

**IPMS User Manual** 

भारत संचार निगम लिमिटेड

BHARAT SANCHAR NIGAM LIMITED (A Govt. of India Enterprise)





(A Govt. of India Enterprise)

# **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
	subordinates&its complete workflow 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

### <u>Step 1:</u>

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:

and the second se						and a state of the		
INVESTORIA SAGAN KAY					10 Pt	shi T Perhookan	1 275 0 001	TROOP S
Trutoper S	elideryste Ma	nager Serk Server						
riorral Boblec								
United Worksat							L Heatony	
tal Favoritae	10日	Universal W	crisliat .					
	6005	The lat of s	lens shown here could be a	sublated Watting for up	dela.			
		Tests (I	Alerta Notific	abora Tracking				
		Star New	and in Programs Tasks (1)	-las	-		Create Test	20
		1 Stores			and the second second		Contraction of	1.1
		Subject		Prom.	SertDels	T B Dat	Dele - S	Saina
		fune liter	INC TREESEN	HUVER', Sath	Dit 30,0012	-		n Progress
		ficte Sheet	the 4200201410	Kumar, Sala	h Jan T, 2017	-		n Progress
		note Stee	Nor 4000207947	Humar, Sans	A .Jon T. 2017		,	n Progress
		Note Sheet	for 1002225004					
		Sant Date	Oct 58, 2019 by Hursen	Dubah-	<b>Date</b>	in Progress		
		PHOTO	veaun					

Click on the Tab Employee self Service (ESS): Employee Self-Service





#### Step4:

K IN ESAL EEP home Page N. 2" Overview-549 NetWee X (+) M index (11) - satury to DEC 🛪 😰 Attandance N. N11.00 ← → C ▲ Not secure | #d05s12.sdc.html.co.im50000/in/contail e + 0 0 1.4 sente i Bennerative i Sale filter i Locat SAP Balcone Satah Kener turne Employee Self-Service Stimupe Self-Service Overview | Parsent Internation | PMCI | GTI-Group Test Instances | 85% Copi thank manages | Pay Internation | Lanie | Employed Chart | Travelant D Overview I manage and the month (E) Overview Employee Self-Service applications provide you with easy access to inter-This page gives you error and tervices for Employees overview of the artiste offering Exceloration 2 Q **IPMS** by name and Shill basic information about tollanguas Manage your addresses, kare information and information about femily members and dependents. le company. prestor and make it skallable companywide. Quet Links resigned information process QUER LINKS libra Who Update Personal internation SubodReturn West Past Ballure Pay Information LARKE Peo related information Record your working limes, play your leave, and display your time date. Quick Links Guide Links **Selery Statement** Leave Neurett Lakery Location, ere SerricoContinent GPP Ladoer Report Sprains Report EPE Deals Hallow Calendar Little Services Ritter Entroloyee Citoler Travel & Expenses Orealle your itsylet request and pter travel services for your travitiess hip. Display the plane in which you are currently enrolled, enroll in new benefit plans, and downloas an enrollment form including booking fights, hotels, car rentals, and train tokers. Record your Display your salary statement. trainel expenses **Duck Links** Quick Links Osterial Clainis Tour Programmatione 2:17 PM O 122 库 - 40 🖬 🖽 G A(75/000)

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





#### <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)







# <u>Step 7:</u>

Click on "VERIFY" button as shown below:

Hat JPMS Valdation - 10. 10	👌 Athendance 🛛 🛪 📅 Abhill EHF Home Page 🛪 🖅 Online Publi Application 🗴 🔶 🖉 🔤 📾 📾
+ - C A Not soure	nd05s12adchen/coin=50000/spipertar
Balcone Safah Kumar	man i Personakan i Sablikon i Lecat SAP
Courses   Personal Information	Innige Sel Service Peer Innerence   ESNLEXp Haath Insurance   Pag Internation   Leave   Employee Chain   Travel and Expension
Coline IPNS Application	I missoy _ Ent Treese E
Detailed Nevigetion	Online IPMS Application Process
Online (FBIS Application	IPMS Application
	Velocity Production
(*) (*) 🔛 🖸	- • • • • • • • • • • • • • • • • • • •





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:

Channel Complement Sold Service	aan   Pi	nage Self-Service 15   1, GTH: Socie Text Inscretze   1554, Edg Haam Inscretze	Pay Information   Leave   Engineer General   Travel and Expenses
Online IPMS Application	100		I manay _ Hart Treest
Icialical Nevigetion		Online IPMS Application Process	E
		Meeth: XIN-US. Yee 2022-23 Personal Ares Doponte Office Personal SahAres Do, Nev Deh Employee Group Absorbed Employee Group Moup 8 Controlling Officer 902004610 Name of Controlling Officer SATISH KUBIARE Controlling officer Post DM HOMJ ERP CENTREAUT	Check Subordinate Employee Data
		And They   Delete How   KP1 Autgoment Job Role KP1 Description KP1 Type SUBART _ SW/E	Partamenta Lavela Weignage Target Good U Good Excellent





(A Govt. of India Enterprise)

