

Employee User Manual – KPA Setting

Summary

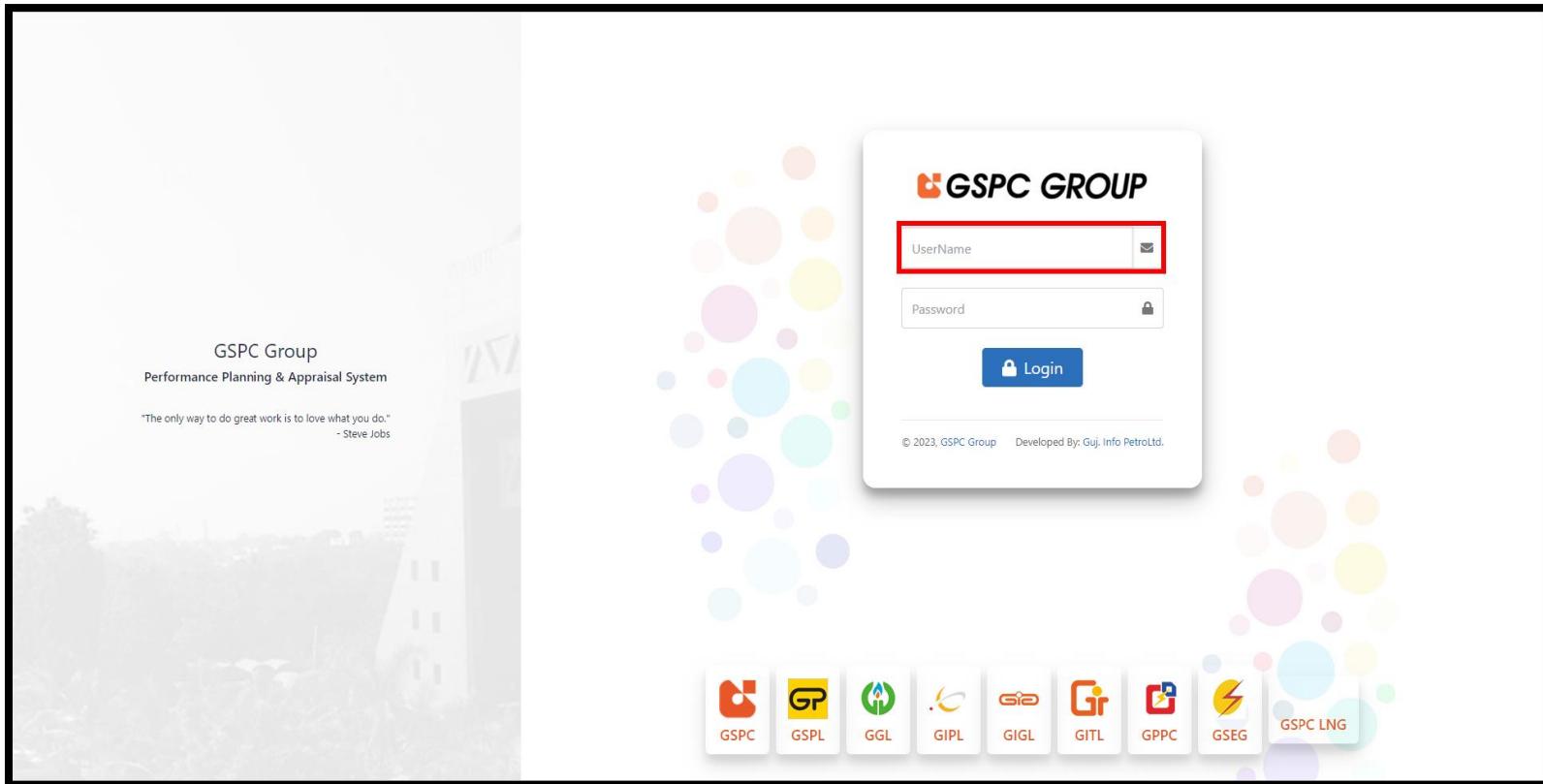
Login	User can login via shared link.
	Username: Email ID Password: Default (First Time)
	Enter OTP - received on registered Email ID
	Click on Login Button
Dashboard	Directed to change password Pop-up
	Enter Current Password
	Enter New Password
	Enter Confirm New Password
	Click on Submit Button.
Login 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.
	Note: 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 Date of discussion 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 " Is Numeric " 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.

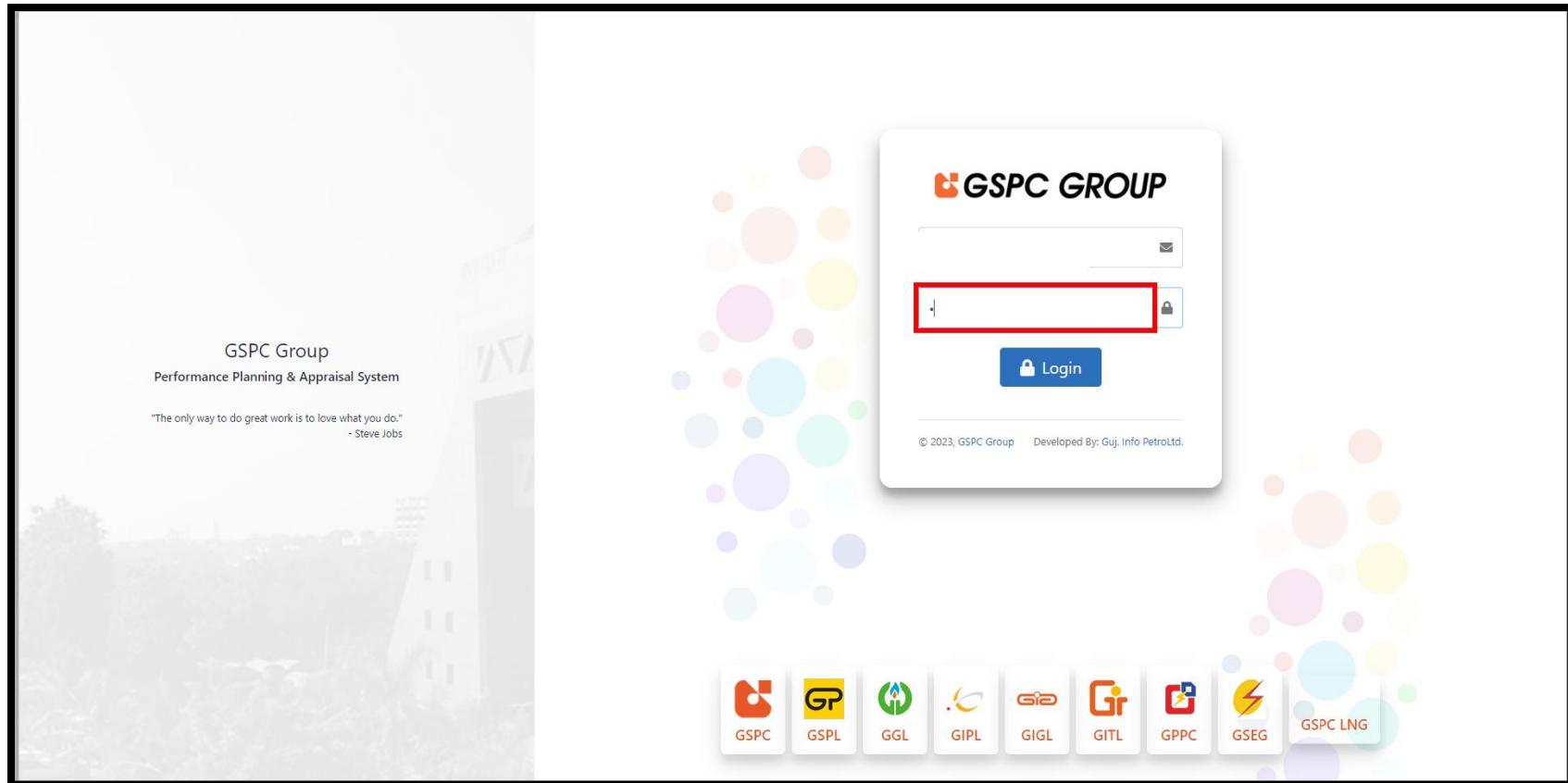
Employee User Manual – KPA Setting

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



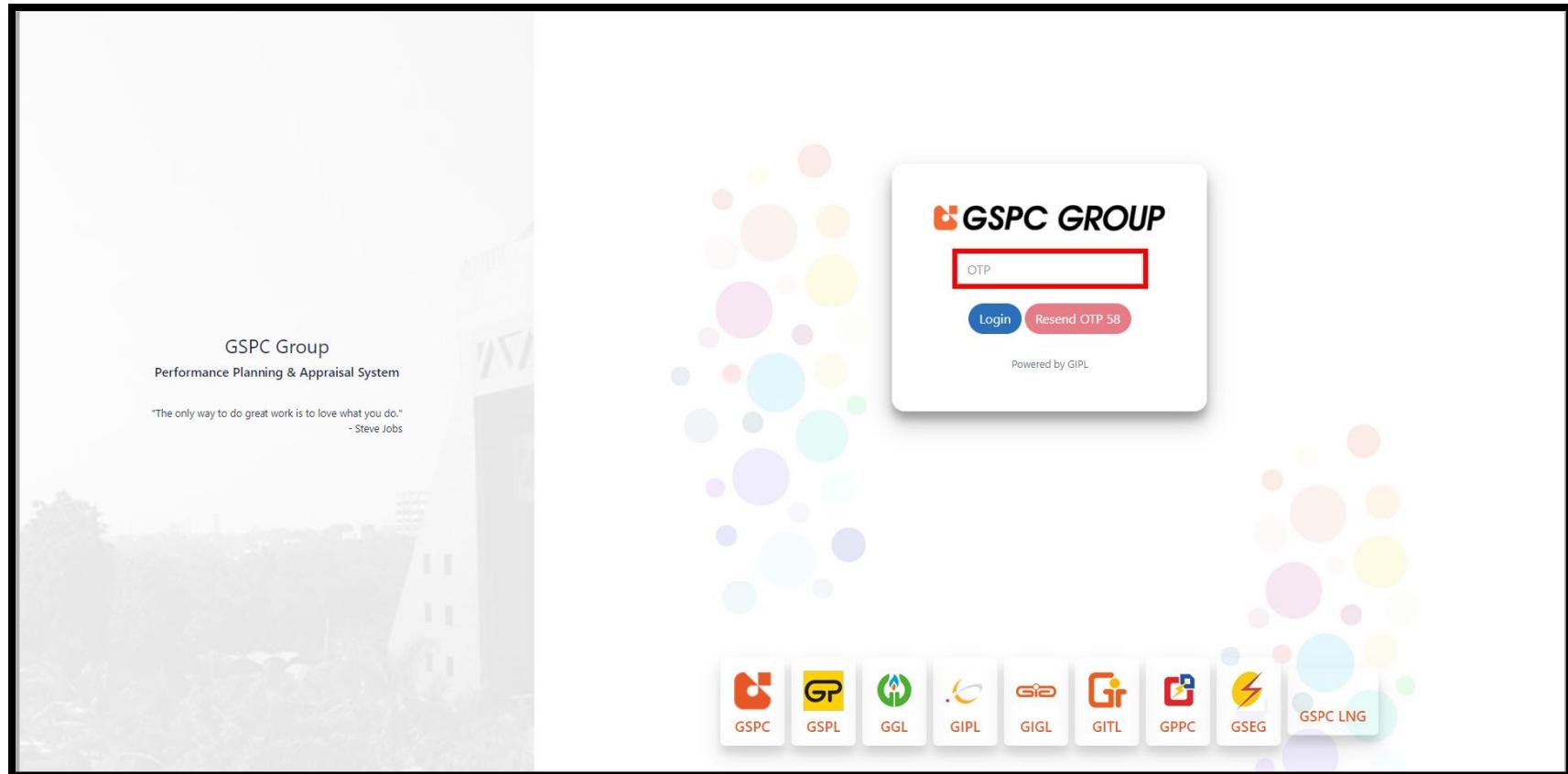
Employee User Manual – KPA Setting

- Employee enter default password in password field.



