V-Ensure Pharma Technologies Pvt Ltd

Your Science & Time
We ensure it….. With success!!!

Performance Management System

Performance Management System

❑ Performance Management System (PMS) is a simple yet effective process which enables the organization & its employees to direct & channelize their energies towards achieving common business goals.

❑ The philosophy behind PMS is to create an environment in which each individual is given the optimum opportunity to realize his full potential & work towards the same.

Annual PMS Cycle

Guidelines on Setting Goals/KRA/KPI

► Goal Setting is the joint responsibility of both appraisee & appraiser.

► Individual Goals/KRA should be aligned with the Company Goals.

► Manager's job is to help his subordinates to achieve his goals.

► Talk to your people often in order to head-start performance management of your people.

► Notice great performance and celebrate successes.

► Have an uncomplicated and time-bound system of performance management.

Some important definitions

Goal

- A predetermined target that a business or individual plans to achieve in a set period of time.
- A goal is a significant shorter term measurable target which will contribute to a result in a period of time (usually a year)

Key Result Area (KRA)

- A significant measurable target which will contribute to a result in a specified Financial Year.

Key Performance Indicator (KPI)

- KPIs are metrics that are used to monitor performance in key areas on a daily, weekly or monthly basis.
- A measurable parameter which will indicate progress of GOAL set. It is an indicator against which the level of performance can be decided.

How to Log in to PMS Software

△ Not secure   192.168.1.200:3002/login

LOGIN

ID

Password

LOGIN

How to Access PROVISION:

URL: http://192.168.1.200:3002

Login Credentials:

Use your **Employee ID** as both the **username** and **password**.

How to change the password

After log in through Employee ID, you will see this window. Here change your password and click on update password.

How to Add your KRA's

On the left hand side you will see one option as KRA's.

How to Add your KRA's

After clicking on KRA Option, there will be two options i.e. Add KRA & View KRA
For adding the KRA's click on Add KRA option.

How to add KPI's

By clicking on Add KRA you will be able to see this window. Then select financial year as 2025-26.

Here you will see 3 options i.e.
1) Major Goals
2) Organizational Goals
3) Personal Goals

IN front of each option there is a blue colored Tab on the right hand side called as Add KRA.

You have to click on it to Add your respective KRA

How to give weightage and decide target date for achievement of KPI's

- ➢ After clicking on Add KRA Option, this window will appear.
- ➢ Here mention your KRA in KRA Description column.
- ➢ Then click on Add KPI Button.
- ➢ In KPI Description you have to mention your KPI related to that particular KRA.
- ➢ Then mention the target date to achieve that KRA and weightage for the same.
- ➢ By this way add the KRA's and its KPI's give the weightage to them.

Example of KRA, KPI , Its target date and weightage

This is one example of Setting a KRA and its KPI's along with the target date and weightage

How to submit your KRA's to your reporting head

- After adding all KRA's, KPI's and its weightage, there will be one more option at the end of the page about Expectations.
- Here you just have to mention if any specific expectation or training which you required to improve your skills, job knowledge.
- Once your KPI total will be 100/100, click on Save Form Option.

How to save the Form

After clicking on Save Form, you will receive a dialog box as Form added Successfully.

How to share the form with HOD / Section head/ Reporting head

> ➤ After saving the form, when you will click on View KRA Option n the left hand side, the View KRA table will be displayed on your window.
> ➤ When you will click on share option, your KRA will be shared with your HOD/Section Head/ Reporting Head

How to share the form with HOD / Section head/ Reporting head

After clicking on Share option, KRA form will be submitted to the Appraiser/Immediate superior

HOD / Section head/ Reporting head – Further Process for KRA Approval

After manager log in, click on Department forms, select financial year and then click on search button.

HOD / Section head/ Reporting head – Further Process for KRA Approval

HOD / Section head/ Reporting head – Further Process for KRA Approval

PROVISION

- **KRAs** ∧
  - Add KRA
  - View KRA
- Department Forms
- Pending Assignmemt
- My Edit Requests
- HR View
- Edit Requests
- Ask Query
- All Queries

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Department Head Forms

Financial Year: [2025-26 ∨] [Search]

No.	Name	Financial Year	Department	Date	View	Edit	Accept/Reject	Share to HR	Request Edit
1	Pranali Manore	2025-26	HR and Admin	10-03-2025	View	Not Editable	Verified	Shared	Request

After click on Approve, KRA of his team member will be shared to HR.

After submission of KRA to HR, if there are changes in KRA HOD/Manager can request for edit by clicking on Request button. After HR approval KRA can be changed.