

## **CIRCULAR**

The **Employee Gateway System** is gaining wide use and acceptance in our organization and almost every day over 170 persons are accessing this system. Employee Gateway System provides complete range of information regarding employees, like Profile/Birthday/Salary/PF/Medical Reimbursements/Leaves/Income Tax/Society Loans/PF loan etc. Since birthday cards and salary slip information is available in the system printing / distribution of the same may be avoided.

Movement of persons to Factory department for knowing about Medical/Income tax/Loans should also minimize due to availability of information on the system.

Any News/Process details/ Presentations can be launched into the system which will help in providing knowledge to new joiner /Trainee as they can undergo the same without any special training provided by the department.

Further, “e Help desk, Communication & Task Assignment tool” help us in ISO documentation /Kaizen tasks (department wise)/ Performance appraisal/ Indenting etc. This system also facilitates us to apply for any type of leave (Short leave/Casual leave/PL/Sick leave/OD/Tour/Compensatory). Here leave can float up to 8 levels of signing authorities and can be authorized by them individually. Whenever person applies for leave or HOD authorizes leave, both are communicated thru mails. So they are always informed.

Recently a Gate Pass System has been developed with the help of which gate passes of all kinds (Returnable/None returnable/Inward) can be generated and monitored in different manners. Training for this system has already been provided to the concerns.

All are requested to provide necessary master information regarding “Departmental Hierarchy” & “Departmental Responsibility Assignment” (as given by IT department) as soon as possible so that these systems can go live at the earliest .

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