

भारत संचार निगम लिमिटेड (भारत सरकार का उपक्रम) BHARAT SANCHAR NIGAM LIMITED (A Govt. of India Enterprise)

No. 3-6/2022-RSTG

URGENT TIME-BOUND Date: 29.08.2022

То

All the CGMs (Territorial and Non Territorial Circles) BSNL

Sub: Online IPMS 2.0 for Executives for the Month of August & September 2022.

In continuation of this office letter no. 3-2/2022-Restg number dated 25.08.22 vide which revised GPMS 2.0 scorecards for circles were conveyed, it is informed that bimonthly IPMS KPIs/targets will be assigned online through ESS. The menu item/tab will be active in ESS from 31.08.2022 for assigning KPIs/targets to each executive for the months of Aug-Sep 2022.

Restructuring cell will hold a VC regarding the same at 12 pm 30.8.2022 for all GM HRs of circles, time and link for which will be shared in due course. Also, please find enclosed with this letter, the following documents for reference and guidance.

- Annexure 1 Guidelines for online IPMS in ESS
- Annexure 2 Online IPMS User Manual

It is informed that GPMS of Business Areas will be required for giving IPMS targets. So Circles who have not finalized the same, may kindly do at the earliest with a copy to Restructuring cell on email <u>dmrestg1@gmail.com</u> BSNL CO. Further Reporting Officers may assign KPIs/targets (maximum 3 KPIs per job role) to all subordinates reporting to them by 5.09.2022. Achievements for the IPMS period Aug-Sep 2022 may be entered by concerned executives by 5.10.2022



For any assistance with regards to ESS, LI/L2 SPOCS of ERP in the respective Circles/BAs may be contacted. For addition of a new job role or for any clarification, the following Nodals in Restructuring cell may be contacted telephonically or by email (dmrestg@gmail.com).

• North and South zone circles - Sh. Yogesh Nagar 9868185103

Smt. Sonali Saini 9868833370 Smt. Santosh Saini 9868151579 Sh. Anil Kumar 9416890777

East and West zone circles–

Encl: - As above

PGM(Restg./WS&I)

Copy tó:

- 1. PPS to CMD BSNL
- 2. PS to Functional Directors, BSNL CO
- 3. All Nodal Officers of the GPMS



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Annexure I

Guidelines for Online IPMS in ESS

- 1. IPMS will be initiated for every executive. Reporting Officers will initiate the IPMS in ESS for all subordinates working directing under them by following the User manual (Annexure 2).
- 2. IPMS shall be bimonthly, i.e. separate IPMSs will be initiated for Aug-Sep, Oct-Nov, Dec-Jan, Feb-March, Apr-May and June-July periods.
- 3. In brief, the sequence of tasks is "Assign Job Role -> Assign KPI ->-> Specify KPI Type->Assign Target -> Assign Weightages".
- 4. An executive may be assigned more than one job role, e.g. CM sales (job role 1) and BTS maintenance (job role 2). Maximum 3 KPIs can be given per job role.
- 5. Job roles shall be selected from dropdown menu in the online IPMS system. Due to technical limitations the option of 'Any Other' is not provided in the dropdown menu. To assign a job role that is not in the dropdown menu, concerned reporting officer may email the requirement to <u>dmrestg1@gmail.com</u> and the new job role shall be added.
- 6. For each 'Job Role' selected, KPIs may be selected from dropdown menu or any new KPI may be entered by the Reporting Officer by selecting 'Any other option'. KPI type shall also be specified it can be numeric, days, date, hours, amount, ratio or percentage.
- 7. Targets for each KPI shall be entered. Values for assessing performance levels as Good, Very Good and Excellent shall also be specified. It may be noted that by default, Target value shall be equal to the 'Excellent' performance level.
- 8. Weightages also has to be specified. Numeric, Amount and Ratio KPIs can be specified 'With Scaling' which means that achievement below 'Good' will be graded on a linear scale. 'Without scaling' means that achievement below 'Good' will be not be graded and allocated weighted score 0. The total percentage of weightages of all KPIs shall be 100%.
- 9. Once targets are assigned and IPMS is submitted in the system, it cannot be modified. Therefore, Reporting Officers are advised to use the facility of 'Save' until targets are final.
- 10. Once IPMS is generated, the executive can login into ESS and view the IPMS KPIs/targets. The concerned executive will also receive SMS and e-mail notification.



Achievements will be entered/submitted by the executive by logging in ESS and following the procedure in the User Manual.