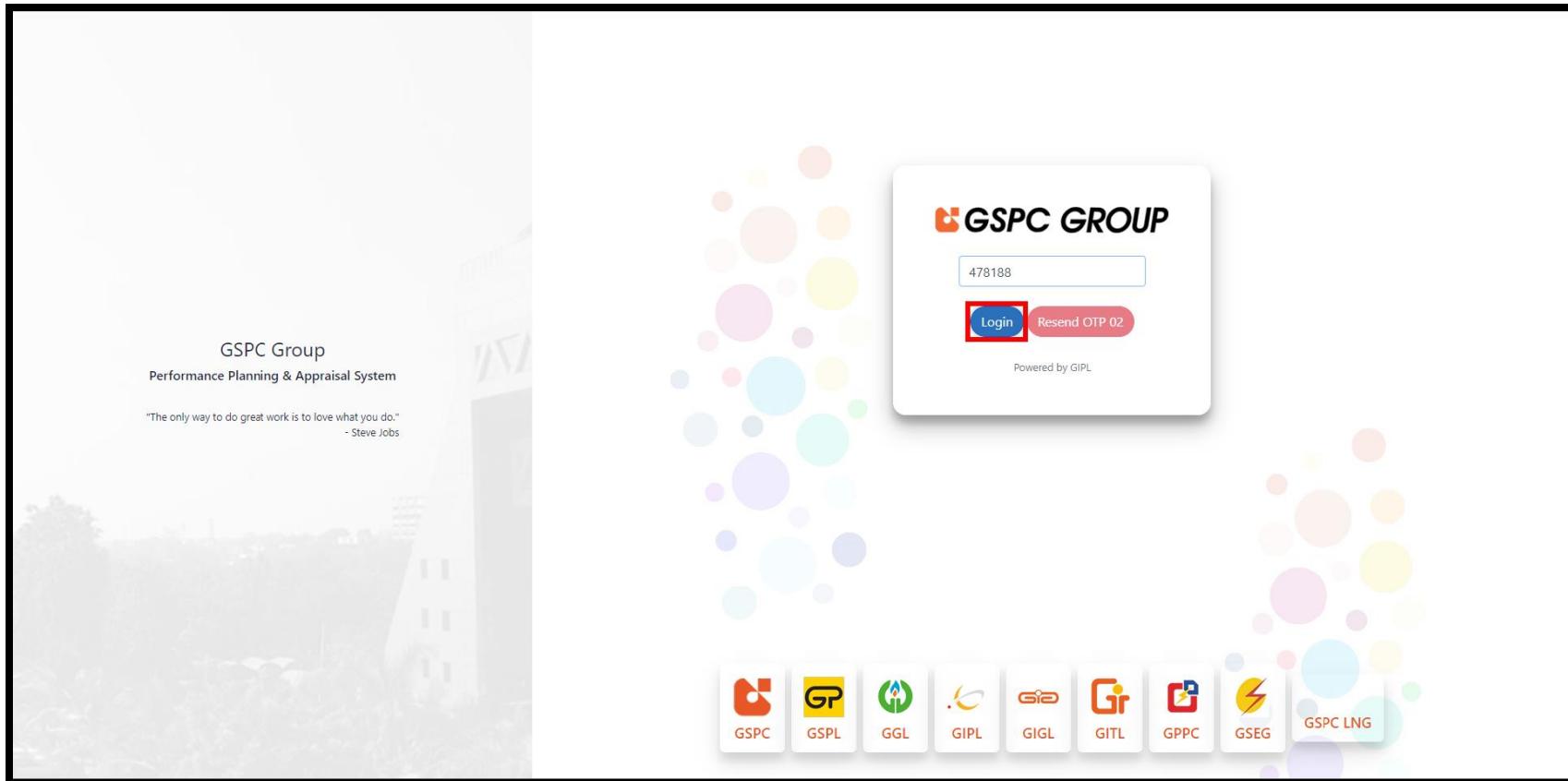
Employee User Manual – KPA Setting

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



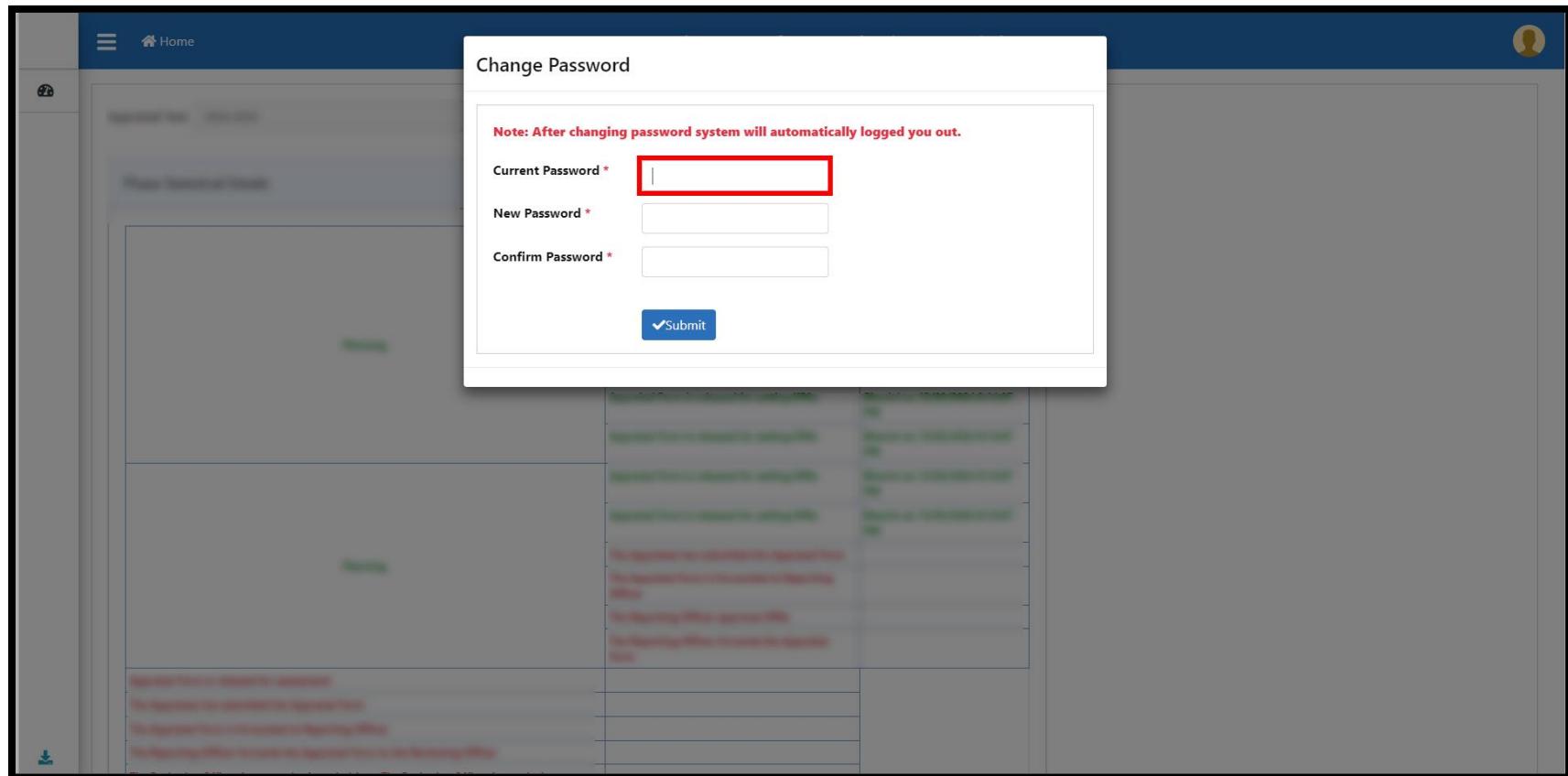
Employee User Manual – KPA Setting

- And click on Login Button.



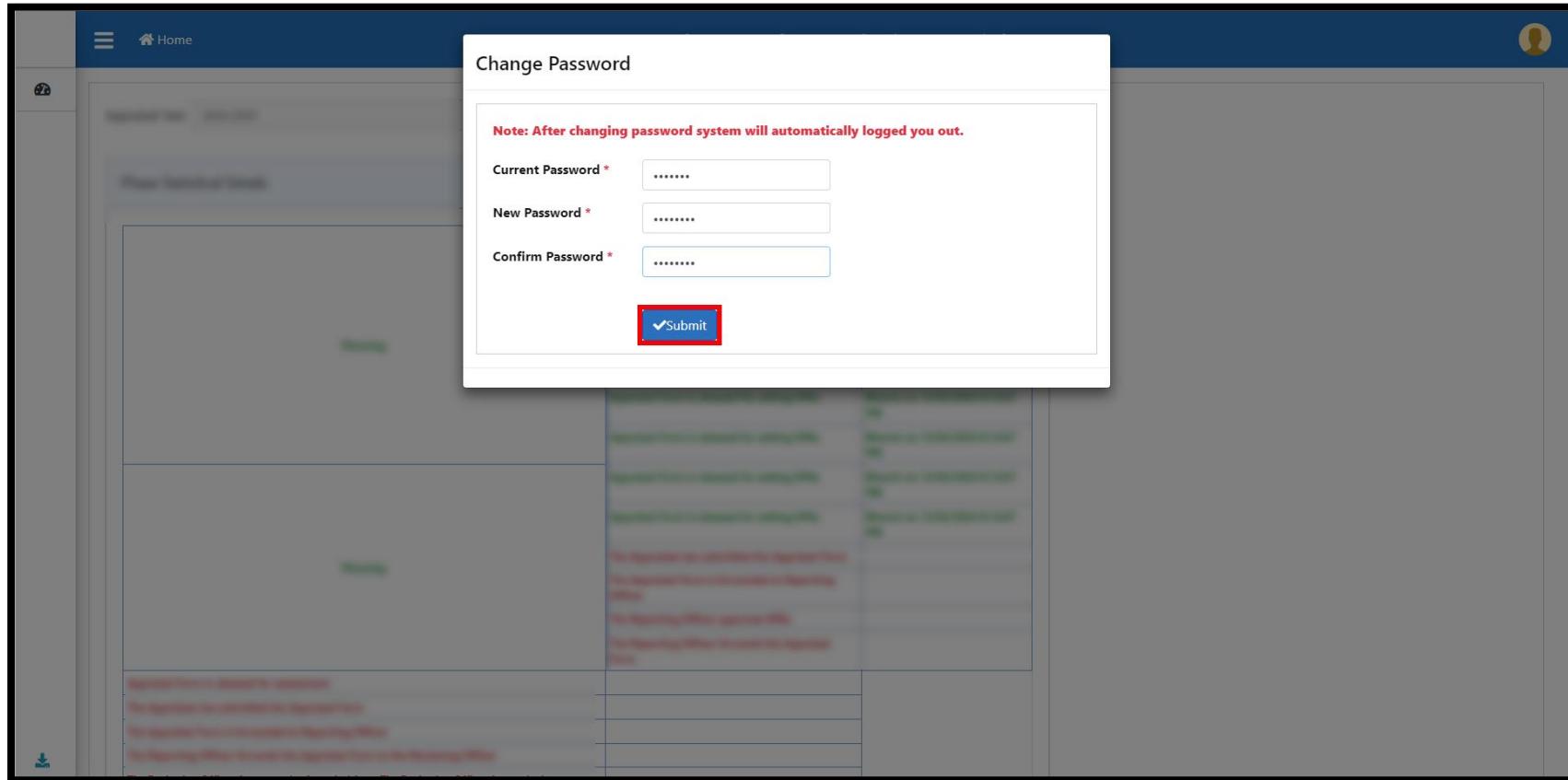
Employee User Manual – KPA Setting

- 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.



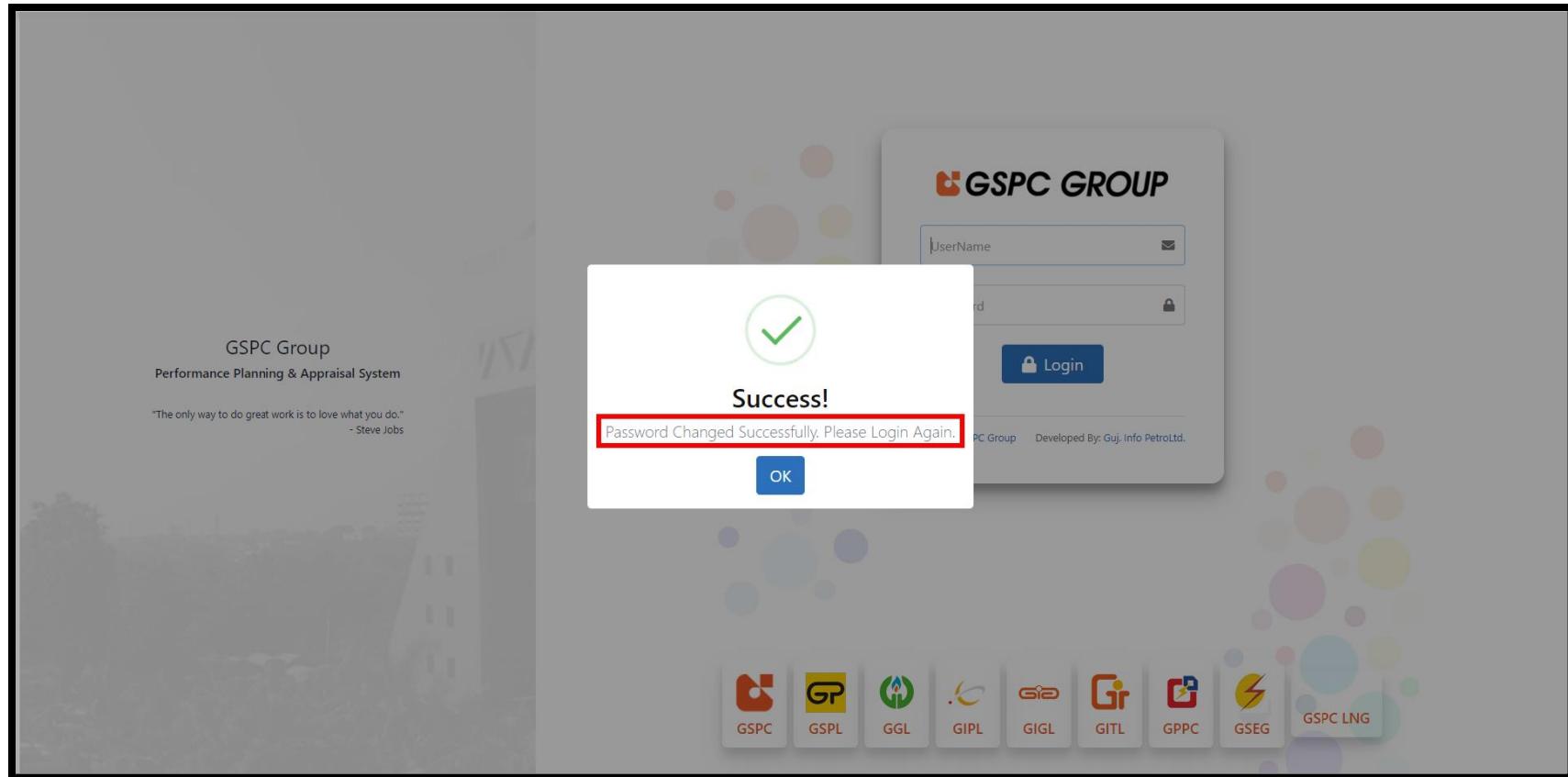
Employee User Manual – KPA Setting

- And Click on the Submit button for further operation.



