

# STANDARD OPERATING PROCEDURE

## A. INITIATING THE PROCESS

1. The reporting manager sends an e-mail to hrd@lipl.in recommending the salary increment for his team member due for increment, before 30 days of the due date.
2. Reporting Manager provides a feedback on the beneficiary in the below format. The reporting authority is required to reset the goal sheet for the next three months & redefine the KRA & KPI for next 12 months.

ANNUAL REVIEW		
DESCRIPTION	CURRENT	PROPOSED
Position / Designation	Jr. Quality Analyst (Amrit Mahapatra)	Jr. Quality Analyst (Amrit Mahapatra)
Roles & Responsibilities	<ul style="list-style-type: none"> <li>➤ Purposing Test plan, Writing Test cases, Execution of test case, Defect sheet preparing of testing.</li> <li>➤ Test capability on scenario based Functional, UI testing, load testing, Regression testing</li> <li>➤ Documentation (ER-D, DFD {level 0, 1}, Class diagram, Application flow diagram, Mock up diagram, SRS preparations, User Manual Preparations, Use case diagram)</li> <li>➤ Coordination between client / Analyst and development team.</li> <li>➤ Finding out the challenges in project implementation</li> <li>➤ Training to client</li> <li>➤ Requirements Gathering for development</li> <li>➤ Client Demo</li> <li>➤ Client Site visit</li> </ul>	<ul style="list-style-type: none"> <li>➤ Purposing Test plan, Writing Test cases, Execution of test case, Defect sheet preparing of testing, User Manual Preparations.</li> <li>➤ Test capability on scenario based Functional, UI testing, load testing, Regression testing</li> <li>➤ Coordination between client / Analyst and development team.</li> <li>➤ Finding out the challenges in project implementation</li> <li>➤ Training to client</li> <li>➤ Requirements Gathering for development</li> <li>➤ Client Demo</li> </ul>
Project Involved with	<ul style="list-style-type: none"> <li>➤ Assam United state portal</li> <li>➤ Uganda Prison Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>➤ Assam United state portal</li> <li>➤ Uganda Prison Management Information System</li> </ul>

	<ul style="list-style-type: none"> <li>➤ DTE&amp;T</li> <li>➤ Central Archiving HUB</li> <li>➤ LIPL Site</li> <li>➤ OAIC</li> <li>➤ OBB</li> <li>➤ Visa Steel</li> <li>➤ SET&amp;VT</li> <li>➤ E- Swathya Nirman</li> <li>➤ E- Blood Bank</li> <li>➤ Berhampur Municipality corporation House holding tax</li> <li>➤ Make My Report</li> </ul>	
Results achieved in the past (Current) & Goals for next three months (Proposed)	<ul style="list-style-type: none"> <li>➤ PMIS, Uganda:- Project progress towards milestone of UAT</li> <li>➤ USP, Assam:- Progress towards a initial phase Quality Check</li> <li>➤ Enhance Testing procedure for better quality</li> </ul>	<ul style="list-style-type: none"> <li>➤ USP, Assam:- To be take ahead for UAT</li> <li>➤ Goal to be implement Automation testing</li> <li>➤ To step up testing procedure for more enhancement of quality</li> </ul>
Key Performance Indicators (KPI)	<ul style="list-style-type: none"> <li>➤ Achievement of monthly goal, as per milestone/ assignments</li> <li>➤ Project smooth running towards good Quality as per user requirement</li> <li>➤ Ensuring timely delivery plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Achievement of monthly goal, as per milestone/ assignments</li> <li>➤ Project smooth running towards better Quality as per user requirement</li> <li>➤ Ensuring timely delivery plan</li> </ul>

## **B. MANAGER'S RECOMENDATION**

1. The Reporting manager submits the file with above mentioned documents and salary increment recommendation to the HR Department within 7 days.

### **INCREMENT PARAMETERS**

5% increment for average performance

10-20% increment for standard/good performance

For exceptional performance increment suggestion above 20%.

### **C. PERFORMANCE ANALYSIS** (Decision within 7-10 days)

1. HR Department analysis the document and recommendations submitted by the reporting manager.
2. The increment file is placed for management's approval, before the due date with HR remarks.
3. Upon approval, the suitable letter to be issued, along with a counseling of the candidate.
4. Reporting Manager shall be present in the increment intimation meeting along with the beneficiary.