- 11. Reporting Officer has the option to agree or disagree with the achievements. If he/she agrees with all achievements, weighted scores will be calculated and IPMS closed/completed.
- 12. In case of disagreement, Reporting Officer shall input an alternate value of achievement in respective field and forward to Reviewing Officer by inputting/selecting pernr number (HRMS number) of next level officer, who will have purview to decide.
- 13. Reviewing Officer may agree with the evaluation of the reporting officer or disagree. In case of disagreement with reporting officer, Reviewing officer shall input an alternate value in the respective field. After reviewing officer submits, weighted scores will be calculated and IPMS will be closed/completed.
- 14. Reviewing Officer will receive IPMS only in the case of disagreement.

_	1	1		13	
	IPMS period	KPI/Targets to	Achievements	Reporting	Reviewing
	and the second second	be assigned by	to be entered	Officer to	Officer to
	the second s	Reporting	by executive	agree/disagree	decide
		Officer by	by		
1	Aug-Sep	25 July	5 Oct	10 Oct	15 Oct
2	Oct-Nov	25 Sep	5 Dec	10 Dec	15 Dec
3	Dec-Jan	25 Nov	5 Feb	10 Feb	15 Feb
4	Feb-Mar	25 Jan	5 Apr	10 Apr	15 Apr
5	Apr-May	25 Mar	5 June	10 June	15 June
6	June-July	25 May	5 Aug	10 Aug	15 Aug

15. Cut off dates will be as below. However, for the initial Aug-Sep 2022 cycle, cutoff dates will be notified separately.

- 14. The system will allocate marks, multiply by weightages and calculate and display the weighted scores for the bimonthly period.
 - a) Marks for 'Good' performance level = 60, Very Good = 80, Excellent = 100.
 - b) For KPIs without scaling, 0 marks will be given for rating below good. For KPI with scaling such as revenue parameters, there will be linear scaling in the performance evaluation i.e. below Good, linear marks will be given)
 - c) Achievement between Good and V.Good and between Good and Excellent would be linearly scaled. Ratio-Below **Good** performance level there will be zero marks. Date and Days –Below **Good** performance level there will be zero marks.



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IPMS User Manual





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Overview of IPMS process in ERP-ESS

IPMS –tocreate **IPMS** for **Executives**.

Path	Employee Self Services →IPMS
Purpose	To create Bimonthly IPMS by controlling officer for immediate
	subordinateExecutivesand submission of targets achieved by
	subordinatesæns complete worknow in ESS

Process Parts:

Part-1:IPMS creation by Controlling Officer for each immediate Subordinate Executives& Assignment of KPIstargets

Part-II:Submission of Target Achieved i.r.o. each KPIs by the Subordinate Employee.

Part-III: Evaluation of each KPIby Controlling Officer

Part-IV: In case of disagreement by the controlling officers i.r.o. any KPI achievement submission, the IPMS flows to the next higher officer (Reviewing Officer)for final evaluation w.r.t. disagreed KPIs only.

Detailed IPMS Process steps i.r.o. each process parts are given below





Part-1

Step 1:

Login to BSNL ESS Portal with the URL:<u>http://sp05rpx1.erp.bsnl.co.in/irj/portal</u> (Intranet) or <u>http://eportal.erp.bsnl.co.in/irj/portal</u> (internet) and fill the

Step 2

Login to BSNL ESS Portal and fill ESS User ID and Password of Controlling Officer.







<u>Step 3:</u>

The Home Page of ESS Portal will be opend as shown below:

ome Employee Self-Se iversal Worklist	ervice Manag	er Self-Service								
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		I ne list of items	snown here could b	Je outdated.	waiting for update					
	-	Tasks (3)	Alerts Not	ifications	Tracking					
		Show: New and I	In Progress Tasks	(3)	All			Create Task	3	(E
		- Section States							1000	
		Subject		1	From	Sent Date	🔻 🖉 Due Dat	e a	Status	
		Note Sheet for	1002225004		Kumar, Satish	Oct 30, 2019 Sent	7		In Progress	
		Note Sheet for 4	4000207415		Kumar, Satish	Jan 7, 2017			In Progress	
		Note Sheet for 4	4000207397		Kumar, Satish	Jan 7, 2017			In Progress	
		Note Sheet for	1002225004							
		Sent Date: Oc	t 30, 2018 by Kum	ar, Satish		Status:	In Progress			
		Priority: Me	Hdium							

Click on the Tab Employee self Service (ESS):

Employee Self-Service





Step4:

The Home screen for ESS will be opend and click on **IPMS** Tab as shown below:

M Inbox (11) - satishito05	e Page 🗙 🐷 Overview - SAP NetWea 🗙 🕂 🗸 🖛
Welcome Satish Kumar	Helo Personalize SAP Store Log off
Home Employee Self-Service Manager Self-Service Overview Personal Information IPMS GTI - Group Term Insurance BSNL Emp Hea	Ith Insurance Pay Information Leave Employee Claim Travel and Expenses
Overview	History Back Forward
easy access to information and services for employees. This page gives you in overview of the entire offering. IPMS by name and find basic information about colleagues to company. Multiple company. Cuick Links Who's Who	Personal Information Manage your addresses, bank information, and information about family members and dependents. Quick Links Personal Information Display Update Personal Information Submit Return View Past Return
Pay Information Pay related Information. Outck Links Salary Summary GPF Ledger Report EPF Details	Leave Record your working times, plan your leave, and display your time data. Quick Links Leave Request Leave Request Leave Summary Report
Employee Claim Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form.	Travel & Expenses Create your travel request and plan travel services for your business trip including booking flights, hotels, car rentals, and train tickets. Record your





<u>Step 5:</u>

The screen for **IPMS** Processwill be opend as shown below:

Click on "Create new IPMS for employee" as shown below:







Step 6:

The following screenswill appear:

Select subordinate Pernr as shown in screen shot ., then Month & Year for the IPMS to be created.

For Example: Personnel No – 99XXXX18 Select Month - June-July Select Year - (2022-2023)







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Step 7:

Click on "VERIFY" button as shown below:





After clicking on "Verify" button as shown above the following screen will appear:







Step 8:

After clicking on "NEXT" The following screen will appear:







<u>Step 9:</u>

Check the Subordinate Employee data who's IPMS is to be created.

After clickingon "ADD ROW" button the following screen will appear:

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Welcome Satish Kumar		Helo Personalize SAP Store Log off
Home Employee Self-Service Overview Personal Information	Manager Self-Service I IPMS GTI - Group Term Insurance BSNL Emp Health Insurance	Pay Information Leave Employee Claim Travel and Expenses
Online IPMS Application		History Back Forward
Detailed Navigation	Online IPMS Application Process Employee Information	E
Portal Favorites	Personnel no.: 99703118 Empl /Appl Name: TEL PAL SINGH Post: DM HCM-I ERP CENTRE ALT Month: JUN-JUL Year: 2022-23 Personal Area: CO, New Delhi Employee Group: Absorbed Employee Group: Absorbed Employee Subgroup: Group B Controlling Officer: A0204617 Name of Controlling Officer: SATISH KUMAR Controlling officer Post: DM HCM-I ERP CENTRE ALT KPI Parameters	Check Subordinate Employee Data
4	Add Row Delete Row KPI Assignment Job Role KPI Description KPI Type SUBMIT SAVE	Performance Levels Weightage Target Good V Good Excellent
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<u>Step 10:</u>

Select "JOB ROLE" from the drop down menu:

Welcome Satish Kumar		Helo I Personalize I SAP Store I Log off
Tome Employee Self-Serv	ce Manager Self-Service	
Overview Personal Informa	on IPMS GTI-Group Term Insurance BSNL Emp Health Insur	ance Pay information Leave Employee Claim Travel and Expenses
nline IPMS Application		1 History Back Forward
ailed Navigation	Online IPMS Application Process	E
Online IPMS Application	Employee Information	
	Personnel no.: 99703118	
tal Favorites	Empl./Appl.Name: TEJ PAL SINGH Post DM HCM-I ERP CENTRE ALT	
	Month: FEB-MAR	
	Vear: 2022-23	
	Personal SubArea: CO,New Delhi	
	Employee Group: Absorbed	
	Employee Subgroup: Group B Controlling Officer: 00204617	
	Name of Controlling Officer. SATISH KUMAR	
	Controlling officer Post: DM HCM-I ERP CENTRE ALT	
		-
	KPI Parameters	
	Add Row Delete Row	
	KPI Assignment	Performance Levels
	Job Role KPI Description KP	PI Type Weightage Target Good V Good Excellent
		• • • • • • • • • • • • • • • • • • •
	FPH, PBX	
	FRANCHISEE MANAGER	
	SUIFRS	

Select relevant JOB Roles from "JOB ROLE" column dropdown menu (Ex. Franchise Manager).





Step 11:

Select "KPI Description" from the respective DropdownMenu.