# <u>Step 10:</u>

Select "JOB ROLE" from the drop down menu:

	eore   i	NAVASTS SOLUTION CONTRACTOR OF CONTRACTOR	
Weicome Satish Kumar			ente i fernecekte i Sablitter i social
name Discourse Addition	itter (EE)	mager Self-Service	
Number Parameters	∎an   ⊫P	MS 1. GTT- Book Terri Internetici 1. ESol. Exp. Hauth. Internet.	se   Pay stariation   Leave   Employee Chain   Tourist and Expenses
•I	-	Collect DBRE Asselfanting Designs	
Isled Nevigetion		Engroyee Infailable	-
Dates 1985 Appecation		Personnel no: 29703118	
tal Pavoritea	ED	Empl Appl Nerve TEJ PAL SINGH	
		Control Settines     COnvertee     Converteee     Convertee     Convertee     Convertee     Convertee     Con	
		Act Hos Dates Hos	
		KFI Assignment	Pertostania Lavela
		ADD ROM KIT Description XIT C+TOTANEODOTIOUST FPH, PBX PRANCHISEE NANAOST	Type Kneghtage Target Good U Good Excellent

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 encre	ntd05s12 sdc.hanl.co.in:50000/ig/cortal	× a ★ □ Ø I
Belcome Satish Kamer		min i Betecologi i Sallitor i Local SAP
Change Couplinged Self Service	terape lef-bence	
Coline IPMS Application		I minory _ Ent from t
Delated Revigetion	Online IPMS Application Process Engroyee Internation	EE
Portal Favoritas	Personnel no:         93703118           Ensist Aggi Name         TEJ PAL SINGH           Post         DH HOME ERP CENTRE ALT           North         TEM Aux           Neeth         TEM Aux           Year         2002-20           Personal Software         Colporate Office           Personal Software         Collocated           Employee Group         Abase/bad           Employee Group         Abase/bad           Employee Group         Broup 8           Controlling Officer         0000487           Controlling officer Poet         DM HOMU ERP CENTRE AUT	
	KRI Parameters	
	Add from   Delete from   CFLAssectment	Pertornale Levie
	Ido Role KII Deschaften KII FRANCH SEE NAM - Sim SaljE +	Type Vegnage Target Good II Good Excellent

#### 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.





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

		Pe	erformance Lev	vels	
КРІ Туре	Target	Good	V Good	Excellent	Remarks
Hours	4	6	5	4	1. "Good", "V Good" & "Excellent" values must be in descending order.
Days	30	40	35	30	<ol> <li>"Target"</li> <li>value must</li> <li>be equal to</li> <li>"Excellent"</li> <li>value.</li> <li>"Good"</li> <li>value should</li> </ol>
Date (In DDMMYY)	310822	050922	020922	310822	be greater than 'V Good" value. 4. "V Good" value should be greater than 'Excellent" value.
Numeric with scaling	250	248	249	250	1. "Good", "V Good" &
Numeric without scaling	250	248	249	250	"Excellent" values must be in
Amount with scaling (In Rs.)	150000000	100000000	125000000	150000000	ascending order. 2. "Target"
Amount without scaling (In Rs.)	15000000	10000000	125000000	150000000	value must be equal to "Excellent" value.
Ratio % with scaling	80	60	70	80	3. "Good" value should
Ratio %	80	60	70	80	be less than





(A Govt. of India Enterprise)

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:

Tank         Creaves Self Sential:         Hange Self Sential:         Of the UNIX of the Sector Part Researce ()         Edd & Exp (frame) ()         Leaves ()         Ensure ()	M Interview Collins and Antonio Collins and Antonio Satisfic Factors	I P Attendance ★   III EDit EUF frome Page K P Online Pi re   etd05s12.sdc.henl.co.im50000/inj/cortail	Managariana X (+) (*) Maria I (*) (*) Maria I (*) (*) (*) (*) Maria I (*) (*) (*) (*) (*) (*) (*) (*) (*) (*)
Definite Hampelton         Online FMS Application Process           • Define Hampelton         Enaboyet Inflamation           Portal Parenties         Image: Status and the s	Course Courses Sett Service Overview   Pursued Internation Coding (FMS Application	Stampe Schömster   PMS   STI- Soup Test Insenses   55% Exp Haath Insenses   Pag Internation	1 January & Encourse Chains   Transford Expenses
Personal registration         Personal Ferromities         Personal Augustiance         Personal Ferromities         Personal Augustiance         Personal Ferromities         Personal Augustiance         Personal Ferromities         Personal Ferromities <th>Delailed Navigation</th> <th>Online IPMS Application Process     Engroyee Information</th> <th>EE</th>	Delailed Navigation	Online IPMS Application Process     Engroyee Information	EE
ADD Recently:         ADD Row (Laster Row)         KPI Assignment         Job Role       KPI Description         KPI Assignment       KPI Type         Job Role       KPI Description         FRAVOR SEE Initial = Statistical       * (Recentline)         SUBLET       Statistical	Fortal Favoritas 🛛 🖷	Image: Second Action of the Second Sections of the Second Sections of the Second Sections of the Second Section of the Second Section of the Second Section of the Second Section of Second Secon	
KET Assignment     KET Description     KET Type     Performantia Lawelle       Job Role     KET Description     KET Type     Weightage       FRANCH SEE NUM     FRANCH SEE NUM     FRANCH SEE NUM     KET Type		KPI Parameters	
		KPI Assignment           Job Role         KPI Description           MOR Role         KPI Description           FRANCH SEE NUM         Ann Salle           SUDBUT         SW/E	Participantia Lawee Ngroga Targat Good U Good Excellent NG 200 255 30