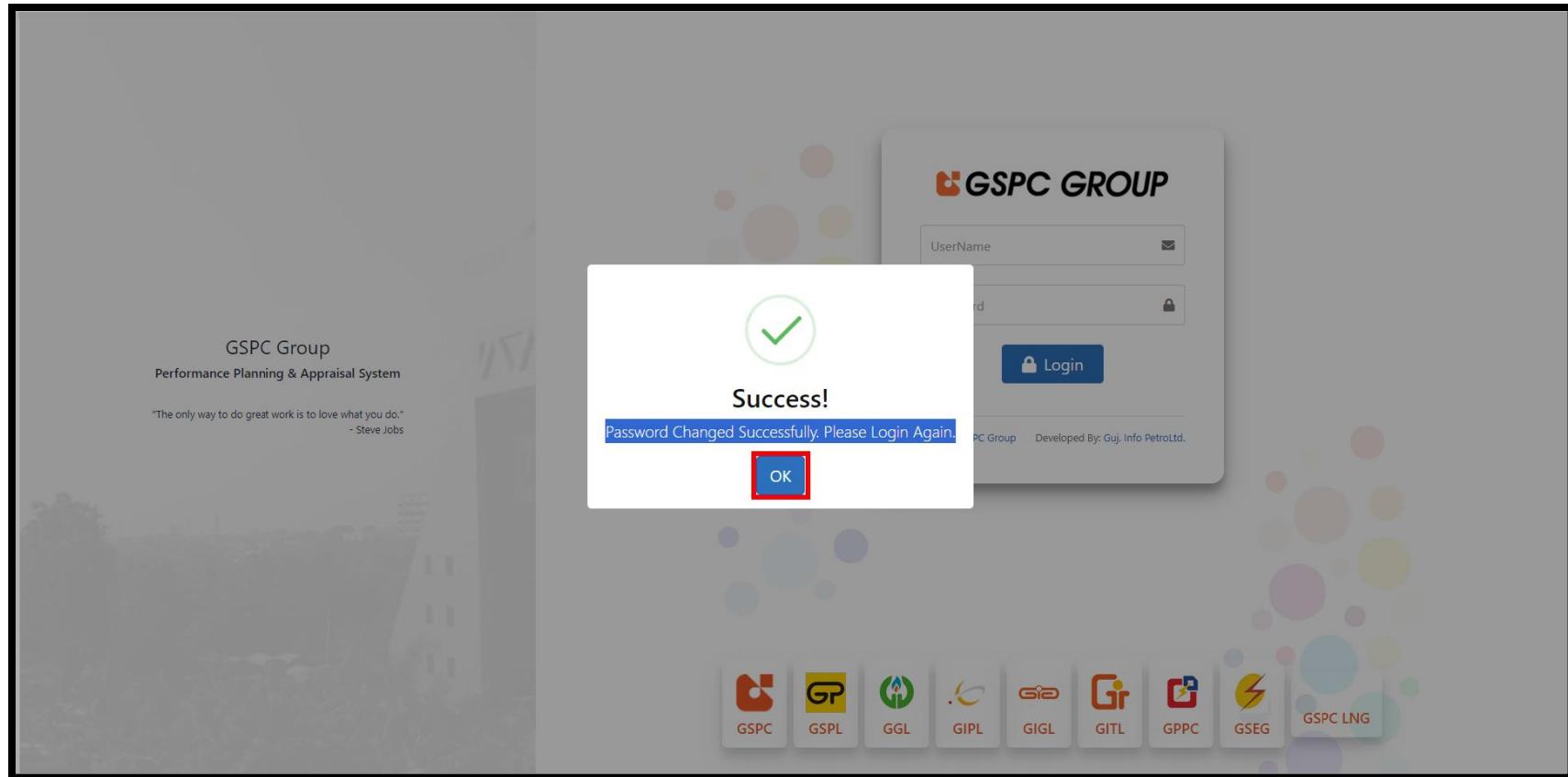
Employee User Manual – KPA Setting

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



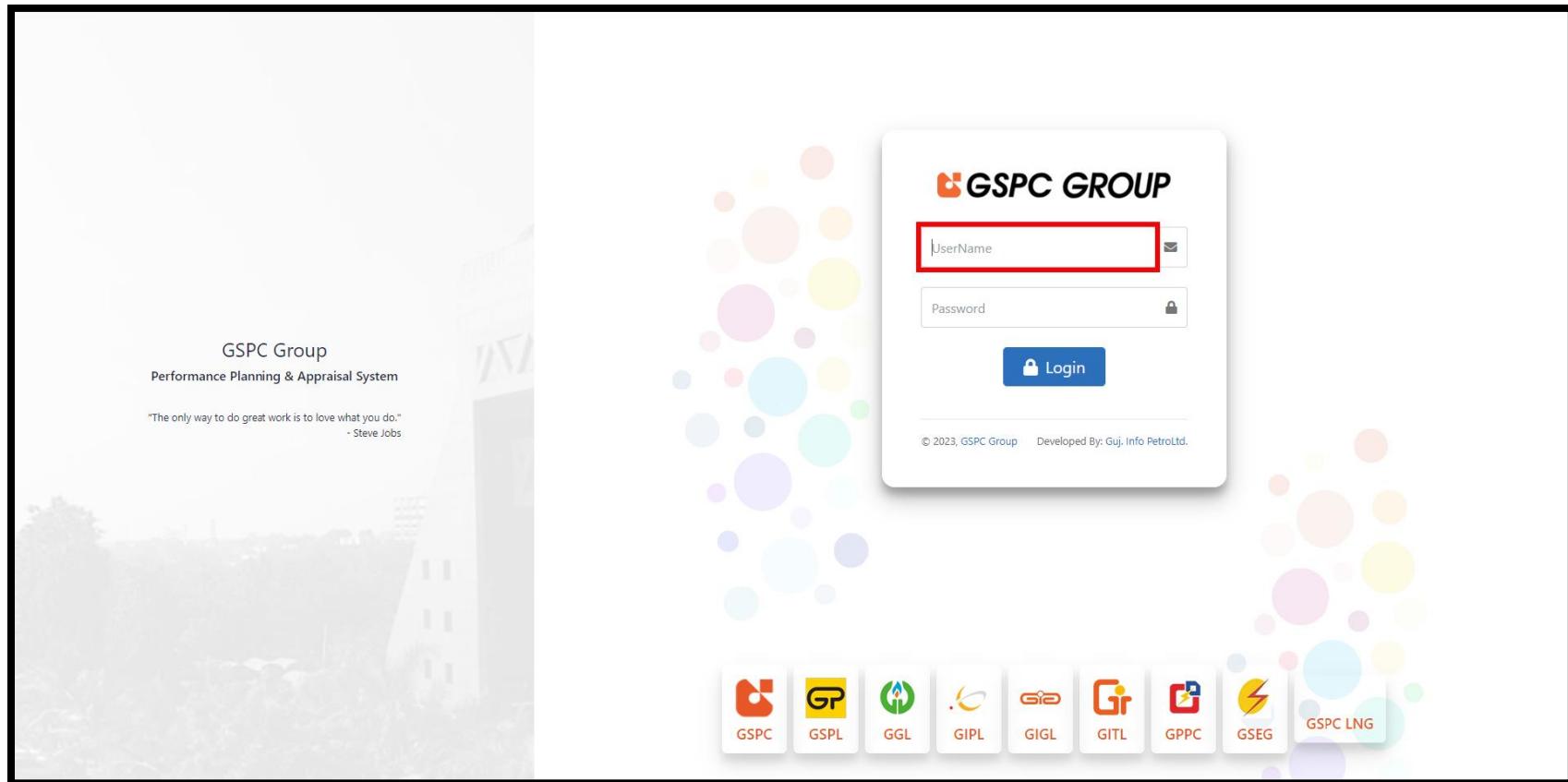
Employee User Manual – KPA Setting

- 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.



Employee User Manual – KPA Setting

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

Performance Planning & Appraisal System

Dear [REDACTED]

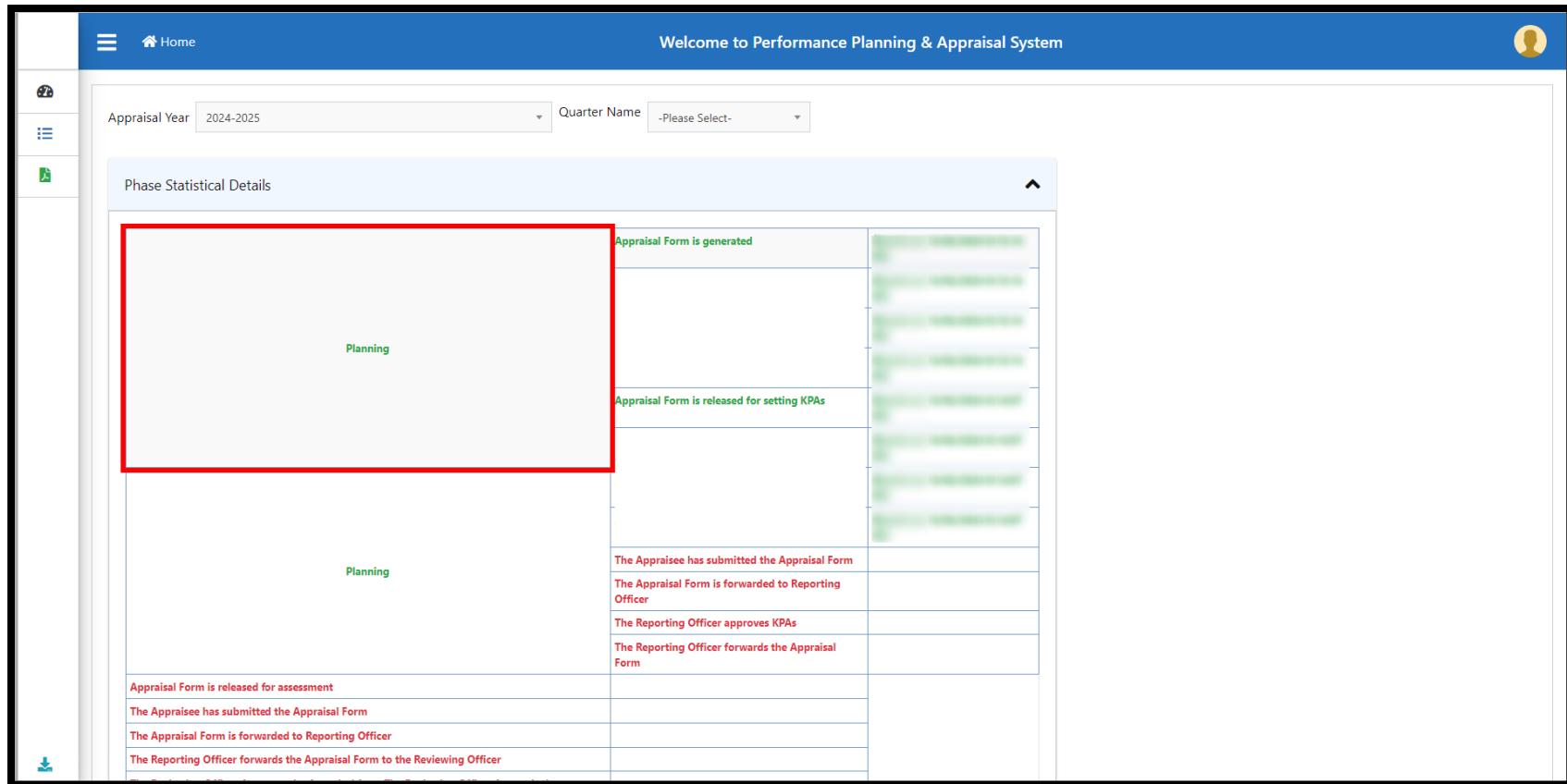
The Performance Planning & Appraisal Form for the year 2024-2025 has been released. You are required to discuss and set your KPA's along with your Reporting Officer and submit the same for his / her approval.

Regards,
Administrator
Performance Planning & Appraisal System

This is an autogenerated e-mail. Please do not reply to this mail. For more details please visit [Performance Planning & Appraisal System](#)

Employee User Manual – KPA Setting

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

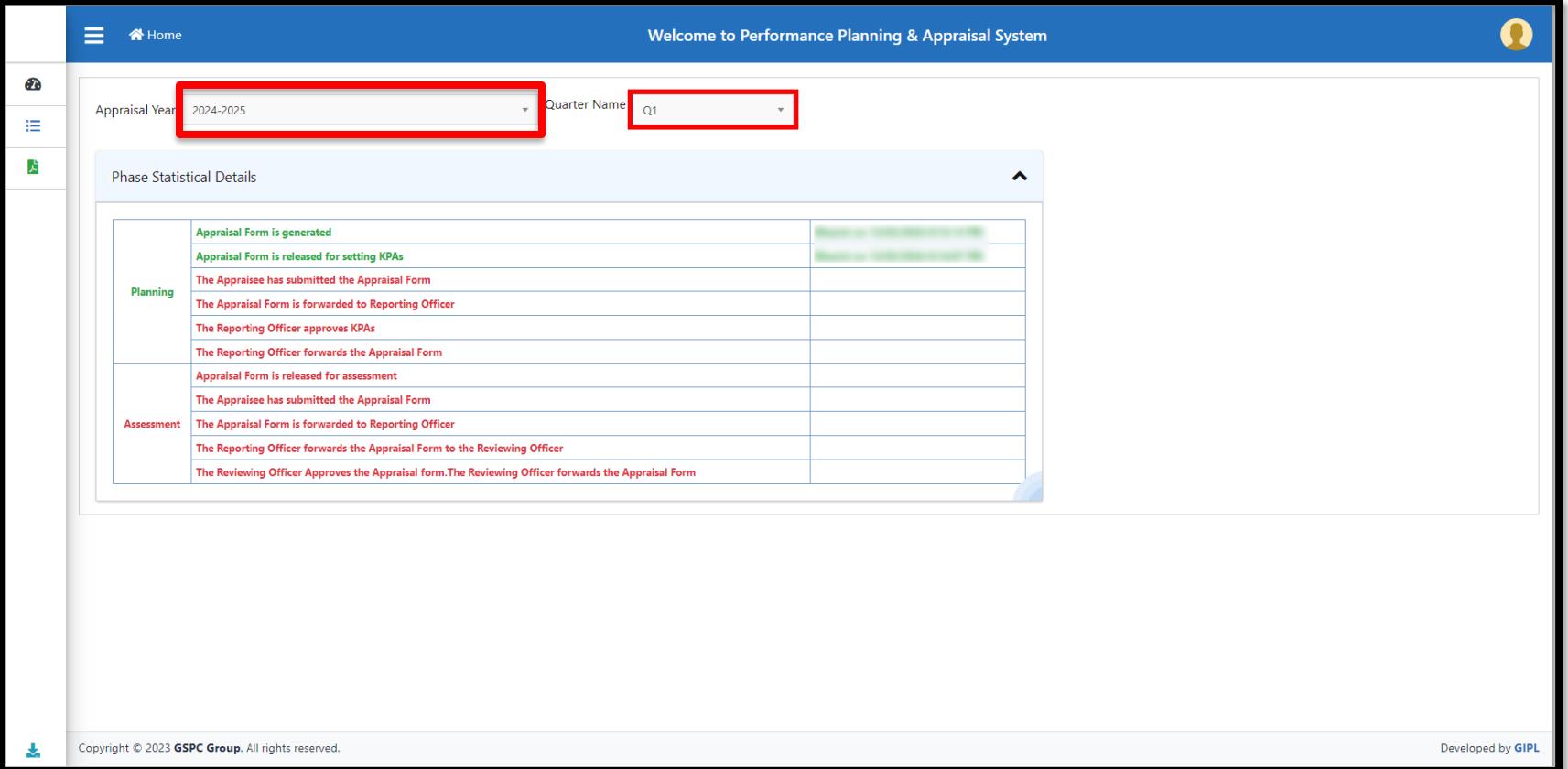


The screenshot shows the 'Welcome to Performance Planning & Appraisal System' interface. The top navigation bar includes 'Home', 'Appraisal Year (2024-2025)', 'Quarter Name (-Please Select-)', and a user profile icon. On the left, a vertical sidebar features icons for Home, Planning, Reporting, and Reviewing. The main content area is titled 'Phase Statistical Details' and shows the 'Planning' phase. A red box highlights the first two items in the list, which are in green, indicating they are completed. The remaining items are in red, indicating they are pending.