For Ex. Select "KPI Description" (SIM Sale) as shown in screen below:







Step 12:

Select "KPI Type" from dropdown menu as per requirement (For Ex. Numeric with Scaling) as shown below:

← → C ▲ Not secure s	td05s12.sdc.bsnl.co.in;50000/irj/portal	아 순 ★ 🖬 🚳 🗄
Welcome Satish Kumar		Helo I Personalize I SAP Store I Log off
Home Employee Self-Service M	anager Self-Service	
Overview Personal Information IP Online IPMS Application	MS G11-Group Term Insurance BSNL Emp Health Insurance	Pay information Leave Employee Claim Travel and Expenses History Back Forward
etailed Navigation	Online IPMS Application Process Employee Information Personnel no.: 99703118 Empl./Appl Name: TEJ PAL SINGH Post DM HCM-I ERP CENTRE ALT Month: FEB-MAR Year: 2022-23 Personal Area: COrporate Office Personal SubArea: CO, New Delhi Employee Group: Absorbed Employee Subgroup: Group B Controlling Officer 00204617 Name of Controlling Officer Post: DM HCM-I ERP CENTRE ALT	
	KPI Parameters	
	Add Row Delete Row	Dorformana Lovala
	Job Role KPI Description KPI Type	Weightage Target Good V Good Excellent
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Step 13:

Fill the field named as WEIGHTAGE, (Total weightage of all KPIs must be 100) Fill the Values in TARGET and PERFORMANCE LEVELs (GOOD, V GOOD AND EXCELLENT) in accordance with KPI type selected.

Please take care to fill the values in Performance Level either in ascending order or in descending order as per the KPI selected.

The value filled in the Performance level "Excellent" must be equal to Target value.



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Some examples as illustrated are given below for understanding purpose regarding values to be filled in 'Target' & 'Performance Levels', for different KPI Types :

		P	erformance Lev	vels	
KPI Type	Target	Good	V Good	Excellent	Remarks
Hours	4	6	5	4	1. "Good", "V Good" & "Excellent"
					values must
					be in
					descending
Dave	30	40	35	30	order.
Days	50	40	55	50	2. "Target"
					value must
					"Excellent"
					value.
					3. "Good"
					value should
Date (In	310822	050922	020922	310822	be greater
DDMMYY)					than 'V
					Good"
					value.
					4. V Good
					be greater
					than
					'Excellent"
					value.
Numeric	250	248	249	250	1. "Good",
with scaling					"V Good" &
Numeric	250	248	249	250	"Excellent"
without					values must
A mount with	150000000	10000000	125000000	15000000	ascending
scaling (In	13000000	10000000	123000000	13000000	order.
Rs.)					2. "Target"
Amount	15000000	10000000	125000000	15000000	value must
without					be equal to
scaling (In					"Excellent"
Rs.)					value.
Ratio % with	80	60	70	80	3. "Good"
scaling					value should
Ratio %	80	60	70	80	be less than





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without			'V Good"
scaling			value.
			4. "V Good"
			value should
			be less than
			'Excellent"
			value.

The following Job Roles and corresponding KPI descriptions are available in the Drop down as of now:







The following Screen appears:

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Home Employee Self-Service M Overview Personal Information IP	anager Self-Service MS GTI - Group Term Insurance BSNL Emp Health Insurance Pay Infor	mation Leave Employee	Claim Travel	and Expenses
Online IPMS Application			History	Back Forward E
Detailed Navigation	Online IPMS Application Process			EE
Portal Favorites	Personnel no.: 99703118 Empl /Appl Name: TEJ PAL SINGH Post: DM HCM-I ERP CENTRE ALT Month: FEB-MAR Year: 2022-23 Personal Area: Corporate Office Personal SubArea: CO, New Delhi Employee Group: Absorbed Employee Group: Group B Controlling Officer: 00204617 Name of Controlling Officer DM HCM-I ERP CENTRE ALT			
	KPI Assignment	F	Performance Level	5
	Job Role KPI Description KPI Type	Weightage Target C	Bood V Good	Excellent
	SUBMIT SAVE	- 30 - 300 - 2	00 250	200 ×





Step 14:

In Similar manner wecan fillthe second and third Job role also.