#### **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:





nialed Rerigetion	Online IPMS Application Engl. Application Post North: Yoan Personal tree Personal tree Engloyee Subgroup Controlling Officer Nerre of Cardrolling Office Cardrolling Officer Post	A Process TEJ PAL SilvCP DALWCLLS SILVCP SUTU-23 Doposite Office SO, New Deth Absorbed Doposite Office SATISH KUJAAR Dis HOWH CRP OF	NTRE ALT	r r					
	KR Parameters	12							
	ICPI Assignment	*					Perbena	erce Levels	
	Jap Role	KPI Descaution	- 15	PI 1999	Weights	på Target	Good	V 9000	Excellent
	ACHEL	• ATI	- 0	aya .	- 40	- 30	40	10	-
	PRANCH SEE MAIL	* SMISALE	N	Americ with scaling	* 45	300	200	250	300-
	SUSAT SWE	11-14 Martin			Tite.	100	11.55	1.11	1.12





(A Govt. of India Enterprise)

#### Step 15:

Click on Save. The following Screen will appear:







# <u>Step 16:</u>

Click on Submit. The following Screen will appear:

Wanness Calleb Distant	ecure   #	td05s12.sdc.hml.co.in.*	0000/ig/portal				94		0 0
a the second second									
and the second second		and the second second							1.0
		42 J all	NAMES OF TAXABLE	art ressource 1 The sta					1
ing IPWS Appropriation	UNANU NA C		And and the Person of Add	And the second the second to be a se		an subserve		risease .	Taxa Parent
		CALL PROPERTY CONTRACT	Dallas INF application	(REALINE)	1				-
Post Havigatory	199	Contract PMrs Applican	No changes sic allowed	after automitation . Ara you					
NUMB IF SES (I DESCRIPTION		(Fee	num in seland ?						
ai Failindia	80	Address Bit							
	110.000	Palama and							
		Ph/5010-2284/01							
		Englistek Genut							
		Controlling Officer		Ten [ File ]					
		Harve of Derivating Dr	Contractor of the second second	and the second s					
		Construction Construction	2010 112-10-10-14	N1794-047					
		STR Darameters							
		BD Dayaranan .							
		STI Departments	e)				Destant	mia 1.6-494	
		ATT Decembers (continue) Town To otto congrand continue	e	ville Taole.	Sugrap	Tircort	Parturn Old	er a Lavela II Oter	Exam
		AD Academic with free [ Datas for other academic acad	e) Hin Deurappe - ath	HR Tare	Angerge + 10	Tecort	Tenuro Osci 48	er a La-sta 1 00-00	Exempt
		AD Acares	e) Hit Decentre + ath + incluse	Hit fam • Case • Case	6×grapt = 0 = 40	Tecor)	0000 49 210	reat Lander I Com I II 201	Extent Ro
		AD Acares	Hit Descapee - ath - ath - strifte.2 - strifte.2	Hit fan: • Caa • Sans of sole • Maren official	50007391 = 10 = 10 = 10 = 10	Tecori Mare Log	200400 0000 0000 000 100	eron (a-ero - 0000 - 000 - 000	21.0000 10 10 10
		AD Acameran and the providence and the providence AD Academic Providence and and and and and and and and	el Hiv Deurappe - ath -	rife fan: • Cau • Cau • Ganes off orde • Ganes official of	50007391 • 10 • 20 • 20	lacet at star	0000 49 200 100	en a Laver = 0040 = 25 05	2000001 **
		AD Acareta and the grant and the g	el Hin Deurappe - ath -	rift for: • Case • Science off or de • Science official or	50007391 • 10 • 20 • 20	lavari M H2 H2	Profession (1)(c) 40 200 100	ercs Londer = 0000 = 255 - 05	2000001 **
		ATR Parameters (	e   Hh Deuragne • att) • Jin 14.2 • ATTH ATC	nin toe. • Case • Lower off colo. • Lower off color	Angrops • 10 • 42 • 32	lacari M H2 H2	7000 000 100 100	ena Lavela a Oper a col col	Excent % 102
		ATR Parameters Internet Top Top Top Internet Top Top Internet Top In	e) - en - an - anato.a - arriente.a	nin toe • Case • Lower off only • Lower off of to	Angrage = 10 = 40 = 10 = 10	lavar Ko Ko	Folian 010 70 70 100	ena Lavela = Com En Com Com	Excent %