Phase	Step	Status
Planning	Appraisal Form is generated	Completed (Green)
	Appraisal Form is released for setting KPA	Completed (Green)
Assessment	The Appraisee has submitted the Appraisal Form	Pending (Red)
	The Appraisal Form is forwarded to Reporting Officer	Pending (Red)
	The Reporting Officer approves KPA	Pending (Red)
	The Reporting Officer forwards the Appraisal Form	Pending (Red)
Reviewing	Appraisal Form is released for assessment	Pending (Red)
	The Appraisee has submitted the Appraisal Form	Pending (Red)
	The Appraisal Form is forwarded to Reporting Officer	Pending (Red)
	The Reporting Officer forwards the Appraisal Form to the Reviewing Officer	Pending (Red)

Employee User Manual – KPA Setting

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



Welcome to Performance Planning & Appraisal System

Appraisal Year: 2024-2025 Quarter Name: Q1

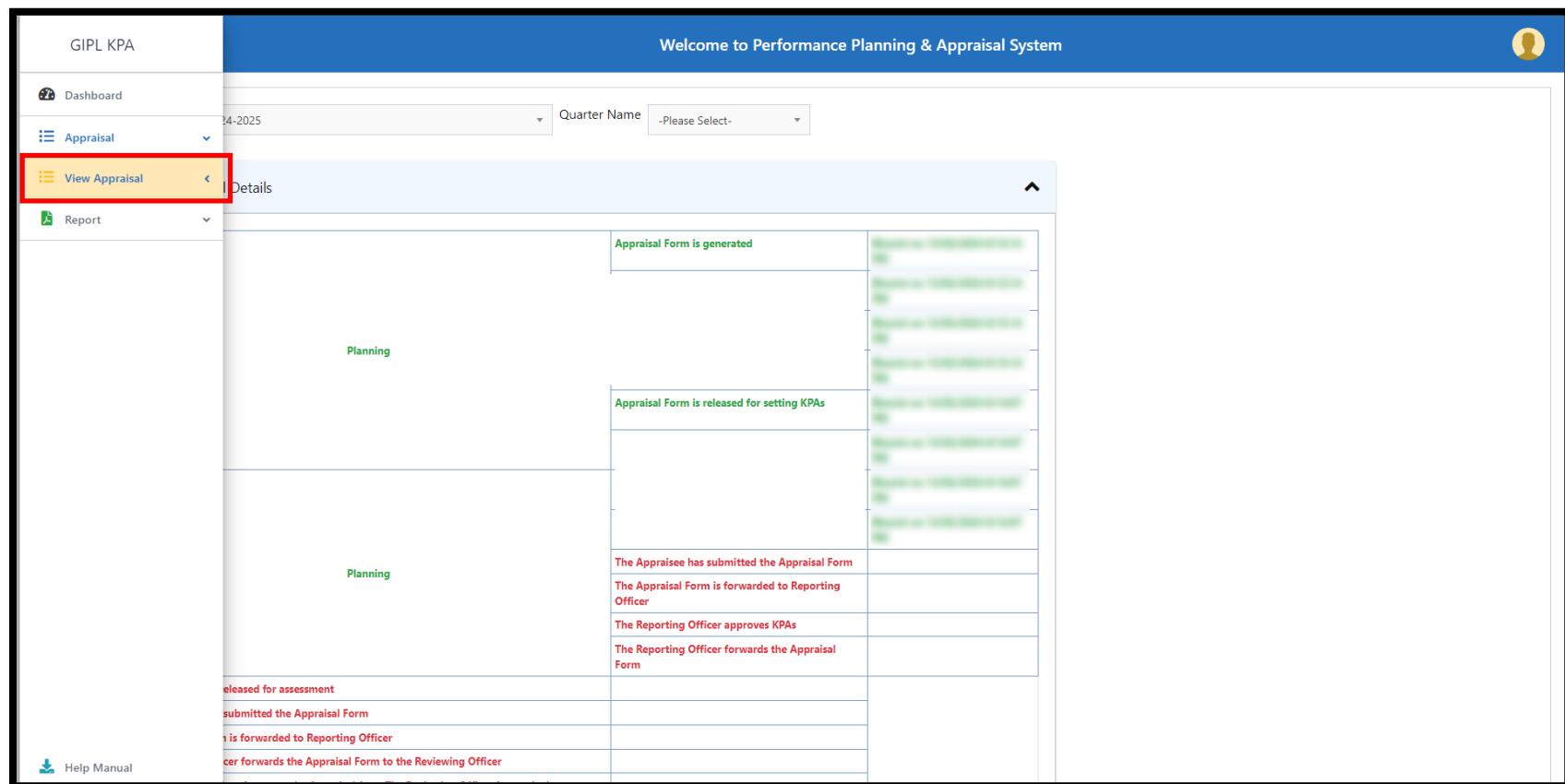
Phase Statistical Details

Phase	Step
Planning	Appraisal Form is generated
	Appraisal Form is released for setting KPA
	The Appraisee has submitted the Appraisal Form
	The Appraisal Form is forwarded to Reporting Officer
	The Reporting Officer approves KPA
Assessment	The Reporting Officer forwards the Appraisal Form
	Appraisal Form is released for assessment
	The Appraisee has submitted the Appraisal Form
	The Appraisal Form is forwarded to Reporting Officer
	The Reporting Officer forwards the Appraisal Form to the Reviewing Officer
The Reviewing Officer Approves the Appraisal form. The Reviewing Officer forwards the Appraisal Form	

Copyright © 2023 GSPC Group. All rights reserved. Developed by GIP

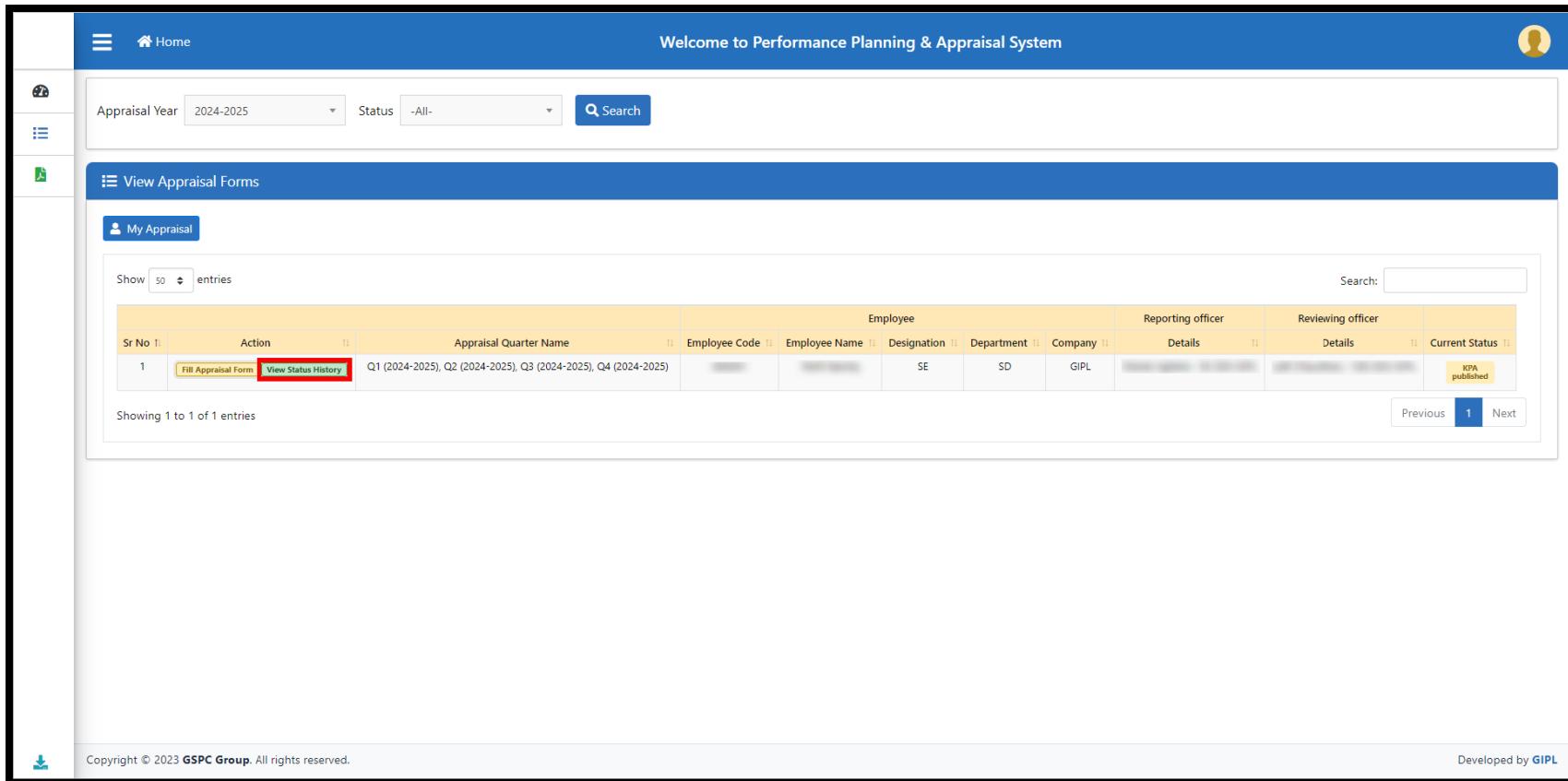
Employee User Manual – KPA Setting

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



Employee User Manual – KPA Setting

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



Welcome to Performance Planning & Appraisal System

Appraisal Year: 2024-2025 Status: All Search

View Appraisal Forms

My Appraisal

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

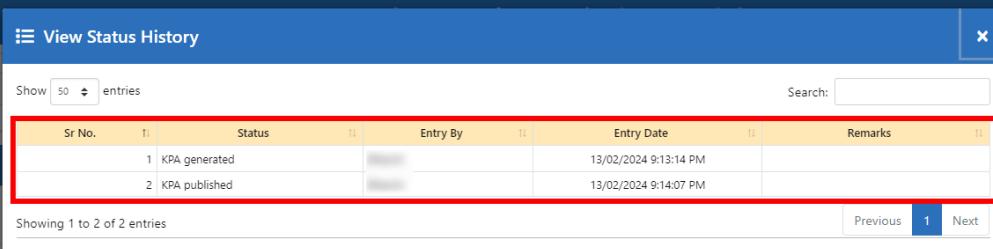
Showing 1 to 1 of 1 entries

Previous 1 Next

Copyright © 2023 GSPC Group. All rights reserved. Developed by GIPL

Employee User Manual – KPA Setting

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



The screenshot shows a 'View Status History' pop-up window. The table has the following data:

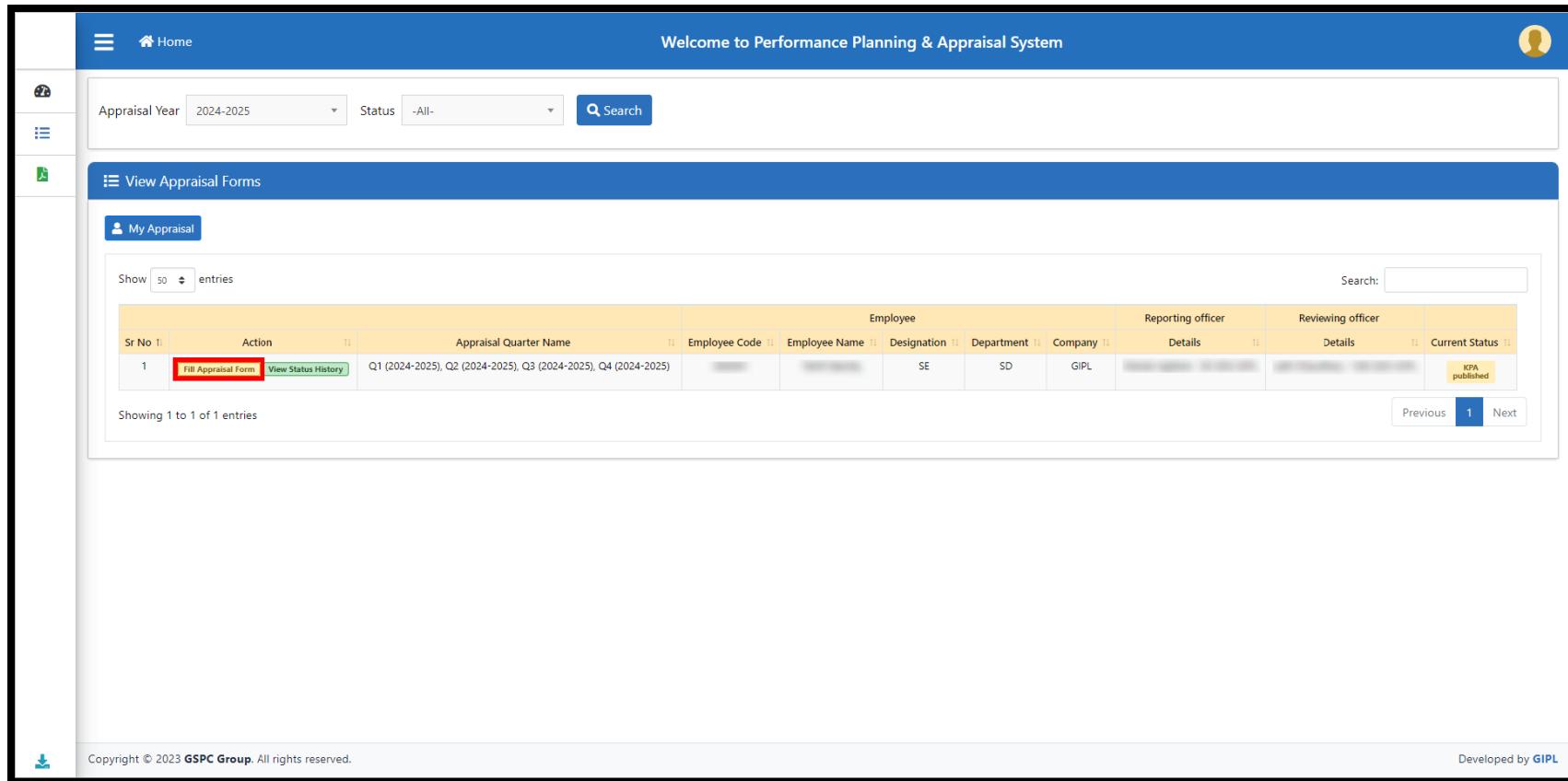
Sr No.	Status	Entry By	Entry Date	Remarks
1	KPA generated		13/02/2024 9:13:14 PM	
2	KPA published		13/02/2024 9:14:07 PM	

Below the table, it says 'Showing 1 to 2 of 2 entries'. The window has a 'Search:' input field and navigation buttons for 'Previous' and 'Next'.

At the bottom of the page, there is a footer with icons for download, print, and help, and text: 'Copyright © 2023 GSPC Group. All rights reserved.' and 'Developed by GIPL'.

Employee User Manual – KPA Setting

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



Welcome to Performance Planning & Appraisal System

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

View Appraisal Forms

My Appraisal

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

Showing 1 to 1 of 1 entries

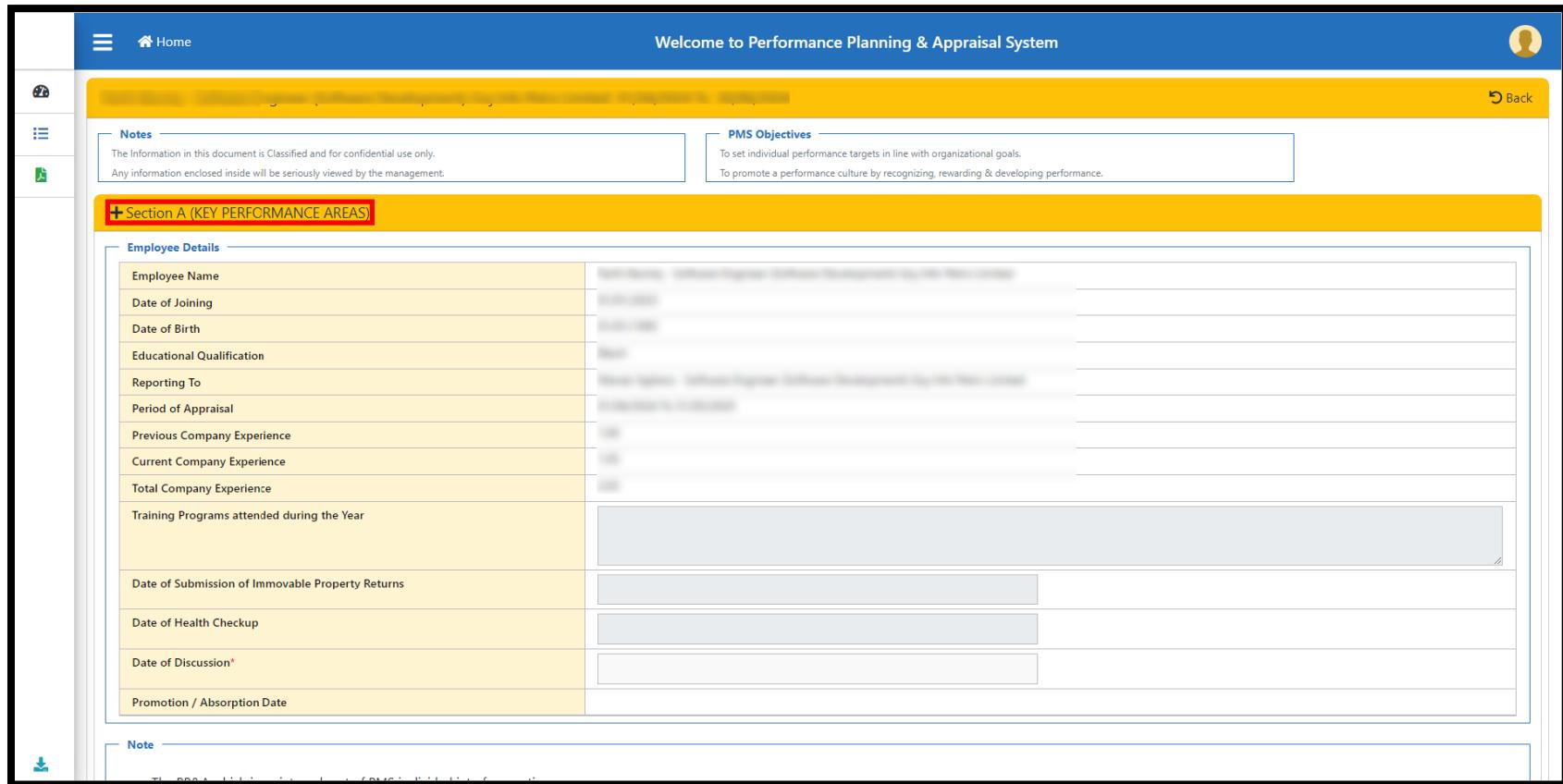
Previous 1 Next

Copyright © 2023 GSPC Group. All rights reserved.

