1) shows a status of 'KPA forwarded', which is highlighted with a red box. The footer includes copyright information for GSPC Group and a note that the system was developed by GIPL.

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	<a href="#">View</a> <a href="#">View Status History</a>	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA forwarded

## Employee User Manual – KPA Setting

- Employee will be able to view the duly filled in KPAs Quarter wise.

The screenshot displays the 'Performance Planning & Appraisal System' interface. On the left, a sidebar menu is visible with the following items: 'GIPL KPA', 'Dashboard', 'Appraisal', 'Report', and 'Current Appraisal Report'. The 'Current Appraisal Report' item is highlighted with a red box. The main content area shows a 'Welcome to Performance Planning & Appraisal System' header, a search bar, and a table of appraisal data. The table has columns for 'Action', 'Appraisal Quarter Name', 'Employee Code', 'Employee Name', 'Designation', 'Department', 'Company', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The first row of data shows 'Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)' for the appraisal quarter, and 'KPA forwarded' for the current status. The footer includes 'Help Manual', 'Group. All rights reserved.', and 'Developed by GIPL'.

## Employee User Manual – KPA Setting

- Employee view the own appraisal details with appraisal year and view as filter.

View Current Appraisal Report

Appraisal Year: 2024-2025 View As: -All- Search Export

Search:

Sr No.	Appraisal Quarter Name	Company Name	Employee Code	Name of the Employee	Designation	Department	Promotion/Absorption Date	Name of the Reporting Officer	Reporting Officer Designation Name	Reporting Officer Department Name	Reporting Officer Company Name	Name of the Reviewing Officer	Reviewing Officer Designation Name	Reviewing Officer Department Name	Reviewing Officer Company Name	Training Programs attended during the Year	Date of Submission of Immovable Property Returns	Date of Health Checkup	Appraisal From Date
1	Q1 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/04/2024
2	Q2 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/07/2024
3	Q3 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/10/2024
4	Q4 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/01/2025

Showing 1 to 4 of 4 entries

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## **Employee User Manual – KPA Setting**

- After Completion of the Appraisal Planning KPAs, statistical details displays in green color.

Home

Welcome to Performance Planning & Appraisal System

Appraisal Year2024-2025QuarterQ1

Phase Statistical Details

Planning	Appraisal Form is generated	
	Appraisal Form is released for setting KPAs	
Planning	Appraisal Form is released for setting KPAs	
	The Appraisee has submitted the Appraisal Form	
	The Appraisal Form is forwarded to Reporting Officer	
	The Appraisal Form is forwarded to Reporting Officer	
	The Appraisal Form is forwarded to Reporting Officer	
	The Appraisal Form is forwarded to Reporting Officer	
	The Reporting Officer approves KPAs	
	The Reporting Officer forwards the Appraisal Form	
	Appraisal Form is released for assessment	
	The Appraisee has submitted the Appraisal Form	

- For Further, support and details email on [support@gipl.net](mailto:support@gipl.net).