#### 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.



and the local division of the local division	1000	and the second second second	and the second second second		Sector Contraction Sector		and the second	Hills			COLUMN THE OWNER
are IPMS Application	100									manaly .	Bat Trees
and Nevigetion	200 C	Online IPMS Application	Process								7
nine (FMS Application)	100	Engl. Appl Name	TEJ PAL SINGH	and the second sec							
and the second second	a particular	Hore:	ANULU CONTRACTOR	ACCESS OF	17. I.						
al Pavorites	50	Vice	2022-23								
		Personal Area	Conjointe Office								
		Personal Self-Area	CO, New Cells								
		Entropyee Group: Entropyee Subcroup:	ADBOTDES Dates 9								
		Controlling Officer	00204617								
		Name of Controlling Office	SATISH KUMAR								
		Controlling officer Post	DW HOWH EMP OF	NTREAD	T						
					-12						
					-13						
					_1.						
		KR Parameters			-12						
		KPI Parameters				_					
		KR Parameters			-1.				Parlom	erce Laudh	
		KR Parameters	KPI Descarrior		CPI Tuge		Weignase	Target	Perform	erte Levels V Good	Skelen
		KR Parameters Act Roy Delete Roy (C) Assignment JO Roy Actan	KPI Descaption	-	cPi Type Daga		Weignage 40	Target 30	Perterm Good 40	erte Laudh V Sooo 36	Exelen
		KR Parameters Act Roy Delete Roy KR Assignment JO Roy Actant PRAVCHISTE NAL	KPI Descaption • ATI • Stirl SAUE	-	SPI Type Spi Type Segu	-	Weigmage 40 40	Target 30	Pertorm Good 40 200	nta Lavati V Sooo JE 250	Excelent Cal
		KR Parameters           KR Parameters           Artd Row   Deleter Row           KD Row           ADD Row           ADD Row           ADD Row           ADD Row           PRAVOR SEE NAN           BEC	KPI Descautor ATI Stat SALE FTTH NTC		SPI Type Days Autoric with scalar Autoric with scalar		Weightage 40 40	Target 50 500	Pertam Good 40 200 100	rrte Laveth V Good 35 250 121	Excelent Cal SCC 163





### Step 16:

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

← → C ▲ Not i	ercire   #	Renderce X   III EDit ENF frome Rege X   III 60%12 sdc.bani.co.im50000/inj/contail	Prine Mith Application X (+) (♥)
Balcone Satah Kener			man i finnanska i SAP.Stor i Locat SAP
Course Courses Self Ser Overview   Personal Inform	nita (ila	nge bellemmen 6   674-boup Terri Inorace   654, Cap Hadh Inorace   Pay	Internation   Leave   Employee Children   Transland Expension
Coline IFMS Application	11-2		L risky _ Bat Preset
Detailed Revigetion	100	Online IPMS Application Process	FJF
Deline IFMS Application		IPMS Application	
		IPMS details	E .
		Environmentation	
		Personentino. 99703118 Engl Appliture TEL PAL SINCH Ros: DN HOM J SER CENTRE ALT WORT: JUN-JUL Yes: 2022-23 Personal Ave: Dorporate Office Personal Ave: CO. New Cette Employee Genus: 20 Avented	
		Engloyee Subgroup Stoop 9 Controlling Officer 90204617 Name of Centrolling Officer SATISH KUMAR Controlling officer SATISH KUMAR Controlling officer Point One CRP CENTRY ALT	
1		Ensitoyes Subgroup Bioup B Controlling Officer BUDDHEY? Name of Controlling Officer SATISH KUBIAR Controlling officer Post DNI HOWH ERP CENTRE ALT	

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		भारत संचा <sup>(भारत</sup> BHARAT SANC (A Gove	र निगम दि सरकार का उपक्रम) CHAR NIGAM . of India Enterprise)	नमिटेड LIMITED
M Fast IPMS Valdator - v. X	Attendarce	× 1 11 ESNLERP Home Repe	N Z Universal Worklist - 54	× 0 0	
+ -) C A Notecre I	nd05s12.sdc.henl.c	wim50000/ig/pertal		Pr :: *	0.0
Makone TP Singh			resto T Part	AND T MAR T LOO	SAP
Versenal Processes Self-Contract Universal Monifold Universal Taxonitan Portal Faxonitan Portal Faxonitan	Universal Worki The lat of Series	let shown here could be subtased. Welling for a leftsNotificationsTracting	pósia	i Helony "	int front E
	Sheet New and	n Program Taska 💌 All 👘	8	Creatin Tank	V (10)
	Sutspect	f Prore Dat	1 Denis — 🚪 Dan D	ne . Sata	
					4-50 PM

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



13 Mai

10

1

世

milliol2 inches on notice and the second

(e)