Developed by GIPL

Employee User Manual – KPA Setting

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



The screenshot shows a web-based application for managing employee performance. The top navigation bar includes 'Home', 'Notes' (with a note about document classification), 'PMS Objectives' (with a note about setting individual performance targets), and a 'Back' button. The main content area is titled 'Employee Details' and contains a table with the following columns:

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	

Below the table, there is a 'Note' section with a note about the PPA system's purpose.

Employee User Manual – KPA Setting

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

Home
Welcome to Performance Planning & Appraisal System
Profile

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

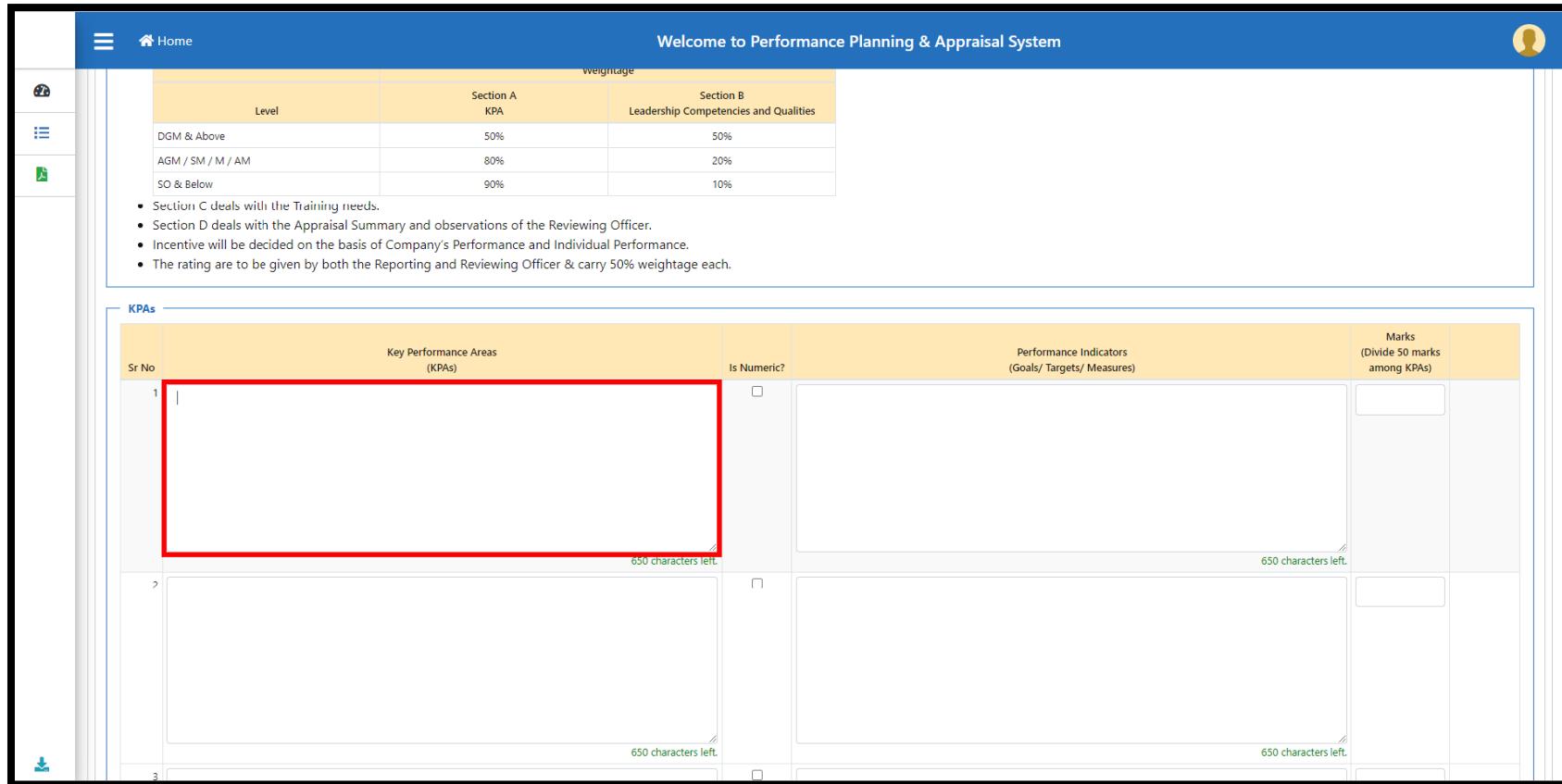
- The PP&A which is an integral part of PMS is divided into four sections.
- Section A deals with Key Performance Areas (should have minimum of 5 KPA's and maximum upto 7 KPA's) & Section B deals with Leadership Competencies and Qualities required to be shown on the job.
- In each of these two sections 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:

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.

Employee User Manual – KPA Setting

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



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 (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	1	<input type="checkbox"/>	650 characters left.	<input type="text"/>
2		<input type="checkbox"/>	650 characters left.	<input type="text"/>
3		<input type="checkbox"/>	650 characters left.	<input type="text"/>

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.

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	<input checked="" type="checkbox"/>	2d	50 characters left.
2				50 characters left.
3				50 characters left.

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	<input checked="" type="checkbox"/>	20	<input type="text"/>
2		<input type="checkbox"/>		<input type="text"/>
3		<input type="checkbox"/>		<input type="text"/>

623 characters left.

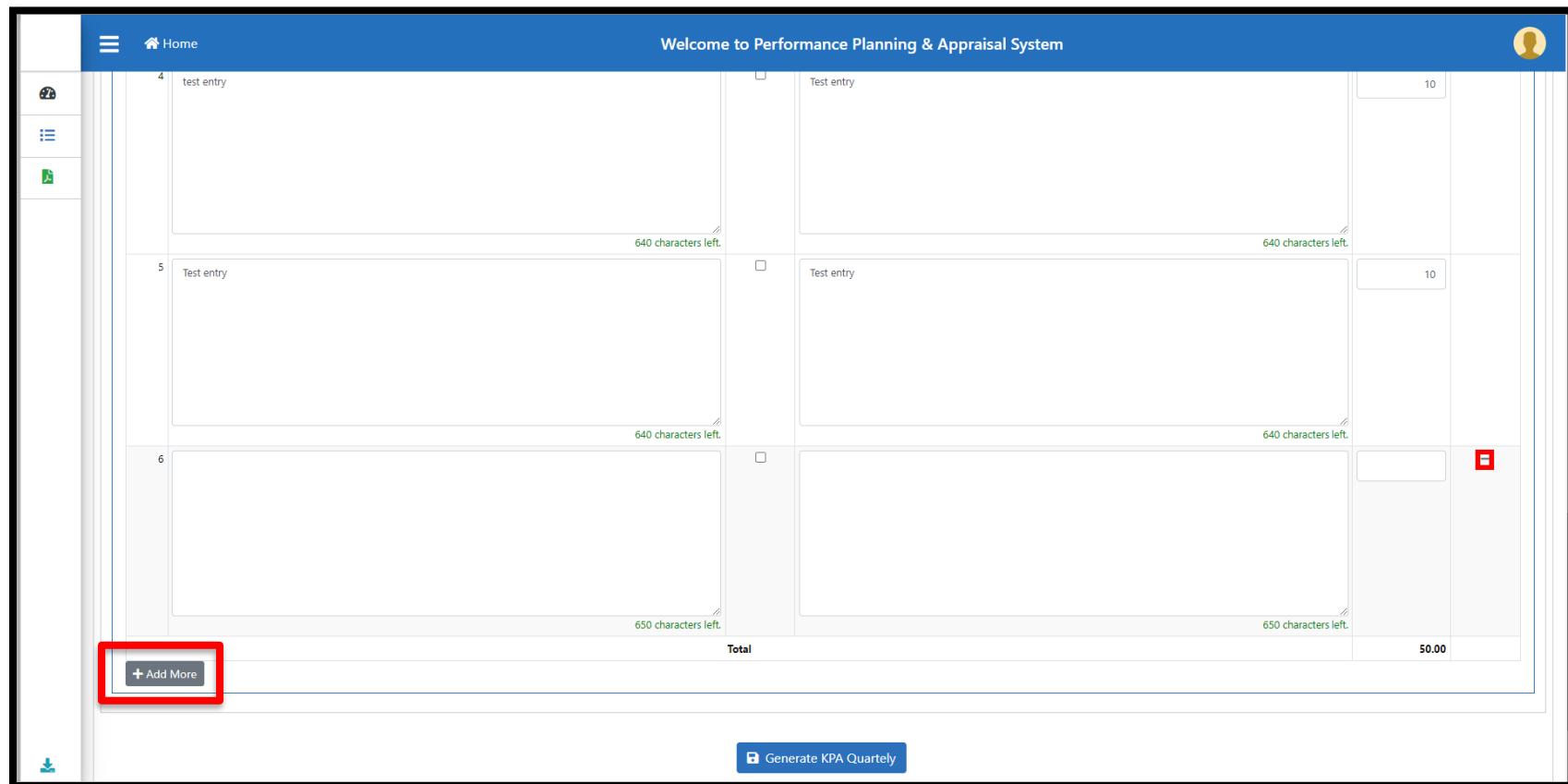
648 characters left.

650 characters left.

650 characters left.

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 shows a grid-based interface for entering KPA data. The grid has 6 columns and 6 rows. The columns are labeled 4, 5, 6, Total, and 50.00. Each cell contains a text input field with placeholder text 'Test entry'. The '640 characters left.' and '650 characters left.' text is displayed below the input fields. The 'Total' and '50.00' labels are at the bottom of the grid. A red box highlights the 'Add More' button located at the bottom left of the grid. A blue box highlights the 'Generate KPA Quarterly' button at the bottom center. The top navigation bar includes 'Home' and a user profile icon.

Employee User Manual – KPA Setting

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

Home

Welcome to Performance Planning & Appraisal System

4 test entry 623 characters left.

5 Test entry 640 characters left.

Total 640 characters left. 50.00

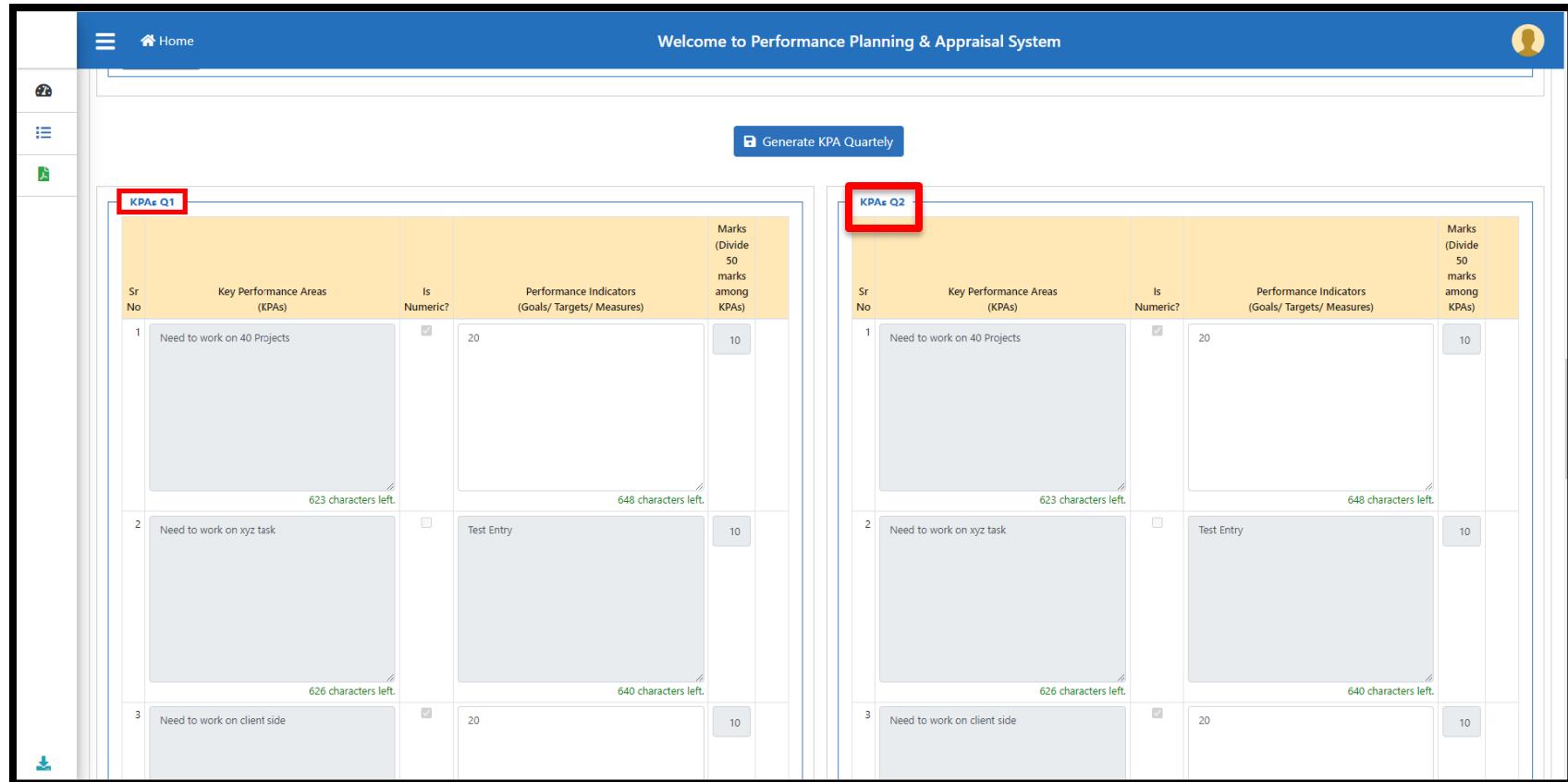
Generate KPA Quarterly

Copyright © 2023 GSPC Group. All rights reserved.