For Example selecting Job Role as Admin, Franchise Manager and BBC with their KPI Description and KPI Type as shown below:









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Step 15:

Click on Save. The following Screen will appear:







<u>Step 16:</u>

Click on Submit. The following Screen will appear:

						Personalli	e i sap	Store 1 129	a.eff SA
Home Employee Self-Service	ee Ma	mager Self-Service							
		MS GTI - Group Term In							d Expenses
Online IPMS Application								History	Bock Forward
	1000	Online IDAC Analised	Online IPMS application p	process					
Detailed Navigation		Emol (Apol Name	No changes are allowed af	fter submission . Are you					
 Online IPMS Application 		Post	sure to submit ?						
Portal Favorites		Month:							
		Personal SubArea Employee Group: Employee Subgroup Controlling Officer: Name of Controlling O Controlling officer: Post	DM HCM-I ERP CEN	Yes No					
		Personat SubArea: Employee Group: Employee Subgroup Controlling Officer Name of Controlling O Controlling afficer Post	DM HCM-I ERP CENT	Yes No					
		Personal SubArea: Employee Group: Employee Subgroup Controlling Officer: Name of Controlling O Controlling officer Rost	DM HCM-I ERP CEN	Yes No					
		Personal SubArea: Employee Group: Employee Subgroup Controlling Officer: Name of Controlling Of Controlling afficer Rost	DM HOM-I ERP CEN	Yes No			Parforma		
		Personal SubArea: Employee Group: Employee Subgroup Controlling Officer: Name of Controlling Of Controlling officer Rost KPI Parameters KPI Assignment Job Role	DM HCM-I ERP CEN	Yes No ITRE ALT XPI Type	Weightape	Tercet	Performi	ince Lavels V Good	Excellent
		Personal SubArea: Employee Group: Employee Subgroup Controlling Officer: Name of Controlling O Controlling officer Rost Add Row Delete Ri KPI Assignment Job Role ADMN	DM HCM-I ERP CEN w XPI Description * RTI	Yes No ITRE ALT XPI Type * Days	Weightage	Terget 30	Performa Good 40	ince Levels V Good 35	Excellent 40
		Personal SubArea: Employee Group: Employee Subgroup Controlling Officer: Name of Controlling O Controlling officer Rost KPI Parameters Add Row Delete Ri KPI Assignment Job Role ADVIN FRANCHISEE MA	W W KPI Description RTI N V SIM SALE	Yes No ITRE ALT XPI Type * Days * Numeric with scaling *	Weightage 40	Terpet 30	Performa Good 40	Ince Levels V Good 35 250	Excellent 40 300





Step 16:

Click on Yes Button (if sure to submit). If clicked on "YES", "Data submitted successfully" message will appear.

In case wrong entry of data, for example "Wrong data sequence etc. filledin Performance Level fields" following screen may appearwith errore.g. "**Excellent level should be equal to target assigned** " etc.



In above example, target filled as 30and excellent filled as 40 in Admin Job Role with KPI type "Days". So the following screen will appear for correction f excellent value.







<u>Step 16:</u>

After correction, Click on **Save** and **Submit button**. The following screen will appear.

📔 Fwd: IPMS Validation - 💷 🗙 🏾 🕲	Attendance × BSNL ERP Home Page >	Online IPMS Application	+ 🗸 – 🗖	x
← → C ▲ Not secure s	td05s12.sdc.bsnl.co.in:50000/irj/portal		or 🖻 \star 🔲 🌀	:
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Home Employee Self-Service Ma Overview Personal Information IP	anager Self-Service MS GTI - Group Term Insurance BSNL Emp Health Insurance	Pay Information Leave Employe	e Claim Travel and Expenses	• •
Online IPMS Application			History Back Forwa	ard 🔳
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Online IPMS Application Portal Favorites	IPMS Application NEXT PREVIOUS Image: State of the submit			
	IPMS details		[Ξ
	Employee Information			
	Personnel no.: 99703118 Empl /Appl.Name: TEJ PAL SINGH Post: DM HCM-I ERP CENTRE ALT Month: JUN-JUL Year: 2022-23 Personal Area: Corporate Office Personal SubArea: CO, New Delhi Employee Group: Absorbed Employee Subgroup: Group B Controlling Officer: 00204617 Name of Controlling Officer Post: DM HCM-I ERP CENTRE ALT			
			4:58 F	РМ
			8/25/2	022

Now the activity of contolling officer is completed w.r.t. Creation of IPMS and assigning Targets as per KPIs. This activity is to be done every two months as cycle of IPMS is bimonthly.





PART-II

(Activity at Subordinate Level)

<u>Step 1:</u>

Now subordinate employee will login to his/her ESS Portal e.g.(99703118).

The following screen appears.