10.1

- 40 🗃 🗊 🕺 540 PM





# <u>Step 6:</u>

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

M Furt JPMS Valdation - n. X	Athendance 🗴 📅 ESNLERF Home Pace H 🖉 Onine PMS Appleater X 🔶 📿	at the set in
6 - C A her secure 1	ntdősi Jatcheri zam 2000 naveral 🤤 🕫 🔹	101
Rescone TP Single	mile 1 Emiscolar 1 5/2 Stor. 1 La	SAP
Courses   Personal Information   P	1963   GTI- Boup Turn Insurance   1554. Exp. Hauth Insurance   Pay Information   Lauve   Engloyee Cales   Turnel a	e Copennes +
Online IPNS Application	1 riacoy "	Bat Trent E
Delailed Revigetion	Online IPMS Application Process	민만
Deline (Fills Application		
Portal Favoritas	IPMS details	E
There are no items is display	PERMA Month men Name COST-144511172511513330000+C40718 99705113 JUN-JUL 2022-03 TEJ PALSINGH DM-HCALI END CENTRE ALT Permen	
Select the Click on P KPIs assig	relevant row & Process to check the gned to him/her.	
1 6 🖾 o	- C 💊 🔼 📖 🎁 🖄 📼 👘 - C K	10 540 PM





# <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.

avone TP Singh	INVISIL SULTINITY IN					n T fint	NOAK28 - T	MEGNO	i Lecat
nne Employee Solf Service entwer   Personal Information   4 inclified Application	PMS ( GTI-Skop Tent)	nnemere († 1594. f	Sop Hawith Inscretze	1 Pay Islan	otor 1	law t	Employee	Davies   Tex	nel and Experime
	Challens STREE A confirm	ation Decement							1800
eren en en genoaren el Farrantea 📑 💽 tere ano no florre la display	Engli Hygt Henne Pog: North Yve Personal Anter Personal Suthanse Englowe Group Englowe Group Controlling Officer Name of Controlling Officer Name of Controlling Officer Name of Controlling officer Pos	TEX Rec. Saw Del HCWA EF URA-40, 2022-23 Corporate Off DO New Off Adapted Adapted Bioxy 9 Stochest Stochest Stochest Del HCMA EF	SM SP GENTREALT I AR SP GENTREALT						
	KPt Parameters								_
Fill Achieved	KP1 Aastgement Joo Role	KPI Description	KET TYPE	Weghinge	Tarpat	Perton Goost	ence Lavel V Geor	Costant	Achievment Ach by employee
raiget neie	PRAVOHSEE BEC	SIN SALE	Number att a Numeric within	40	300 150	200 100	250 145	300 160	
	COLOUR DUCK	and three							





#### **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

	140541244	e ba <i>n</i> lan in Gosta Terri I	50003/ig/partal	ing floatil too inco	1 For inter-	i juite	u I 80	fraing 1	94 (d) (d)()()()() ()()()()()()()()()()()()	
Creative IPMS Application * Creative IPMS Applications * Creative IPMS Applications * ortal /? avarties There are no fame to deplay SAVI	Ordine IP Person Employ Van Van Person Van Despoy	MS Applica rating spithers dates a subure s Grac SUBM	Iton Process Sa720+16 TE/ FM. 500 CONFISION CONFISION CONFISION CONFISION Association TT T RUM H 27	DH IP CENTRE ALT IN IN IP CENTRE ALT					1 14485	
	KPLP	esera esperient la	HP Description	KOI Type Days Numeri Witti	Weigtouge 40 40	Tetper 50	Perturn Guod 40 200	erce Levela V Geod	Estadient 30	Activitient Activity angeloves 43

### <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.





(A Govt. of India Enterprise)

# 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-I** and will click on View / Submit Self IPMS as shown below:







#### <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

Weirone Satah Kener	ecure   s	td05s12.sdc.hr	nLea in 500004	n/pertal					reas 1	e Festorikae   Si	* £ ★ □	SAP
Constant Employee Self Sur Overview   Parametecture	nitar 🚺	nge Selðeren 45   GTI-Sen	o Terri konenece	1 COLE	ing the arts in		1: Par	hterada	n ( 1000	Employee Chi	en   Trend and Experie	•
In the rest of the second											I manage time	
Icialical Nevigetion		Online IPMS	Application Pro	0058								E
Online (FBIS Application		Engl Hagel N Post:	arte Ti Di	N PAL SING	SH IP CENTRE A	цт						
		Corrowing or	acar roar i a	4 HOAH EP	e deni ne e	41.						
		KPI Paramete	ni.									
		KPI Paramete	na Arrest				Period	raicete		Administ	Evaluation	
		KPI Paramete RP1 Asset Jobr Role	ertett KPI Deursplass	«Pi Type	Weightige	Taspet	Perita Gaal	V Goal	etta Societient	Actioners Action by evaluate	Evaluation Automatics persists of	Ť.S.
		KFI Paramete RP1 Astro Astro-Role ASta	n sciert KFI Deizişkini RTI	e Pi Type Dece	Weightage 40	Taspet 30	Perita Gool 40	V Goal 25	rtta Fici ellent 30	Adlesinen Art sy exployee 45	Exiliation defentes per contral	7.m.
		KH Paramete RP1 Assig Job Role PROF	n KPI Desceptos MTI 348 542	ePi Type Dece Nuere	Weightage 40 40	Taspet 30 300	Peritan Gasali 40 200	v Good 250 250	ette Existent 30 300	Actenden Art ty enginyee 42 100	Existence information per contract	Tati
		KFI Paramete Arri Asse Job Role PRof DSC	neert KRI Deurspoor ATI SAR 54,2 PTTN 675	e Pi Type Dece Nume Nume	Wegitage 40 40 20	Taspat 30 300 1:10	Meritya Gisabi 40 200 100	v daad 290 421	ers Rocelent 30 300 150	Actionant Action pressinger 15 100 130	Exiliation defendate per contraft	Test.