Developed by GIPL

Employee User Manual – KPA Setting

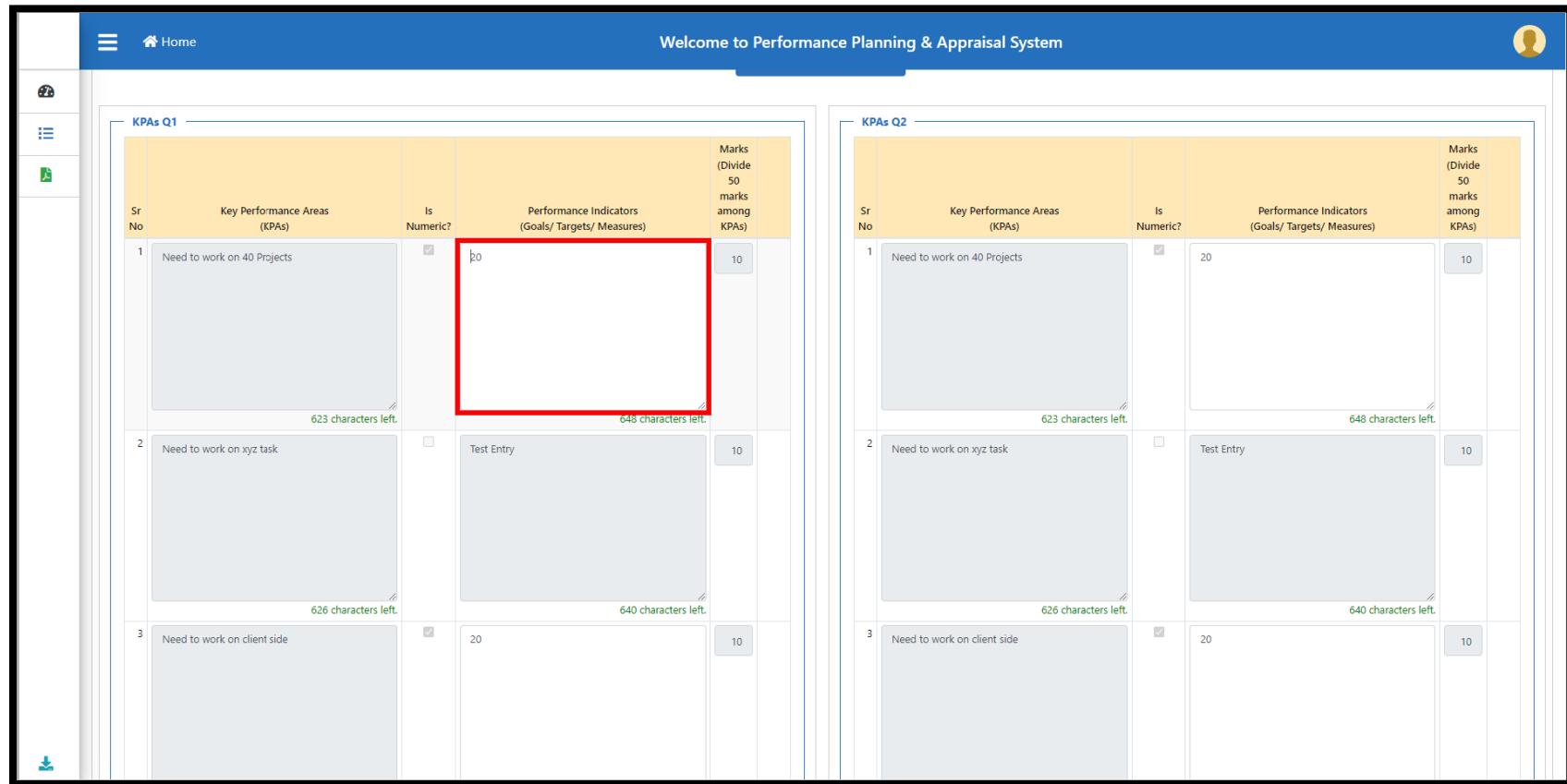
- Now, Employee will be able to view the KPAs into the Available Quarters.



The screenshot displays the 'Welcome to Performance Planning & Appraisal System' interface. At the top, there is a navigation bar with icons for Home, Settings, and a user profile. A blue button labeled 'Generate KPA Quartely' is visible. The main content area is divided into two sections: 'KPA Q1' and 'KPA Q2'. Each section contains a table with columns for 'Sr No', 'Key Performance Areas (KPAs)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPAs)'. The 'KPA Q1' section has three rows of data, and the 'KPA Q2' section also has three rows of data. Each row includes a text input field with character count indicators (e.g., '623 characters left.', '648 characters left.', '640 characters left.', '626 characters left.', '640 characters left.') and a numeric input field for marks (e.g., '10', '10', '10', '10', '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 shows the 'Welcome to Performance Planning & Appraisal System' interface. On the left, there is a sidebar with icons for Home, KPIs, and a download arrow. The main area is divided into two sections: 'KPA Q1' and 'KPA Q2'. Each section has a table with columns: 'Sr No', 'Key Performance Areas (KPA)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPA)'. In 'KPA Q1', the first row has 'Is Numeric?' checked, 'Performance Indicators' set to '20', and 'Marks' set to '10'. The second row has 'Is Numeric?' unchecked, 'Performance Indicators' set to 'Test Entry', and 'Marks' set to '10'. The third row has 'Is Numeric?' checked, 'Performance Indicators' set to '20', and 'Marks' set to '10'. In 'KPA Q2', the first row has 'Is Numeric?' checked, 'Performance Indicators' set to '20', and 'Marks' set to '10'. The second row has 'Is Numeric?' unchecked, 'Performance Indicators' set to 'Test Entry', and 'Marks' set to '10'. The third row has 'Is Numeric?' checked, 'Performance Indicators' set to '20', and 'Marks' set to '10'. Red boxes highlight the 'Performance Indicators' and 'Marks' columns for the first row in both sections.

KPA Q1				
Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPA)
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

KPA Q2				
Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPA)
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

Home

Welcome to Performance Planning & Appraisal System

Profile

623 characters left.

649 characters left.

623 characters left.

649 characters left.

4 test entry

4 test entry

5 Test entry

5 Test entry

640 characters left.

640 characters left.

640 characters left.

640 characters left.

10

10

10

10

Total

50.00

Total

50.00

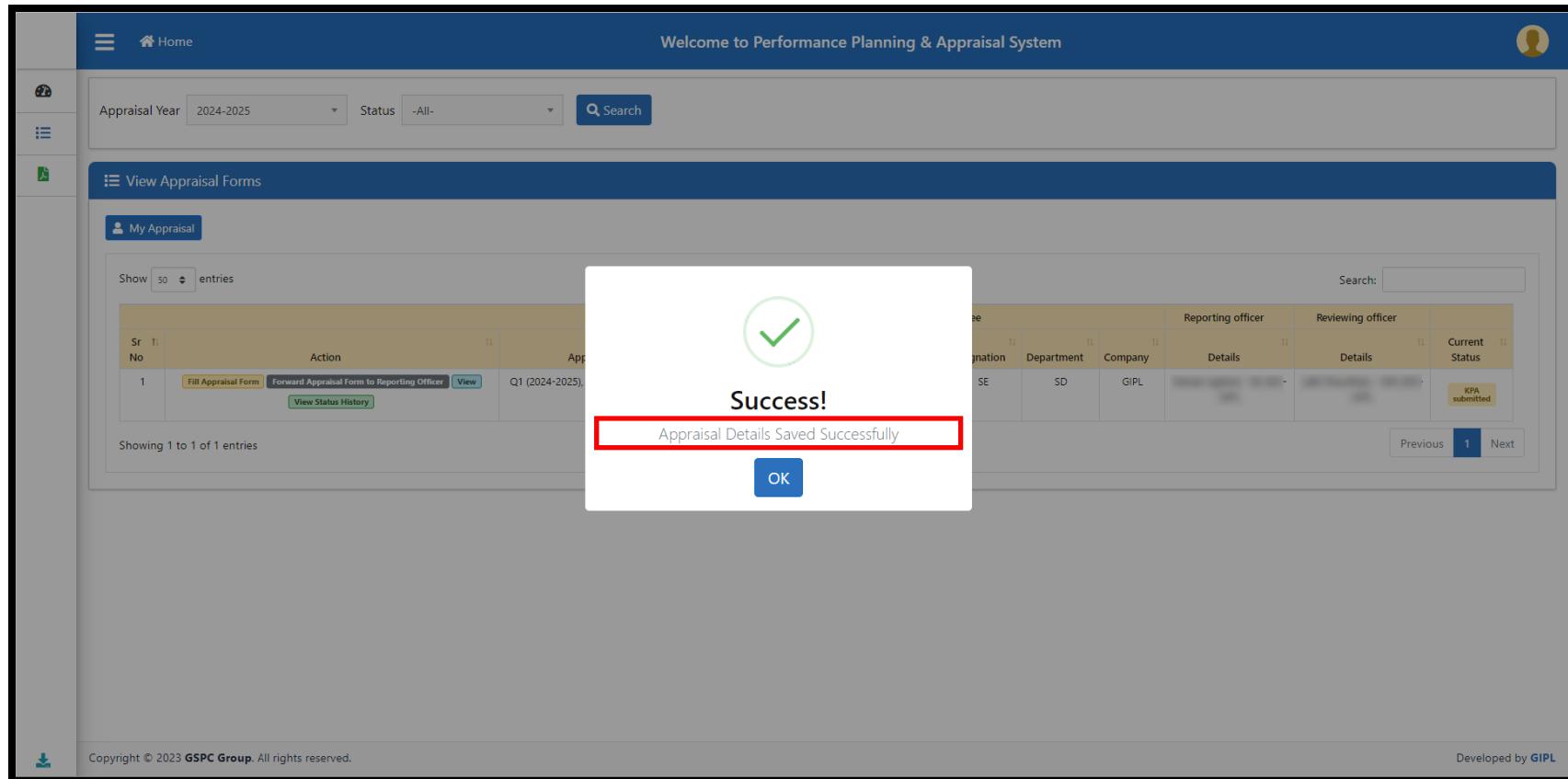
Save

Copyright © 2023 GSPC Group. All rights reserved.

Developed by GIPL

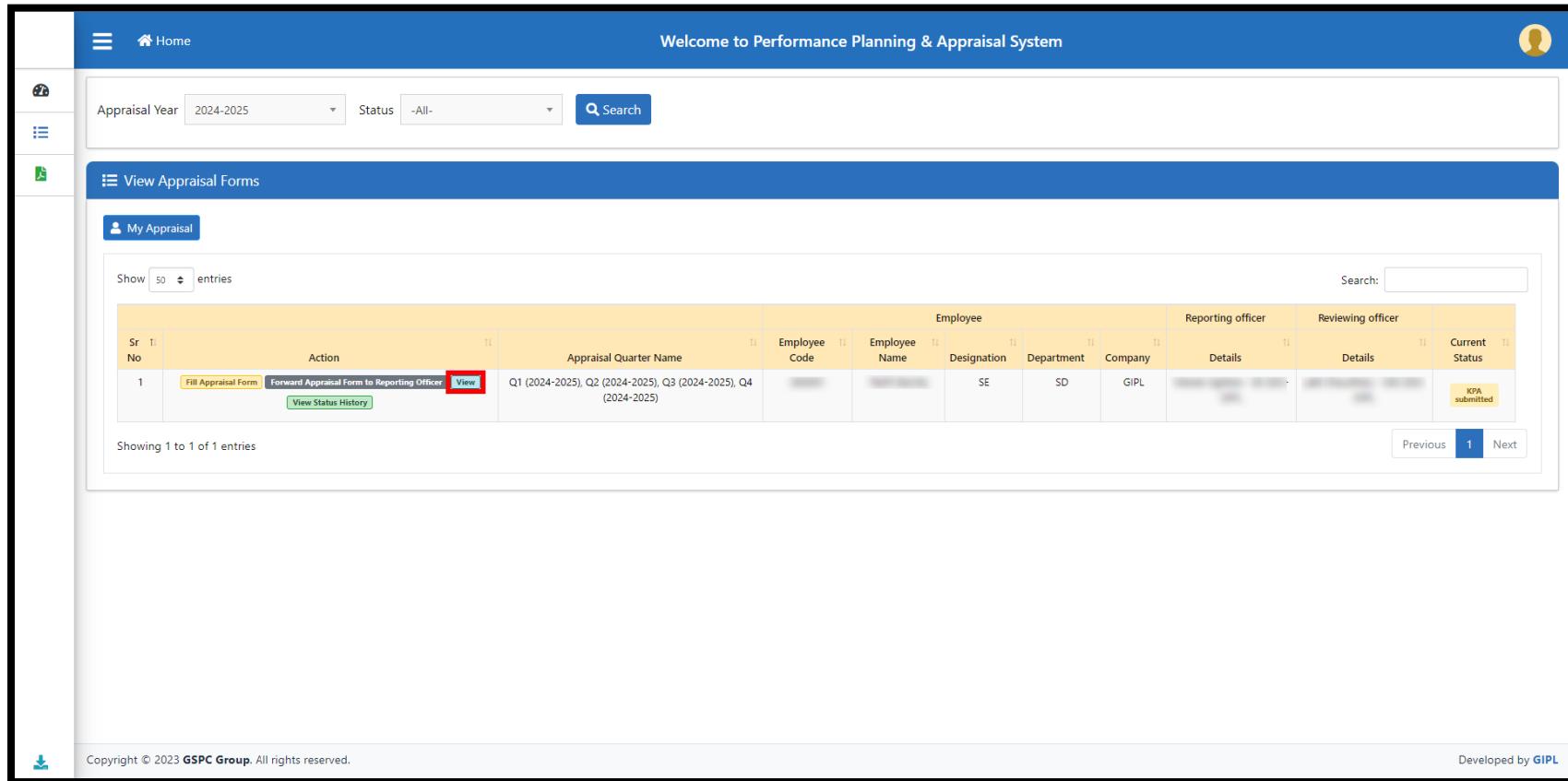
Employee User Manual – KPA Setting

- 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.



Welcome to Performance Planning & Appraisal System

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

View Appraisal Forms

My Appraisal

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Details	Reporting officer	Reviewing officer	Current Status
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View (highlighted with a red box)	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)	[REDACTED]	[REDACTED]	SE	SD	GIPL	[REDACTED]	[REDACTED]	[REDACTED]	KPA submitted

Showing 1 to 1 of 1 entries

Previous **1** Next

Copyright © 2023 **GSPC Group**. All rights reserved.

Developed by **GIPL**

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.



