



Gaurav Kumar &lt;gaurav.gn90@gmail.com&gt;

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**In-Person Meeting :: Gaurav :: PHP Developer- Freelancer**

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**Yashvi Maniar** <yashvi.maniar@versetalinfo.in>  
To: gaurav.gn90@gmail.com

Wed, Jun 8, 2016 at 4:53 PM

Hello Gaurav,

As discussed, please find enclosed the Venue Details

**Venue:** Versetal Information System, Unit 923-924, 9<sup>th</sup> Floor, JMD Megapolis, Gurgaon

**Time:** 7:00 PM IST

**Date:** 9<sup>th</sup> June, 2016

Please acknowledge.

**Versetal Information System**

**Project Duration-** 1+ Month(Part Time)

About Versetal:

At Versetal, we believe in the simple principle of combining talented people and proven solutions architecture with integrated process using the latest cloud-driven technology advances to deliver turnkey business solutions for our customers. As experts in database infrastructure technology, we recognize your core data is part of your enterprise strategy to securely deliver and communicate measureable business information to stay competitive and grow your business. Our products and services focus on providing our customers with real-time intelligence of their enterprise across strategic technology projects and managed operations.

- **IT Advisory Consulting**
- **Advanced Technology Consulting**
- **Managed Services**
- **Strategic Staff Augmentation**

*Below is the format for website building.*

EMS (employee management system)Login:-

- Employee
- Manager
- HR admin
- Super Admin

Note:- (individual login access)

1. Login page & Home page (create good home and login page on your own)

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Menu:-

- Employee:-
  - HR Tab:
    - ✓ Policy (option to view pdf or download)
    - ✓ Salary slip (particular employee user, should be able to see only his salary slip, not others)
    - Leave (apply leave and see applied leave status/history)
    - Timesheet
    - Misc (where employee can download file or info like outlook signature sample or address proof certificate or other form uploaded by HR)

- HR-Admin:-

1. Policy upload and modify
2. Salary Slip Upload (employee/user wise)
3. Employee ID creation, delete, Modify, suspend
4. List of Employee Report
5. Leave Report/history userwise

- Manager:-

- Employee Tab feature
- +
- Reporting generation for timesheet (for user whose reporting manager is assigned)
- Reporting generation for Leave (for user whose reporting manager is assigned)
- Leave approval and deletion (for user whose reporting manager is assigned)

- Super Admin:-

Manager +HR admin + all other role or access

2. Leave as per calendar year (Jan'16-Dec'16)

- Type of leaves

- Sick/Medical Leave:- 7 Leave Per Year
- Planned Leave:- 21 Leave Per Year
- Comp. Off

- Carry forward of Sick leave :

- Sick Leave:- In a calendar year an Employee can avail maximum 7 sick leave i.e. 0.5833 to be added at the beginning of every month and will get lapsed at the end of every year
- Planned Leave:- In a calendar year an Employee can avail maximum 21 planned leave i.e. 1.75 to be added at the end of every month.
- In the next calendar year all sick leave will get lapsed
- 10 planned leave will be carried forward into the next year, remaining PL will get lapsed.

- **Comp off/compensatory leave:-**

➤ In case employee work on public holiday or week off, he/she can apply for comp-off, this will be added in PL balance subjected to approval of the reporting manager.

- **Reporting option – Manager can generate PDF as per user wise.**

### 3. Timesheet

Date:-

Sr. no.

Ticket no.  
Time

Client name

Description

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Add New row button

Total time:

SUBMIT

SAVE

**Note1:** If employee submit the timesheet, employee cannot edit the same.

**Note2:** Save option will allow Employee to edit the filled timesheet until submit.

- **Reporting option – Manager can generate PDF as per userwise.**
- 4. **Employee creation form (create or edit)**
- **Employee ID**

- **Employee Name**
- **Employee Designation**
- **Start Date**
- **End Date**

Login: Active/inactive

|            |
|------------|
| Probation  |
| Permanent  |
| Resigned   |
| Terminated |

• **Status:**

**Note: (Only active employee will be able to login, not accessible for resigned employees)**

- **Address:-**
  - **Permanent:**
  - **Present:**
- **Reporting manager: (this will be linked with employee leave approval, timesheet etc).**
- **Contact no.**
  - **Personal contact no.**
  - **Emergency contact no.**
- **Email ID:**
  - **Personal:**
  - **Official**

5. **Home Page (Just for reference), please give 2-3 option for home page.**

Calendar

|  |
|--|
|  |
|--|

|  |
|--|
| <ul style="list-style-type: none"> <li>➤ <b>Birthday</b></li> <li>➤ <b>Joining anniversary</b></li> <li>➤ <b><u>Event</u></b></li> </ul> |
|--|

#### Notification/Updates

|  |
|--|
| <ul style="list-style-type: none"> <li>➤ <b>Leave applied</b></li> <li>➤ <b>Update on HR Policy</b></li> <li>➤ <b>News etc.</b></li> </ul> |
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**Best Regards,**

Yashvi Maniar

Sr. HR Executive

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E- Yashvi.Maniar@Versetalinfo.in

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**From:** [info@naukri.com](mailto:info@naukri.com) [mailto:[info@naukri.com](mailto:info@naukri.com)] **On Behalf Of** Gaurav Kumar Sharma  
**Sent:** 07 June 2016 10:38 AM  
**To:** yashvi.maniar <[yashvi.maniar@versetalinfo.in](mailto:yashvi.maniar@versetalinfo.in)>  
**Subject:** Re: Job | PHP Developer- Freelancer



Dear Recruiter,

[gaurav.gn90@gmail.com](mailto:gaurav.gn90@gmail.com) has replied to your mail.

Please find the profile summary of the applicant below and the detailed resume attached to this email.

#### Profile Summary

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|                  |   |
|------------------|---|
| Resume Headline  | : B.Tech in Computer Science And Engineering                            |
| Key Skills       | : PHP, Java,J2EE,HTML,CSS, jQuery, Ajax, Codeigniter, Opencart, CS-CART |
| Name             | : Gaurav Kumar Sharma   |
| Total Experience | : 2 Years   |
| CTC              | : Rs. 3.0 Lakhs   |
| Current Employer | : Onjection Solutions   |


|                     |  |
|---------------------|--|
| Current Designation | : PHP Web Developer                          |
| Last Employer       | : Not Mentioned                              |
| Last Designation    | : Not Mentioned                              |
| Current Location    | : Gurgaon                                    |
| Preferred Location  | : Delhi / NCR, Mumbai, Bengaluru / Bangalore |
| Education           | : B.Tech/B.E.                                |
| Mobile              | : 8826859101                                 |
| Landline            | : Not Specified                              |
| Notice Period       | : 1 Months                                   |

**You can reach us at:**

1800 102  
5558

 [support@naukri.com](mailto:support@naukri.com)

 Our  
Branches

 Report a  
problem