BSNL ERP-HR TEAM O/o GM (PERS) BSNL NEW DELHI	co	2	१ भार BHAI	त संचार f (भारत सरक RAT SANCHA (A Govt. of In	नेगम लि र का उपक्रम) R NIGAM dia Enterprise)	मिटेड LIMITE
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← → C ▲ Not secure st	td05s12.sdc.bsnl.co.i	in:50000/irj/portal			• 12 *	II (S) :
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Home Employee Self-Service						
Universal Worklist					l History Br	uck Forward (F)
Portal Favoritas	Universal Worklist				1 mistory 2 or	
There are no items to display	The list of items sho	own here could be outdate	d. Waiting for update			
	Tasks Alert	Notifications	Tracking			
	Show: New and In F	Progress Tasks 💌 All			Create Task	8 (f e
	Subject	! From	Sent Date	≂ ≬ Due Date	A Status	
a p.						•
			V	1/		

**Please click on IPMS tab in ESS and as already described in step 3 &4 of PART-I, the following screen appears.







<u>Step 6:</u>

Click on "VIEW / RESUBMIT SLEF IPMS". The following screen will appear.

Fwd: IPMS Validation - sa	× Ø Attendance	× ERP B	SNL ERP Home Pa	ge 🗙 💇 Online IPM	IS Application	+		o x
← → C ▲ Not se	cure std05s12.sdc.bsr	nl.co.in:50000/iŋ/po	rtal			07 🖻	* 🛯	9 :
Welcome T.P Singh				1	Helo Personalize	1 SAP Store	Log.off	SAP
Home Employee Self-Servi	ce							• •
Overview Personal Informati Online IPMS Application	on IPMS GTI-Grou	p Term Insurance B	SNL Emp Health Ins	surance Pay Information	I Leave I Employ	ee Claim Trav History	el and Exper	Forward
Detailed Navigation	Online IPMS /	Application Process						E
Online IPMS Application Portal Favorites	IPMS details							
There are no items to display	IPMS Assign	ned						
	99703110	Month Year 3 JUN-JUL 2022-23	TEJ PAL SINGH	63051648711F3511E100000 DM HCM-I ERP CENTRE AL	DOAC4DF8E			
	Process							
Selec Click KPIs	t the relevant ro on Process to assigned to him	ow & check the n/her.	sto_Reporting_K	PI				
4	E e							•
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<u>Step 7:</u>

At the time of submission of values of Target achieved, select the Row of period for which Achievement is to be filled and Then Click on "PROCESS" as shown in previous step, the following screen will appear.

arm Insurance BSNLE	imp Health Insurance	Pay inform	ation t	.eave I	Employee (
erm Insurance BSNL E	mp Health Insurance	Pay inform	ation t	eave	Employee (
plication Process					employee	aarm Tra Histor	velland Expe y <u>Back</u>	Forward
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e: TEJ PAL SINC	зн							
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ent KPI Description	КРІ Туре	Weightage	Target	Perform Good	ance Levels ∨ Good	Excellent	Achievmen Ach. by em	t iployee
ent KPI Description E SIM SALE	KPI Type Numeric with s	Weightage	Target 300	Perform Good	ance Levels V Good 250	Excellent 300	Achievmen Ach. by em	t ployee
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Step 8:

Fill the achievements against each KPI in the same unit/type/manner as given in Target for each & every KPI

For example, Employee has filled his achievements with Admin(RTI) - 45, Franchisee Manager(SIM Sale) – 100 and BBC(FTTH NTC) - 130 against target assigned.

The following screen will appear

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<u>Step 9:</u>

Click on "SAVE" AND "SUBMIT".

The IPMS activity of Employee is completed w.r.t submission of target achieved for given IPMS. This activity is to be done every two months as cycle of IPMS is bimonthly.





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PART-III-A

(Controlling Officer Part - In Case of Rep. Off. agrees with all Achievements submitted by subordinate

Controlling officer will loginto ESS Portal to accessIPMS of his/her subordinates with Step 1, Step 2, Step 3 and Step 4 of **Part-1** and will click on View / Submit Self IPMS as shown below:

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Home Employee Self-Service Overview Personal Information IPMS GTI - Grou	p Term Insurance BSNL Emp Health Insurance	Pay Information Leave Em	ployee Claim Trav	el and Expenses
Online IPMS Application			History	Back Forward
Detailed Navigation Online IPMS	Application Process			Ξ.
Online IPMS Application ONLIN	E IPMS Application			
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There are no items to display Suggested A	tion			
VIEW / RE	SUBMIT			
std05s12.sdc.bsnl.co.in:50000/irj/portal#				5.00 PM





<u>Step 5:</u>

After clicking on VIEW / RESUBMIT SLEF IPMS tab, the following screen will appear: Need to select appropriate row and click on Process







<u>Step 6:</u>

If reporting officer **Agrees** with Targets achieved values filled by his/her subordinate, the he will click on **Check box**available after scrolling to RHS of the IPMS screen as shown below