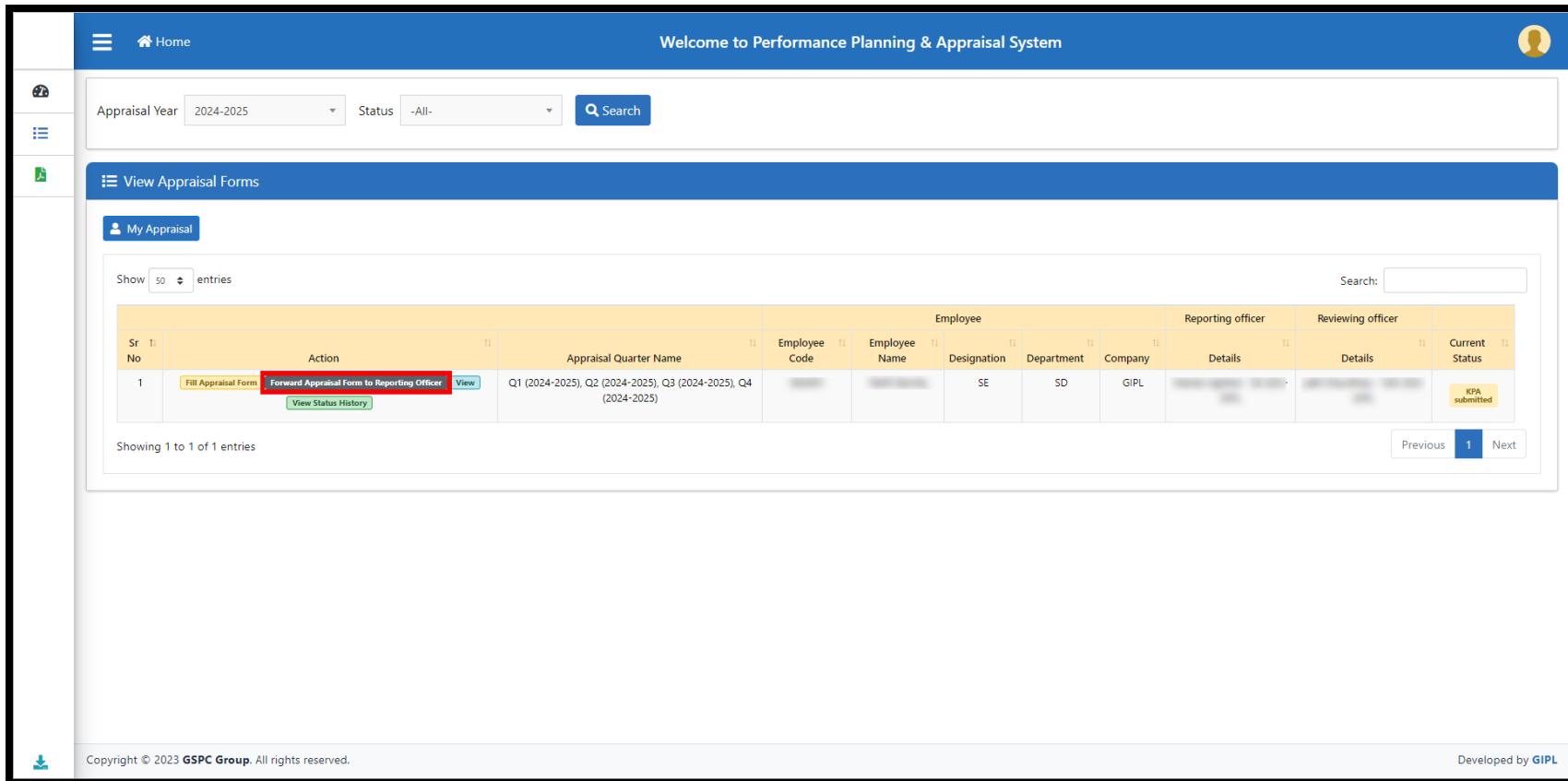
The screenshot shows the 'Welcome to Performance Planning & Appraisal System' interface. The main content area displays three tables for KPA settings:

- KPAs:** A table with columns for Sr No, Key Performance Areas (KPAs), Performance Indicators (Goals/Targets/Measures), Actual Achievement (Reporting Officer in consultation with Appraisee), and Marks (Divide 50 marks among KPAs). The table contains 5 rows of data.
- KPAs Q1:** A table with columns for Sr No, Key Performance Areas (KPAs), Performance Indicators (Goals/Targets/Measures), Actual Achievement (Reporting Officer in consultation with Appraisee), and Marks (Divide 50 marks among KPAs). The table contains 5 rows of data.
- KPAs Q2:** A table with columns for Key Performance Areas (KPAs), Performance Indicators, and Actual Achievement (Reporting Officer in consultation with Appraisee). The table contains 5 rows of data.

The 'KPA' table has a red box around the 'KPA' header. The 'KPA Q1' and 'KPA Q2' tables have a blue box around the 'KPA' header. The 'KPA' header is bolded in all three tables.

Employee User Manual – KPA Setting

- Forward appraisal form to Reporting Officer.



Welcome to Performance Planning & Appraisal System

Appraisal Year: 2024-2025 Status: All Search

View Appraisal Forms

My Appraisal

Show 50 entries Search:

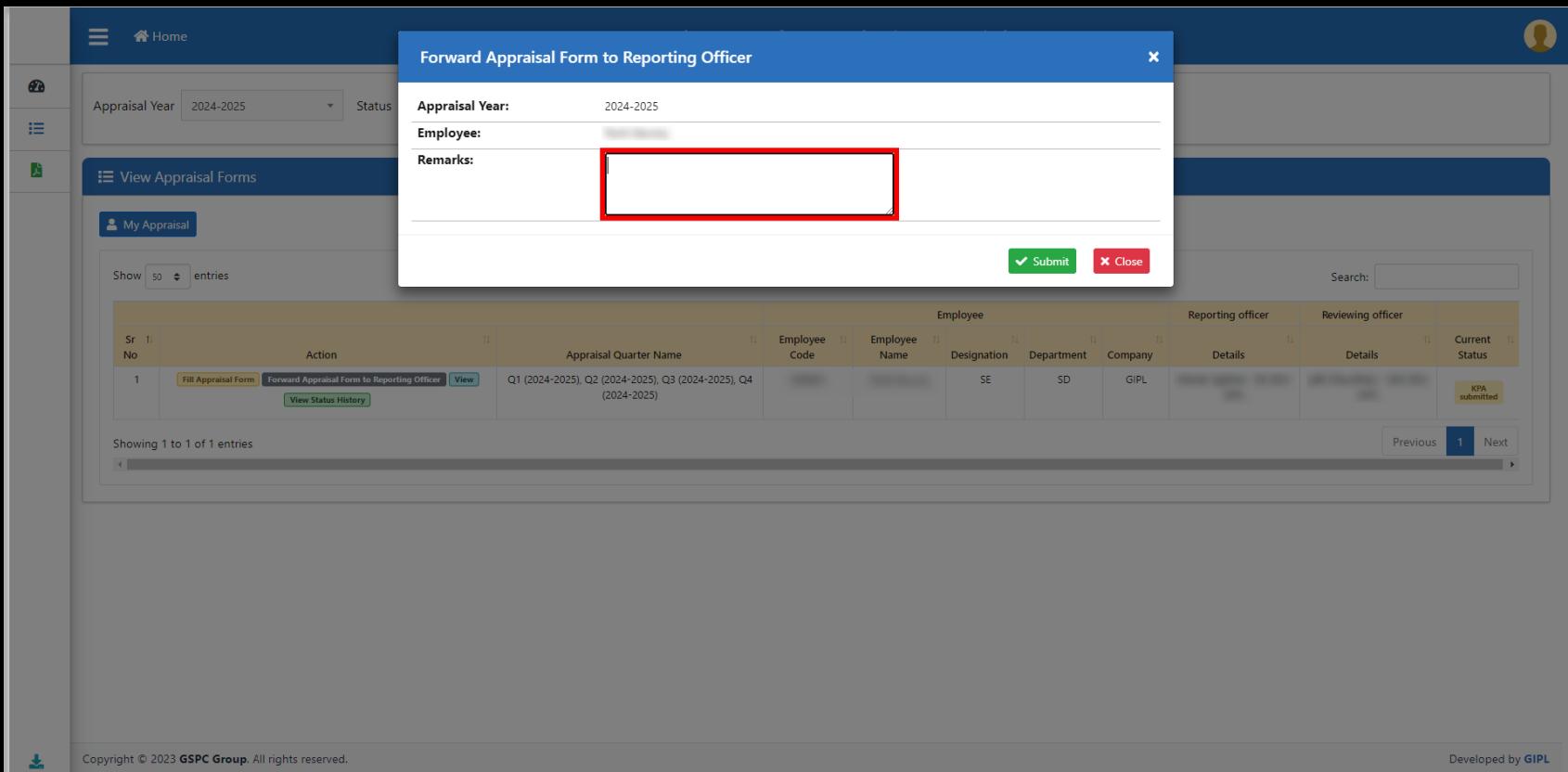
Sr. No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Details	Reporting officer	Reviewing officer	Current Status
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)	██████████	██████████	SE	SD	GIPL	██████████	██████████	██████████	KPA submitted

Showing 1 to 1 of 1 entries Previous 1 Next

Copyright © 2023 GSPC Group. All rights reserved. Developed by GIPL

Employee User Manual – KPA Setting

- Add remarks.



The screenshot shows a modal dialog box titled "Forward Appraisal Form to Reporting Officer". The dialog contains the following fields:

- Appraisal Year: 2024-2025
- Employee: [Redacted]
- Remarks: [Large text area highlighted with a red box]

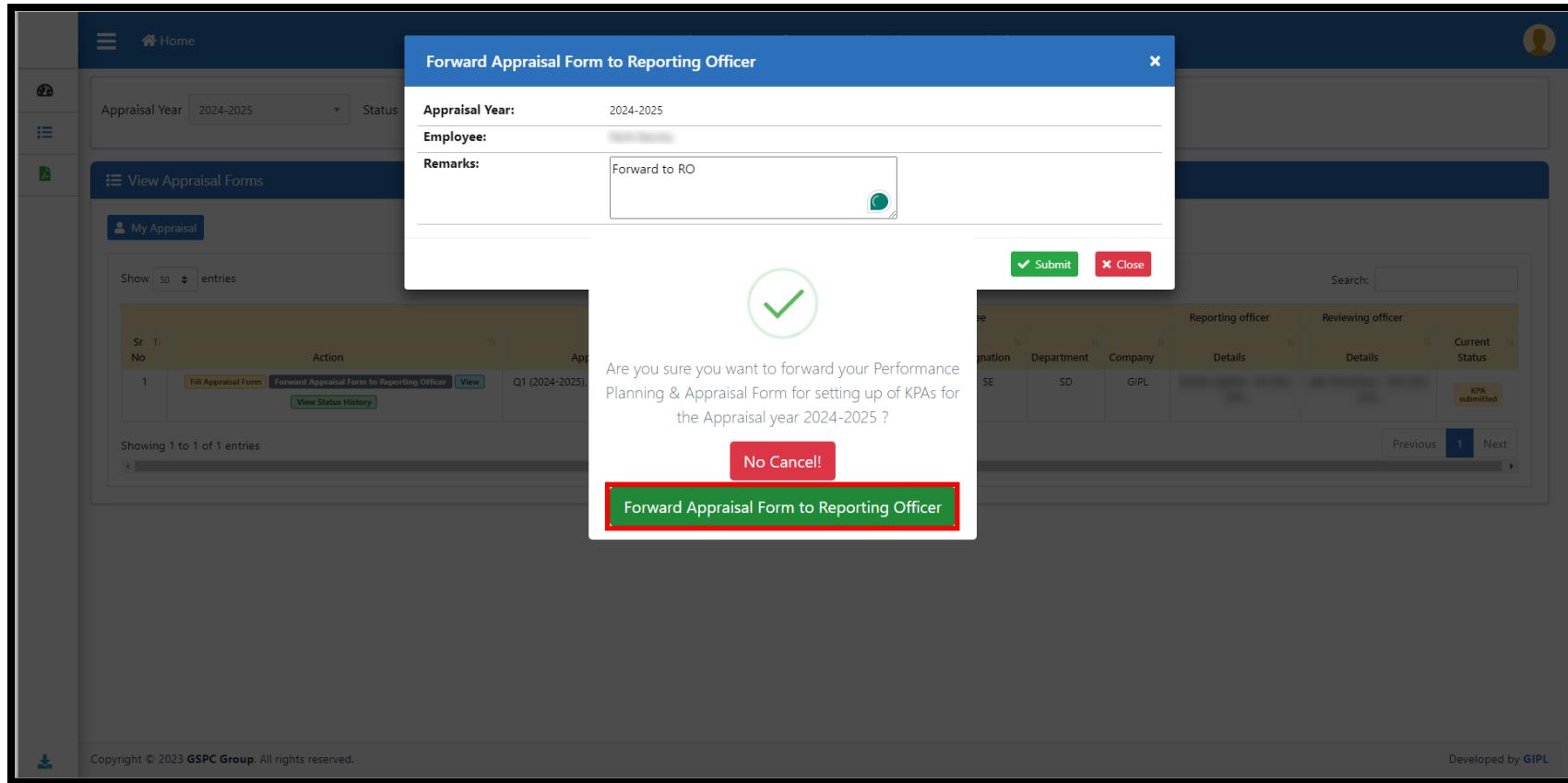
At the bottom of the dialog are "Submit" and "Close" buttons. The background shows a list of appraisal forms with one entry visible:

Sr. No	Action	Appraisal Quarter Name	Employee	Reporting officer	Reviewing officer	Current Status
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)	Employee Code: [Redacted] Employee Name: [Redacted] Designation: SE Department: SD Company: GIPL	Reporting officer: [Redacted]	Reviewing officer: [Redacted]	Current Status: KPA submitted

At the bottom of the page, there is a copyright notice: "Copyright © 2023 GSPC Group. All rights reserved." and a developer credit: "Developed by GIPL".