Balcone Satah Kanar	kure   #d05s	2 adc.hanl.co	in:50000/ig/	pertal			Personalize	94 E 1		0
Constant Constant Sold Service Overview   Personal Information	en i 1945 i	af denta GTI- Brite Ter	1 hourses	COL Cap Its	etti haansia   Payatan	neten ( Leave	1 Employee	Chier   Trend	and Erge	-
allod Revigetion	- 04	no IPMS Appl	cation Proce	66						P
Online (FBIS Application										
	*									
	Dige	Performance L Good V Goo	ovon a Suceberg	amevnen Jun tij e	Evaluation	surino 16	and defined	Neighted Score	Agreed	
	Torget 30	Portornanie U Geat V Goa 40 35	ovola II Sucabard 30	Arrievnen Juli ky e 42	Eastanne AGREE/	energion in	ning die Kiessend	theighted Scare	J.J.Wall	hage
	Turpel 30 150	Portornanie ( Gseat V Gea 44 25 220 230 133 120	ovola Escabare 32 907 150	arnewnen durt ky e 40 100 120	AGREE/ DISAGREE	austion 16	nin Literal	thingsteel liceare	13++1 0	





#### <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.

Descent Salah Kurvar         Immuni Salah Kurvar           Immuni Salah Kurvar         Immuni Salah Kurvar           Convert IND Application         State ( Sanatal Salah Kurvar)           Online INDS Application         Immuni Salah Kurvar           Online INDS Application         Immuni Salah Kurvar           Online INDS Application Process         Immuni Salah Kurvar           Online INDS Application Process         Immuni Salah Kurvar           Online INDS Application Process         Immuni Salah Kurvar           Immuni Salah Kurvar         Immuni Salah Kurvar	00		0	8	•	olicati:: X	Creine PMI Ap	Phone Pepe – M	ESNLERI	× #	co.in-S	ee de heni	attendare atc05s12.s	ecure	Hat INS Valance - v.
Creatived Self Senter         Description         Description         Creative Self Senter         Image Self Senter           Interest FMS Application         0.001         Control         0.00100         FPUS Self Senter         1	Local S	1.60		live	- 1 <u>548</u>	1 Ensore									Matrona Satish Kumar
Interview         Interview         Interview         Interview           Online PMS Application         Caline PMS Application Process         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faronize         Caline PMS Application         Caline PMS Application         Caline PMS Application           stal Faro	( and Expense	oral ada	Derei e	t Te	ryse Chim	an I Da	l Pagisternation ( in	e Poette Inseriere	ISN DV	enerse (	iin na	- ante	tange 348- PMS   GT	nita 🚺	name Consistent Self Serv Overview   Parametricheme
and de Hengelten  Peter (1985 Application  Collino IPME Application Process  Centre ALT  Centre ALT   Centre ALT   Centre ALT   Centre ALT    Centre ALT    Centre ALT     Centre ALT	. Hat "	W.a. 1	will a	riseco											dire IPNS Application
Testen IFMES Application         I           Interventive         Interventive           Interventinterventive         Inte									68	on Proce	plicati	PMS Ap	Online 1	- E	allod Nevigetion
CENTRE ALT * * * * * * * * * * * * * * * * * * *												315	Laborer	466	Intine (FBIS Application
Tentime         ALT           *         *           *         <												12	CENTRE A	-	d Baserika
Average Target         Social         Vision         Economic at its hyperparticipe         Automatical percent of Automatical Media Automatical Media Automatical Media         Media         Media Automatical Media         Media         Media Automatical Media         Media         Media         Media Automatical Media															
42         30         40         35         30         45         45         Agme         D         0.00           40         500         200         250         500         100         Agme         30.000         12.00           20         158         004         120         150         130         1.00         Agme         86.667         17.30							Exercetion	Actionent	era	IONEELER	T0704				
40 300 200 250 300 100 100 Agee 30.000 12.00 20 153 000 120 100 100 120 42me 86.607 17.00	eightest Scare	Neiges	Veg	. ad	Name Asta	Guillaton	E-excelon Arment as per cost of	Actionicit Juit by englogee	Ecelet	Vilload	those i	Tagét	Anigense		
AN THE THE THE THE THE THE PAPER DOUBLE (17.25	eighteid Score 10	Weight 10.00	Maig B.93	ter.	Name Aste	Ruskator Agne	E-excelor Activities per cost off 45	Actionicit Aut by employee 45	en Rosier 38	V Good 35	doosi 40	Taget 30	Angraje 42		
	ng the Store	Meigra 0.00 12.00	Maig 0.00 12.00	tree .	talautes Astra D 30:000 Ad 4007	Guillaton Agria Agria	E-excessi Activities per cost off 45 100	Actionnest Aut by eraptoyee 45	500 100	Villaad 25 250	dood 40 201	Target 30 308	Anişîtaşe 42 41		
	nythed Score 17 17 17 17 17	Weight 0.00 12.00 17.00	Anig 0.00 12.00 17.00	e, set	Names Astro D 30 (030) 64 (007)	Evaluation Agent Agent Agent	E-duction dummet as per cost off 45 100 130	Actievitet Jult by engloyee 45 100 130	691 Econimer 30 300 100	V Good 25 250 120	He Fux Coose 40 204 104	Target 30 300 158	despirasje 42 40 30		