Self-Service GTI - Grou line IPMS /	p Term Insurance	BSNLE	mp Health Ins	surance	Pay	nformation	<u>Helo</u> I	Personalize SA	<u>AP Store</u> <u>Log.off</u>	SA
Self-Service GTI - Grou line IPMS /	p Term Insurance	BSNLE	mp Health Ins	surance	Pay	nformation	n 1 Leave			
GTI - Grou	p Term Insurance	BSNLE	mp Health Ins	surance	Pay	Information	1 Leave	and the second second second		_
line IPMS /	Application Pro							e I Employee Ciai	m Travel and Expens	es
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Post DM HCM-I ERP CENTRE ALT Month: JUN-JUL										
Post DM HCM-I ERP CENTRE ALT Month: JUN-JUL Var. 2002.03										
Personal Area	x 0	orporate Offi	ce							
Personal Sub	Area: C	O,New Delhi								
Employee Gr	oup: Al	bsorbed								
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Vame of Con	trolling Officer: S	ATISH KUM	AR							
Controlling of	ficer Post. D	M HCM-I ER	P CENTRE A	LT						
				100						
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KPI Assig Job Role ADMI	nment KPI Description RTI	KPI Type Days	Weightage	Target 30	Perform Good 40	nance Lev V Good 35	els Excellent 30	Achievment Ach. by employee 45	Evaluation Achimit as per cont. off.	Eve
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Home Employee Self-Service I Overview Personal Information I Online IPMS Application	vlanager Self-S IPMS GTI	Service - Group Term I	nsurance	BSNL Emp	Health Insurance	Pay informs	ation Leave Employe	e Claim Travel a History _	nd Expenses
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<u>Step 8:</u>

In given Example, the controlling officer is agreed with the achievement submitted by employee for each & every KPI. The following screen appears.

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Home Employee Self-Service N	lanager Self-Se	arvice									
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	40	30	40	35	30	45	45	Agree	0	10.00	
	40	300	200	250	300	100	100	Agree	30.000	12.00	
	20	150	100	120	150	130	130	Agree	86.667	17.33	~
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The marks achieved and Weighted scored of respective job role will be auto populated as per formulae given by Restructuring cell.





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Step 9:

Click on "SAVE" AND SUBMIT on screen appearing as

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ortal Favorites		Post DM HCM-I ERP CENTRE ALT Month: JUN-JUL Vear 2002.23										
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		FRAN	SIM SALE	Nume	40	300	200	250	300	100	100	Agree
		BBC	FTTH NTC	Nume	20	150	100	120	150	130	130	Agree
		SUBMIT SA	WE									•

Thisactivitity of controlling officer is completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).





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PART-III-B

(Controlling Officer Part – In Case of Rep Off Disagrees with Achievements submitted by subordinate)

Note: Kindly follow the steps 1-5 in Part III-A. After that follow the steps as given below:

Step 6: In case of Disagreement of any of the KPI, keep that row unchecked as shown below and fill the values as per their assessment in the field "Achmnt as per Rep Off" in that row .

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verview Personal Information	IPMS GTI-G	roup Term Insurance	BSNL Emp Health Ins	urance Pay Ir	nformation Lea	ave Employee	Claim Travel a	and Expens	ses
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Step 7: On clicking SUBMIT, the system will ask to select/fill the Next Higher/Reviewing Officer Pernr. After selecting/filling the same, Reporting officer then need to Save & Submit the IPMS so as to forward it to Reviewing officer as shown below:

Detailed Navigation	Online IPMS Application F	Process	
Online IPMS Application	In case of disagree the app	rover is required	
Portal Favorites			
	IPMS details		
	Employee Information		
	Personnel no.:	99703118	
	Empl./Appl.Name:	TEJ PAL SINGH	
	Post:	DM HCM-I ERP CENTRE ALT	
	Month:	APR-MAY	
	Year:	2022-23	
	Personal Area:	CORPORATE OFFICE	
	Personal SubArea:	CO,NEW DELHI	
	Employee Group:	ABSORBED	
	Employee Subgroup:	GROUP B	
	Controlling Officer:	00204617	
	Name of Controlling Officer:	SATISH KUMAR	
	Controlling officer Post:	DM HCM-LERP CENTRE ALL	
			J
	Approver Detaile		
	Approver Details		
	Approver: 00000000	🗊 🛶 🚎 Select & fill Re	viewing Officer
		PERNR & then	'Submit'.

