

Chattary Ajwan InfoTech Pvt. Ltd. is Ahmedabad-India based company working in software since 1989. Our domain expertise is in Web based High End Software Solutions, Business Applications for Manufacturing Industries, Service Industries and Retail Automations. We also work for big customized solutions.

CAIPL has a dedicated team of qualified & expert professionals, with specialization in the different technologies. It operates in different areas onsite, offsite & on line services for offshore. CAIPL delivers impressive quality very economically and effectively. It ensures project deliveries on time through best-in-class technology and solutions to optimize result. We have highly experienced implementers having in-depth business process knowledge, expertise for requirement gathering and delivering software as a solution. We have presence in India, Middle East countries and African countries.

## Chattary Ajwan Infotech Pvt. Ltd.

A-601-604, Nirman Complex, 6th Floor, Behind Navrangpura Bus Stand,  
Opp.Havmor Restaurant, Navrangpura, Ahmedabad-380009.(Guj.)India  
Phone : +91 - 79 - 26423468, 97370 49261



## HUMAN VISION

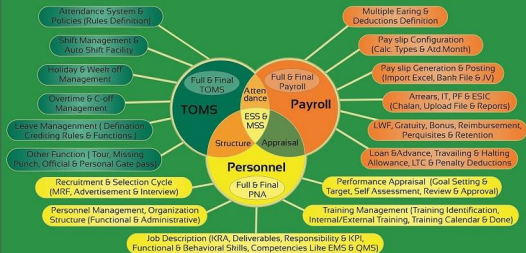
### Web based Software Solution for Human Resource Management

CAIPL'S Human Vision is a comprehensive web based Human Resource Management System which covers complete HR activity cycle. It is a flexible, configurable and Scalable system, which provides user level setting and future scalability in large and growing organizations.

### Benefits

- **Simplified HR-Admin Operations:** C-HRMS reduces the huge bulk of paper work to be done by the HR department. There is a less duplication of work to be done for filling out forms and reports in the organization. System provides workflow, document management, helpdesk facility and email alerts.
- **Better Automated Control:** Using C-HRMS the HR department can get directly on line attendance & other detail from the system, so they can get on line detail for leave balance, status of applications and other information from the System. So it reduces interaction between Time-Office and HR department with employees, saves valuable time at both ends. C-HRMS ensures and enforces HR policies and help in generating government statutory reports in one click.
- **Online System to provide mobility:** As the system is completely web based. The employees, who are on tour, can provide or gather information quickly and accurately from the online Employee Self Service Module. The information is automatically forwarded for approval, to higher level of authority who can gather them using the Management Self Service Module.
- **Boost employee productivity and skills:** Training programs can be arranged and feedback obtained through training program can be stored. The Appraisal Model allows managers and team leaders with accurate decision support system for the improvement of the organization. Align manpower resource as per organizational goals, and measure their performance to make them accountable.
- **User Friendly System:** The Application front end is designed very simple and user friendly. System provides multiple languages and help on every form for layman operations. System is showing rules and validation details while entering data. This reduces implementation time and system will be used effectively by normal users.
- **Easy Configuration:** It is possible to configure the system as per rules/ policies of organization. Flexibility of attendance parameters, leave type and rules, earning type and deductions, approval hierarchy, user rights for secured operations, performance parameters / criteria, etc can be set as per company's norms.
- **Post Installation Support:** Constant support is provided by team of professionals within short turnaround time to make client understand of any inexplicable matters and also shore up to deal with any complex or exceptional cases.

Building Sustainable Man power to  
Human Resource Management



## Time Attendance System & Policies :

- Integration with any punching machine with auto fetching & processing of punch data
- Attendance data settlement based on defined policy and parameters with respect to effective dates
- Date-Employee/Employee-Date wise Exception (Missing Punch, Shift Change & Absenteeism etc.) handling
- Attendance management for Non-Punching employees
- Night-First Punch handling in case of attending duty more than 20 hours

- Attendance parameter flexibility, Shift timing wise & Day half type wise attendance parameter
- Parameter definition based on category/grouping with effective dates
- Application parameters for various online applications
- Grace time for Late In/Early out & also allowable times or rate based Late Coming Slab/Early Out Slab
- Salary deductions as absenteeism and Late In Deduction

## Shift Management:

- Department Head can control his employee's Shift scheduling.
- Auto Shift (System will generate based on punches available)
- Shift Scheduling by roster, pattern based, 2X2 matrix, quick shift scheduling
- Fixed and rotational shift management
- Shift change provision for both single change and mutual Change with other employee
- Shift based compensation calculation
- Manual shift change amendment facility
- Approval based shift allocation system
- Half/Full week-off allocation in single / multiple / alternate week