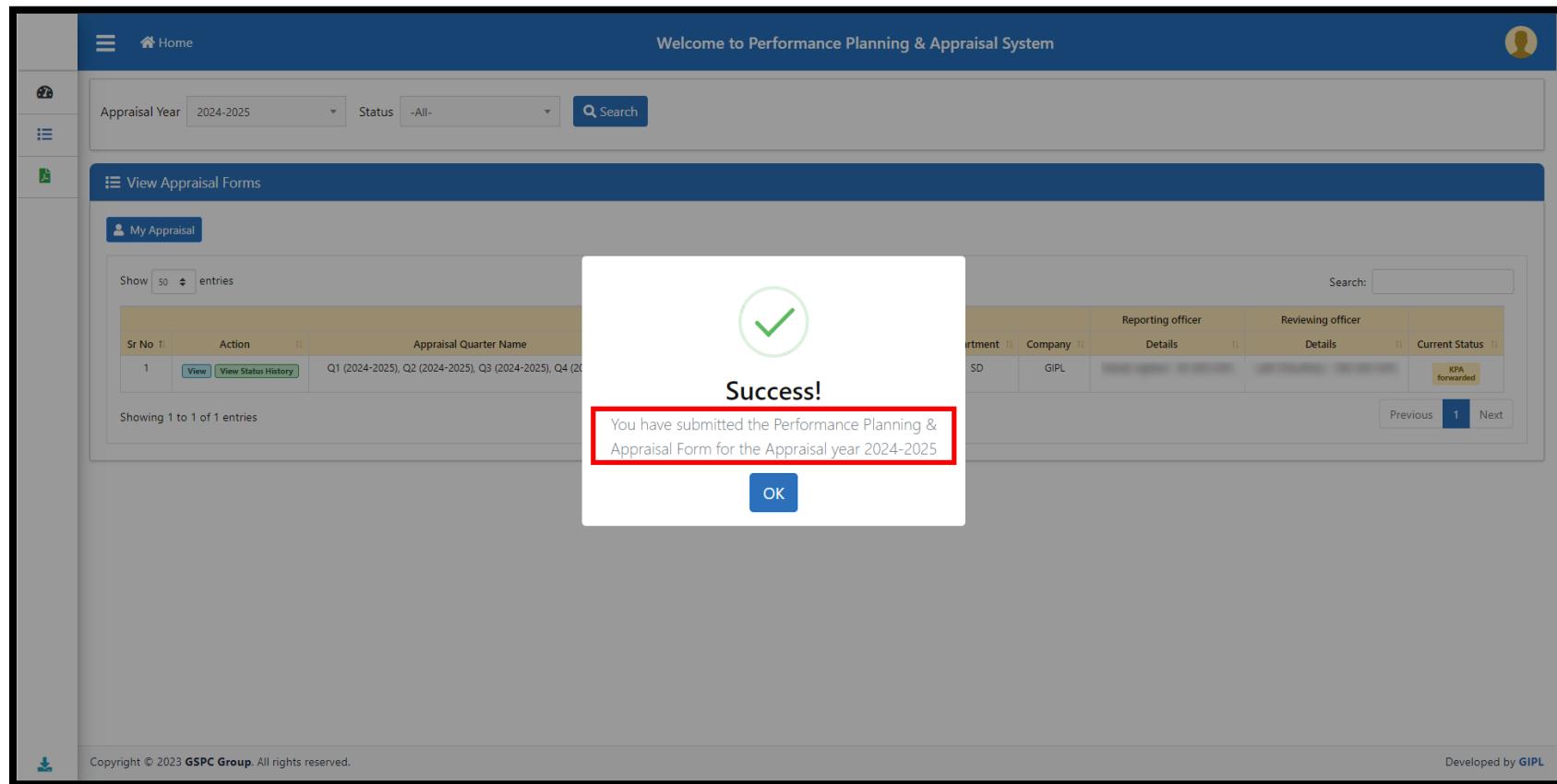
Employee User Manual – KPA Setting

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



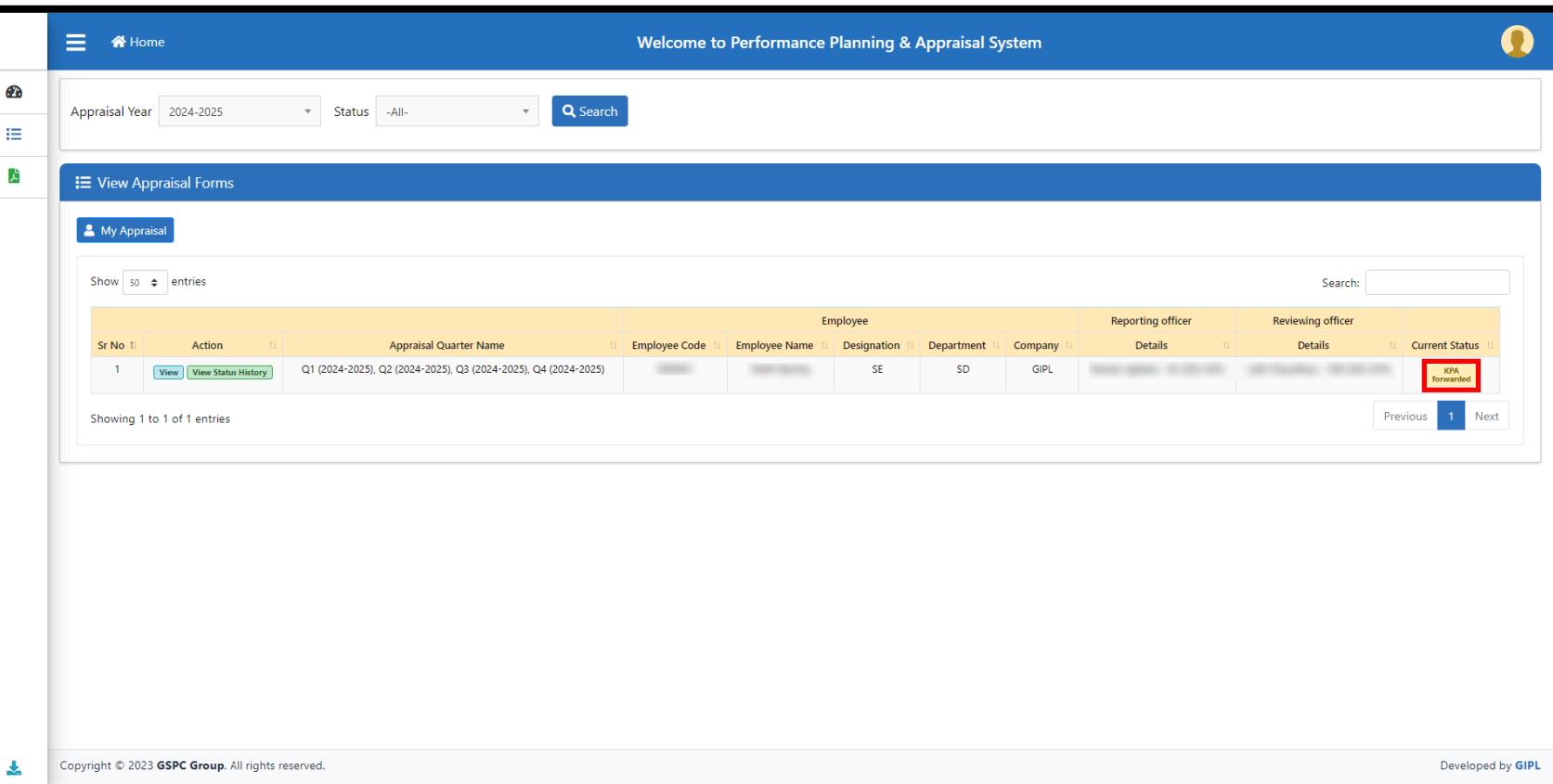
Employee User Manual – KPA Setting

- Success message shall be prompted



Employee User Manual – KPA Setting

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



Welcome to Performance Planning & Appraisal System

Appraisal Year: 2024-2025 Status: All Search

View Appraisal Forms

My Appraisal

Show 50 entries Search:

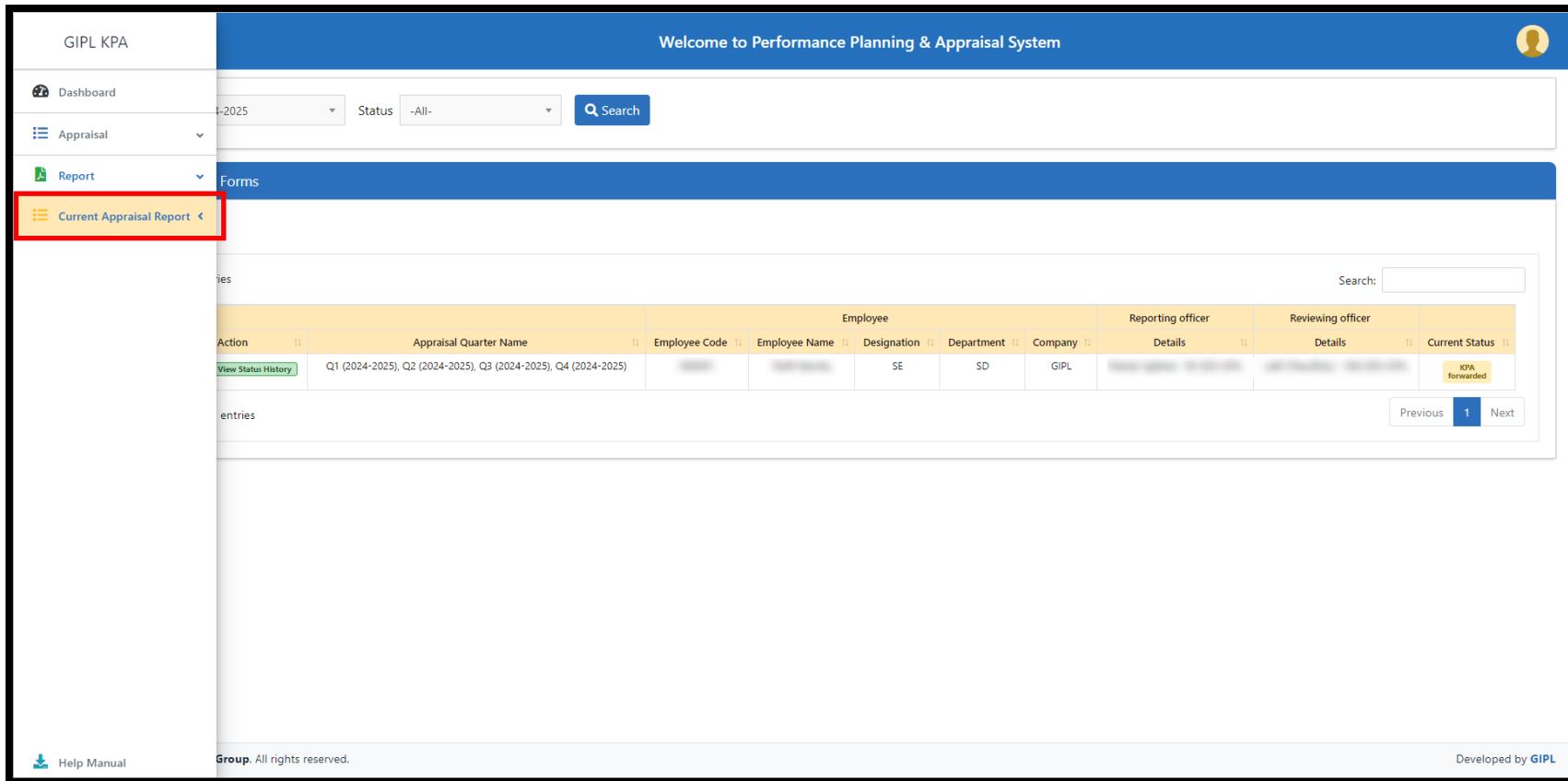
Sr No	Action	Appraisal Quarter Name	Employee	Reporting officer	Reviewing officer	Current Status
1	View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)	██████████	██████████	SE SD GIPL	KPA forwarded

Showing 1 to 1 of 1 entries Previous 1 Next

Copyright © 2023 GSPC Group. All rights reserved. Developed by GIPL

Employee User Manual – KPA Setting

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



The screenshot shows the 'GIPL KPA' application interface. The top navigation bar includes the company logo, a search bar, and a user profile icon. The left sidebar has a 'Report' section with a sub-item 'Current Appraisal Report' highlighted by a red box. The main content area is titled 'Welcome to Performance Planning & Appraisal System' and shows a table of appraisal data. The table has columns for Action, Appraisal Quarter Name, Employee Code, Employee Name, Designation, Department, Company, Details, Reporting officer, Reviewing officer, and Current Status. A 'View Status History' button is visible in the first row. The bottom of the page includes links for '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.

Home

Welcome to Performance Planning & Appraisal System

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	

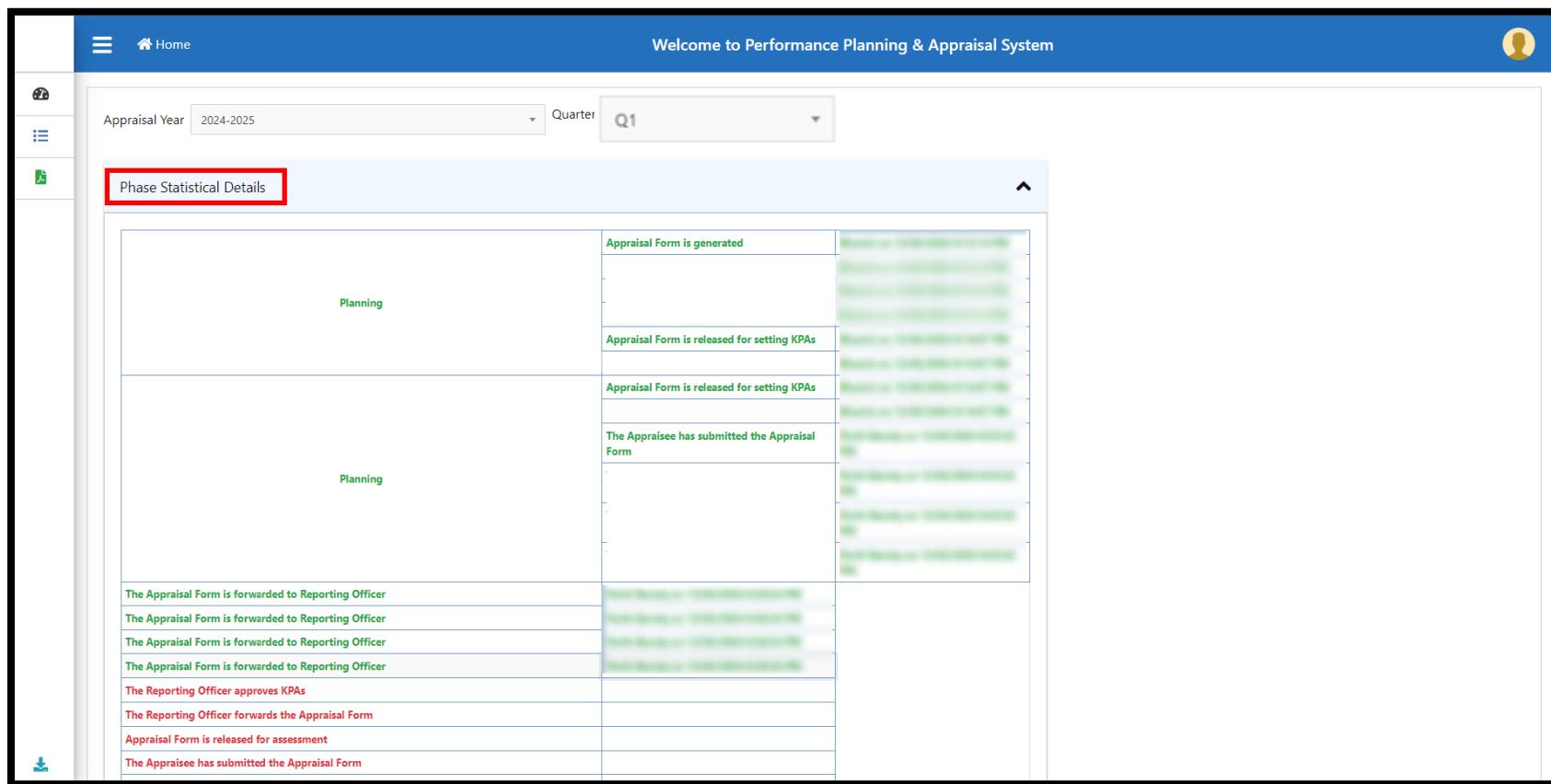
Showing 1 to 4 of 4 entries

Copyright © 2023 GSPC Group. All rights reserved.

Developed by GIPL

Employee User Manual – KPA Setting

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



The screenshot shows the 'Welcome to Performance Planning & Appraisal System' interface. At the top, there are dropdown menus for 'Appraisal Year' (2024-2025) and 'Quarter' (Q1). On the left, there is a sidebar with icons for Home, Planning, Reporting, and Assessment. The main content area is titled 'Phase Statistical Details' and contains a table with two columns: 'Planning' and 'Appraisal Form is generated'. The table lists various events with their corresponding status (e.g., 'The Appraisal Form is generated' is in green, indicating completion). The table is scrollable, with a scroll bar visible on the right.

- For Further, support and details email on support@gipl.net.