The marks achieved and Weighted scored of respective job role will be auto populated as per formulae given by Restructuring cell.





(A Govt. of India Enterprise)

### Step 9:

Click on "SAVE" AND SUBMIT on screen appearing as

Bescome Satish Kenar	secure   s	d0%L2 sdc.her	Leo in 500004	ij/pertal				_	HEMA T	e Personika ( Su	e e \star 🖬 (	B SAP
Channe Company on Doll Se Overview   Parameterization	nite 👔	nge Jeffernen 15   GT- 200	Ters incarace	I ENLE	ing the state in		1 Par	terrata	n 1 Jaan	Employee Chi	er   Treed and Experie	•
Cirline IFMS Application	107										I missoly . Hant "	
Intelled Reviseden	191	Online IPMS /	polication Pro	COSH								FIE
Colleg (FMS Assessment	100	Entor shape for	site Ti	EJ PAL BANK	ж							1
- Distantine and provident	the second	Post	D	N HOW OF	IP GENTRE A	4 <b>7</b>						
		Controlling Of Name of Cont Controlling of KFI Parameter	toar 30 rotling Officair 10 loer Post D	2204817 ATIGH HUMA NEHCIMA EF	AR IP CENTREA	ųτ						
		KPLANK	anest .				Peta	IN ALLE LAN	45	Schieseent .	Fuelation	
		and the second se	LAND MALERIAN	HP/Type	Weightings	Target	Gazti	V Good	Excellent	Act. by employee	Actentian per cont off	Evelu
		Ado Role	Vel nercables					25	00	10.00	1.1	Apres
		Ado Role ACAR	ATI LATOPICS	Coys	42	30	**		1.00	10/10/10		
		Ado Role ACMF FRSM BBC	ATI SAR BALS PTTH MTC	Coys ALurul ALurul	40 10 20	30 300 150	200	263	305- 152	100	009	Lignes Agrees

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





(A Govt. of India Enterprise)

# 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 .

Beirone Shahark Shekter	A second									
ume Country of Soll Section						1996	1 Personale	1 949 940	Lecot	SA
		Manage	Set-Senice							
Overview   Personal Information	in i PHS	I GTH B	NO TEN INFEREN	I CONCEAPING	mbense 1	Peristandan   In	and L Employe	er Gining   Ti	anal and Expe	
nine IFMS Application								1 rties	ny . Bai	Trees
al pro-		Online IPM	S Amelication Pro	00000						72
Inted Nevigenen		Contraction of the	expension is							-
Delive (FIRE Approxim										
rtal Favoritua 🖉										
		-unite -	is furmed	Solution						
	1	unio Excelum	Lafacrosol Act by amployee	Rokaton Admit sa per cott	I df. Actoriti	e per apor - Enalustion	Sharin Actions	c Weghted S	con Ageal	Chapter
	1	ute Dosiat 300	Lafacrosof Act by amployee 102	Evaluation Activities per cont 100	t of Actenta 1 93		Sharin Actions	d Weghted S	com Ageal	Chages
	1	urie Docian 300 200	La Sacrosof Act by amployee 102 80	Evaluation Activity as per cont 100 60	t of Actority 8 03 0.03	DISAGREE	Sharin Actions	ct Weighted S	cos Agaal	Chages





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	e IPMS Application F	rocess	
Online IPMS Application	🕘 in o	ase of disagree the app	rover is required	
Portal Favorites				
	IPMS	details		
	Em	ployee Information		
	Pers	sonnel no.:	99703118	
	Emp	ol./Appl.Name:	TEJ PAL SINGH	
	Pos	t	DM HCM-I ERP CENTRE ALT	
	Mon	th:	APR-MAY	
	Year	r:	2022-23	
	Pers	onal Area:	CORPORATE OFFICE	
	Pers	ional SubArea:	CO,NEW DELHI	
	Emp	loyee Group:	ABSORBED	
	Emp	loyee Subgroup:	GROUP B	
	Con	trolling Officer:	00204617	
	Nam	te of Controlling Officer:	SATISH KUMAR	
	Con	trolling officer Post:	DM HCM-I ERP CENTRE ALT	
	Ap	nrover Detaile		
	Ар	prover Details		
	App	rover: 00000000	]	viewing Officer
			PERNR & then	'Submit'.