## Holiday and Week off management:

- Different location wise Office, factory & contractual department type wise holiday
- Restricted holiday declaration with workflow
- Holiday and Week off adjustment on any other day
- Holiday type like paid and festival pay
- Special Holiday for natural disasters and social constraints like curfew, election etc.
- Full / Half week off with alternate week facility
- Single / Mutual week off change with workflow
- Week off scheduling in case of open shift for rotational employee

## Other Functions :

- Official and Personal Gate Pass for Outgoing Employee
- Tour Application
- Short Leave Application
- Missing Punch Application
- Company Transport Late In Consideration
- Attendance Data Transfer to Payroll Module
- C-Off Adjustment

## Overtime Management:

- OT eligibility based on category, grade etc.
- Parameter for OT generation & rounding
- Pre Request / Post Request / Automatic approval workflow for OT generation
- Regular OT / Week off OT / Holiday OT bifurcation with respective rates
- Point to point & Shift based OT generation
- OT reconciliation with advance leave
- Before / After shift OT generation
- OT on tour, Break present & rack handling
- OT adjustment for Release / Deductions

## Leave Management System

### Leave Rules :

- Define any number of Leaves
- Enter Opening Balance of Leave with As on date
- Various Leave types like Yearly / Carrier Time Based / Requirement Based / Auto generation
- Gender, Nationality & Religion Based leave allocation
- Carry forward able option
- Leave with/without pay option
- Exclude week off & holiday option
- Quarter Leave option
- Application parameters like spell, Minimum/Maximum Leave days Limit, Extension policy etc.
- Encashable parameters like spell, Minimum/Maximum Leave days Limit, Minimum balance after encashment
- Non clubbable relation between Leaves
- Certificate validation for certain Leaves
- Compensatory Off generation on business tour and extra working hours

### Leave Functions:

- Online Leave Application
- Online Leave Balance and Rules
- Leave Approval workflow
- Online Leave Encashment
- Leave Resumption with handling of Early / Late / On Time Joining
- Replanning of Leave Application
- Leave balance with approved / unapproved / cancellation / non-availed status
- Leave Reports like Leave Balance, Leave Ledger, Leave Liability, Leave Application Status Report etc.

### Leave Crediting Rules :

- Based on category, grade etc.
- Crediting frequency like daily / monthly / half yearly / yearly
- Pre / Post Credit facility
- Defines eligibility for existing / newly joined / Left employee
- Proportionate calculation for newly joined / Left employee
- Lapse features for carry forward able leave after reaching maximum limit with percentage/fix number

## Payroll Module

### Multiple Earnings and

#### Deductions Definitions:

- User definable earnings & deductions based on Attendance, Period Type etc.
- Define earnings and deductions based on classification like category, grade, location, branch etc.
- CTC/Gross structure definition
- Pay Scale based on Grade for Government, Public Sector, Banks etc.
- Industry wise Dearness Allowance calculation
- Effective date wise policy definition for HRA, CCA etc.
- Professional Tax Structure location / city wise
- Income Tax deductions structure as per government norms
- Priority settings of earnings and deductions
- Provision for stipend, consolidated pay, gross emoluments and professional pay
- Multiple previous years salary data transfer provision

#### Arrears:

- Auto release and deduction on arrear calculation
- Arrear calculation on late increment, absenteeism deductions, post leave application
- Mass Arrear Settlement

#### Provident Fund (PF):

- Effective date wise PF Structure definition
- PF nominee declaration
- PF, Pension and Voluntary PF calculation
- Loan on PF Accumulation
- PF upload file generation with arrears
- PF form 5 & form 10 upload file generation
- Government Statutory Reports : 3A, 6A, 2, 5, 10, 12A, 19C, 10C, 10D
- PF Challan
- PF Inspection Detail

#### Other Features:

- Bonus & Exgratia
- Gratuity
- Labour Welfare Fund (LWF) with Arrears
- Reimbursement Planning, Claim & Payment
- Perquisites calculation for Income Tax
- Retention in case of Seasonal Employees
- Attendance based Allowances
- Attendance based and Penalty Deductions
- Professional Tax Challan & Reports

#### Loan & Advance:

- Loan Policy definition
- Loan Disbursement
- Loan Repayment
- Capital & Interest deduction through Pay slip

#### Leave Travel Concession (LTC):

- LTC Block & Parameter Definition
- LTC Advance Entry
- LTC Claim and settlement
- LTC Encashment provision