After clicking on Submit, Pop up will Appear. On selection YES on POP UP Screen, below screen will appear



This concludes the activity of Reporting Officer for this particular IPMS and now Reviewing Officer's activity begins as below





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PART-IV

(Reviewing Officer Part – In Case of Rep Off Disagreement with Achievements submitted by subordinate)

Reviewing officer will login to ESS Portal to access such IPMS with Step 1, Step 2, Step 3 and Step 4 of **Part-I** and will click on View / Submit Self IPMS as shown below:

Step5: Reviewing officer will select the IPMS and then click on Process button.

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Welcome T.P Singh					Helo I	Personalize	1 SAP Store 1 L	<u>.oa.ott</u> S	AP
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Overview Personal Information IPI	MS GTI-Group	Term Insura	nce BS	NL Emp Health Ins	urance Pay Information Leave	e i Employe	e Claim Travel a	and Expenses	
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Portal Favorites	IPMS details								
There are no items to display	IPMS Assigne	d							
	PERNR	Month	Year	Name	63051648711F3511E10000000AC40	DF8E			
	99703118	JUN-JUL	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT				
	99703118	APR-MAY	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT				
	99703118	AUG-SEP	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT				
	99703118	FEB-MAR	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT				
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Step 6: The following screen will appear at Reviewing officer end:

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Welcome Satish Kumar					Н	elo Personalize SAP Store	I Log off	SAF
Home Employee Self-Service	Manager Self-Se	rvice						
Overview Personal Information	I IPMS GTI-	Group Term Insura	nce BSNLEmp	Health Insurance	Pay Information	Leave Employee Claim Tr	ravel and Ex	penses
Inline IPMS Application						Hist	ory Bac	k Forward
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Online IPMS Application								
ortal Favorites								
			Performance	s Levels		Achievment	Ev	aluation
	feightage	Target	Performance Good	s Levels	Excellent	Achievment Achmint, by employee	Ev	aluation hmnt as per
	leightage	Target 300	Performance Good 200	: Levels V Good 250	Excellent 300	Achievment Achmit. by employee	Ev	aluation hmnt as per
	leightage D	Target 300 20	Performance Good 200 40	c Levels V Good 250 30	Excellent 300	Achievment Achmnt. by employee 100 45	Ev	aluation hmnt as per
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Step 7: Disagreed fields will be available to modify the respective fields at Reviewing officer end for his decision/evaluation. Remaining agreed fields will remain grayed out which cannot be edited further. Screen is given below:





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🙀 Regarding PPT for IPMS up to reg 🗙 🖅 Online IPMS Application - SAP N 🗴 🕂 \sim 4 → C ▲ Not secure | std05s12.sdc.bsnl.co.in:50000/irj/portal 07 QB * : SAP Welcome Shashank Shekhar Employee Self-Service APAR: Manager Self-Service wr 1 Personal Information (1 8935) con Home El Overview 1 Online IPMS Application | History , Back Fernant --Online IPMS Application Process Detailed Navigation · Online IPMS Application IPMS details = Portal Favorites **Click on YES** Employee Information 00204817 SATISH KUMAR DM HCM-I ERP CENTRE ALT Personnel no. Empli/Appl.Name Post e IPMS p 1×1 OCT-NOV 2022-23 Corporate Office CO. New Dethi BSNL Reputee No changes are allowed after submission . Are you sure to submit ? Month: Year Personal Area Personal SubAres Employee Group Employee Subgroup: Group B Controlling Officer Name of Controlling Officer Controlling officer Post 99703118 TEJ PAL SINGH DM HCM-I ERP CENTRE ALT Yes No KPI Parameters KPI Assignmen XFI Description Job Role FRANCHISEE MANAGE K≓i Type Weightage Target Sood Excellent SIMISALE 280 36 300 Days 40 30 20 SBC Numeric without scaling SUBMIT SAVE 2:48 PM **~**} O 0 O 쌜 🕪 🐚 🔛 8/26/2022

Step 8: After completing Step 7 the Reviewing will Save and Submit. The following Screen will appear:





Final Screen after clicking on YES button.

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			WIGHT	eu scores for each			
			KFT				
Fuelveties							
Achmnt as per cont, off.	Achmnt as per appr.	Evaluation	Marks Achieved	Weighted Score	Agree/Disagre		
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150	40	Agree	60	6.00	1		
150 40	40		00.007	52.00			
150 40 130	130	Agree	80.007				
150 40 130	130 Total v	Agree	80.007	72.4			
150 40 130	130 Total v	Agree	80.007	72.4			

The activities of Reviewing officer are completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).