#### Pay slip configuration:

- Daily, Monthly and Hourly Calculation types
- Monthly Attendance data fetching based on Last / Overlap / Current Month
- Manual form for monthly attendance data entry
- Periodically and monthly allowance and deduction entries

#### Pay slip generation & posting:

- Import from Excel and CSV files for bulk transactions entries
- Salary Advance Recovery
- Coins carry forward facility with ceil/floor basis.
- Hold Salary and Stop Payment features
- Instead amount features for loan or other deductions
- Carry-forward able deductions in case of negative salary.
- Provision for manual, auto and intermediate salary generation process
- Auto and manual lock facility for pay slip
- Bank file generation on various formats
- Journal Voucher preparation for accounting

#### Income Tax:

- Investment Type and slab definition
- Employee wise investment declaration
- Projected and Non-projected based calculation
- Government Statutory Reports : Form 16, 12BA, Annexure B
- 24Q Challan generation

#### Employee State Insurance (ESI):

- Effective date wise ESI Structure definition
- ESI Calculation
- Return of Contribution (RC) Book maintenance
- ESI Leave application & handling
- ESI upload file generation
- Government Statutory Reports : 6, 7, 15, 29
- ESI Challan
- ESI Inspection Detail

Easy, Scalable, Secured & Maintainable Solution

#### PAYSLIP(SALARY MONTH) : Nov-2012

#### (SYSTEM GENERATED SLIP)

EC No.	Employee Name	Grade	Department	Designation	PAN No.
303	RAKESH MEHTA	S - 1	PROCESSING UNIT	ASSISTANT (TECH)	ATOPM4581C
Bank Name		Bank A/C No.	Mode of Paym.	Transfer Date	PF No.
BOB (DAJOR BRANCH)		06796100001934	Bank Transfer	01/12/2012	G2/BRD/65442/1

#### ATTENDANCE FOR THE MONTH OF Nov-2012 (PERIOD 21/10/2012 to 20/11/2012)

Present Date	PH	W.OF	CL	SL	OL	Other Leave	Tour	Absent	C-Off	Month Days	LCD	OT Hours
16-750	5.00	7.00	0.250	0.000	2.000	0.000	0.00	0.000	0.00	31.00	0.00	17.50

Earnings		Deductions		
Description	Amount	Description	Amount	
Basic	4325.00	PF	865.00	
DA	3049.00	PT	150.00	
HRA	649.00	HTS	300.00	
CCA	173.00	Mobile Bill	254.00	
Vehicle Allow.	1600.00	Loan Install	800.00	
Overtime	1075.00	House Rent	34.00	
Prof. Skill	100.00	HRA deducte	649.00	
		Centent Count	75.00	
TOTAL EARNINGS	10971.00	TOTAL DEDUCTIONS	3177.00	
(Rs. Seven Thousand Seven Hundred Ninety Four Only)				
NET PAYABLE	7794.00			
LOAN DETAILS				
LOAN TYPE		PR. BAL	INT. BAL	TOTAL

### Employee Asset Management:

- Records of various items like Lap top, Cell Phone, Two wheeler, Four wheeler along with insurance details can be maintained.
- Company township management
- Issue tracking of welfare items like Gloves, Shoes, Mask, Apron etc, at any time

### Employee Benefits:

- Manage various life insurance, health insurance, pension schemes
- Maintain details of employees engaged with life insurance, health
- Insurance plans provides timely information of maturity benefits of various scheme

### Travelling and Halting Allowance:

- Allowance definition on distance slab
- Self transport charges based on vehicle type and employee level wise
- Halting allowance based on cities and employee level wise with hours spent slab
- Lodging and boarding parameter definition
- Allowance calculation for new joining and transfer cases
- Advance and claim settlement

### Full & Final Settlement:

- Full & Final Settlement from Time Office for Leave Balance, OT and Shift Allowances
- Full & Final Salary preparation
- Bonus Payment as per CTC
- Leave recovery
- Notice Pay Deduction
- Leave Encashment
- Gratuity Payment
- Reimbursement Payment as per pro rata basis

## ESS & MSS

### ESS (Employee Self Service):

- Employees can access their personal-official information
- Employees can apply online leave, Overtime, Week-off change, Shift change request
- Enables employees to apply online Claim for Leave Travel Allowance, Leave encashment
- Reimbursement Claim option
- Shift Schedule, Attendance Data and Leave Balance with Ledger View
- Travelling & Halting Allowance Claim
- Income Tax Declaration
- Employee Reporting System
- Self Appraisal
- Survey & Feedback
- Helpdesk & Issue Tracking
- Have Access to Pay Slip, Personal detail view & Various Reports
- Employees can check the status of relevant application
- System populates alert to make employees aware of their transactions.



### MSS (Manager Self Service):

- HODs (Managers) are provided with special rights to access several transactions and reports
- Have rights to approve/reject online leave, shift change, week-off change applications
- Shift Scheduling
- Can forward various applications to higher authorities for discussion
- Can forward man power request to HR department
- Goal Setting, Target Approval
- Appraisal Review
- Training Need Identification
- Automated system alert to make managers aware about pending transaction







## Recruitment & Selection:

- Department heads have facility to forwards manpower request
- Handles record for manpower planning
- Management can obtain reports related to future needs
- Advertisement preparation based on Job Description
- Applicant data management and resume uploading
- Keep track of interview schedule and make aware interviewer for it
- Automated call letter preparation
- Walk In Interview Provision
- Delivers Interview & Medical checkup call letters
- Evaluation and Merit List Preparation
- Offer Letter generation and Follow-up management
- Appointment letter generation
- Keeps health records of all employees along with dependent and beneficiary information
- Provides various reports including employees all information along with Past experience
- Documents can be uploaded relevant to qualification and experience

## Performance Management:

- Parameter based performance appraisal
- Goal and Target Set with approval workflow
- Self Assessment with KRA based appraisal management system
- Periodical and annual reviewing and approval
- System supports 360 degree appraisal including short and descriptive objectives
- Time based, Merit based, Up-gradation based promotion management system
- Parameter determined increment & reward facility
- Enables to identify special skilled person to. Accomplish organizational goals.

11/Jul/2013 6:10:20

### Recruitment DashBoard

Job Description :



Search

Show 10 Records Per Page

Request Code	Job Description	Request By	Request Date	Post(s)	Screening	Published	Application Received	Short Listed	Interview Scheduled	Evaluation List	Merit List	Offer
203	Engineer QC	SUDRATO DAS	08/06/2013	2	Senc:1 Rej:0 Pnd:0	On 08/06/2013 Till 20/06/2013	1	Set:1 Hold:0 Rej:0 Pnd:0	25/06/2013 11:45 -> 1	Set:1 Rej:0 Hold:0 Pnd:0	Merit:1 Wk:0	Accept:1 Reject:0
208	Assistant Manager QC	CHERAN PAREKH	09/04/2013	1	Senc:1 Rej:0 Pnd:0	On 09/04/2013 Till 31/05/2013	1	Set:1 Hold:0 Rej:0 Pnd:0	10/06/2013 12:00 -> 1	Set:1 Rej:0 Hold:0 Pnd:0	Merit:1 Wk:0	Accept:0 Reject:0

Shortcut Keys : MENU - ALT + M, CHANGE PASSWORD - ALT + C, APPROVAL - ALT + A, LOGOUT - ALT + O

© 2011. All Rights Reserved. Designed & Developed by Chattray Awan Infotech Pvt. Ltd. Ahmedabad.

Page 10 of 4

### Job Description For Assistant Back Office

Level	: 4			
Function	: Corporate Business Development			
Sub Function	: Sales			
Report To Function	: Assistant Vice President – Marketing			
Report To Administrative	: Assistant Manager Sales & Support			
Purpose and Brief Description of JOB :				
To assist in execution of customer service & commercial related activities for sales & marketing				
Key Result Area Detail :				
Sr No.	KRA	Key Performance Activities	Performance Indicator	
0				
Behavior Competency Detail :				
Sr No.	Cluster	Behavior Competency	Behaviour Indicator	Criticality
1	(P) Intellectual	Information Collection	Is able to create the 'right mix' of people from different backgrounds for a particular project / function	M
			Shows adaptation and respect towards people from different backgrounds	M

Chattary Ajwan InfoTech Pvt. Ltd. is Ahmedabad-India based company working in software since 1989. Our domain expertise is in Web based High End Software Solutions, Business Applications for Manufacturing Industries, Service Industries and Retail Automations. We also work for big customized solutions.

CAIPL has a dedicated team of qualified & expert professionals, with specialization in the different technologies. It operates in different areas onsite, offsite & on line services for offshore. CAIPL delivers impressive quality very economically and effectively. It ensures project deliveries on time through best-in-class technology and solutions to optimize result. We have highly experienced implementers having in-depth business process knowledge, expertise for requirement gathering and delivering software as a solution. We have presence in India, Middle East countries and African countries.

## Chattary Ajwan Infotech Pvt. Ltd.

A-601-604, Nirman Complex, 6th Floor, Behind Navrangpura Bus Stand,  
Opp.Havmor Restaurant, Navrangpura, Ahmedabad-380009.(Guj.)India  
Phone : +91 - 79 - 26423468, 97370 49261