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







BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

M inter III - stantabli 🗙	🕲 Attendance 🛛 🛪 🖬 ESNLESP home Page	R 2 Online Pull Application: X + 😧 👘 😵
← → C A Noterore	atd05s12 ade hank court 50000/inj/portal	er 🔒 🛨 🖬 🚱 🗄
Welcome Shasharik Shekkar		ante i Personales i Sabilitor i Local SAD
fame Engineers Self-Service	4040 Matage Sat Senica	<ul> <li>D. Statistication of Lance 11 Processing Children 1. Thread and Processing 4.</li> </ul>
Online IFMS Application	And I have been and the second statements	1 times . But Present I
Delailed Nevigetion	Online IPMS Application Process	F
• Online (FMS Application Fortal Favorites 🔄	Corposiccessifility Submitted	
	IPMS details	
	Employee Information	
	Personnel no:         98703119           Empl Maph Rome         TEA PAL, SINCH           Posi         Die HOUH EMP CENTITE ALT           Martin         FEE MAR           Ymir         2022.43           Personal Anex         Corporate Diffus           Personal Anex         Coll Not Delta           Employee Group         Absorbel           Employee Group         Absorbel           Employee Group         Absorbel           Employee Group         Storp B           Controlling Officer         02024617           Name of Controlling Officer         SATISH HUMARE           Controlling affear Poet         Die HOM EMP CENTITE ALT	
	KDI Darameters	
	1.4	
1 C 🗎 🖉	) 🔕 🎍 💹 🖉 🖉	- 40 MB 10 168 PM

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





(A Govt. of India Enterprise)

# 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.

County County of Sold Server					anti i fertaco	nim i Safilika i Local	SAP
Coline IPMS Application	n takki tamad	April 11 Maria	1111   154	ALC: A DESCRIPTION	annen ( saf sparannen ) tenne ( Fill	I manay . Im	Treesed.
NH TO	Calles (DH)	Acalization	Deserves				7211
Join Red Merrigetion	Constant of States	othereases	PTOCASE				
• Online (FBIS Application Portal Favoritae	PNS detail	4					E
These are noticents to display	IPHIS ANN	ates					
	PEPOIN	North	1807	TIMES AND ADDRESS	\$305YE4871193511E109303004C4095E		
	90763	18 JUN-JUL	3000.00	TE I BAL SHOP	The where the device with		
	00723	IN AUG.CPD	1000.00	TRU DAL SINCH	THE HOLE PRO CENTRE ALT		
	99703	H FEB.MAR	200.21	TEL PAL SINGH	DW HOW ERP GENTRE ALT		
	E Pros mark	Sector Sectors	-				
			Cli	ck on Pro	cess		
			_				





Step 6: The following screen will appear at Reviewing officer end:

	W History	2" Crin	e IPINS Applicat	tion - SAV / - X				<b>e</b> -	
C A Not	secure   std	05s12.sdc.h	teni co in 500	00/ig/certal			Pr ∰	* 0	0
Webcome Satish Rumar							nte il Personalizzo il SARCINE	I LOGOE	SA
time Employed Self-Ser	nite Eilen	pe Juliàes	C#						
oversion Publishes	easo   PMS	T and a	oup fum minin	ILLE   LOOP LOVE	That hereby	Par starnatan	imme   Employee Chart   To	and and key	
N CONTRACTOR									
tailed Nevigetion	- E (	Online IPM	<b>S</b> Application	Process					Ε
Online IPMS Application	46.00								
etal Favoritaa	20								
				Padamaras	Lavien		Actionment	Ēs	dutine
		ghtaga	Terget	Rafamara Goog	Levels V Gasa	Ticeler	Achievent Achievent by angloyee	E-st Acti	duation eretai pe
	-	ghtingu	Targat 300	References Gene	Leviels V Gaod 298	Escalary 300	Achievest Achievest Achieve by angloyee 100	Eur Act	dustas eretas p
		grdage	Targat 300 30	Redarisaria Good 108 4D	Levels V Gaod 290 33	Escalart 300 20	Achievent Achievent Int Int Int	East Act	duation errotas pe
		ghtege	Terget 200 150	Redamarks Gand 108 4D 108	Levels V Galad 293 33 123	Escalary - 300 - 20 - (51)	Achievent Achievent 100 25 130	Fan Act	duation erectai pe
		ghtaga	Terget 200 20 153	Redenourus Good 100 4D 100	V Gaod 298 34 129	Escalart 300 20 (51	Achievent Achieve by amployee 100 85 130	Fast Act	duation tratic pe





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:







(A Govt. of India Enterprise)

#### C) = 10 mix 😝 Regarding FFT for IFMS up to - 🗴 🐨 Online IFMS Application - 529 (- 🗴 🕂 6 - C A Not secure | std05s12adc.benl.co.in.50000/ij/portal 07 Q 10 \* D 6 1 50.0 Bagbert Dariter ..... Statement bat havens and Name Soldiers I well | Cit | have have been STATES IS WHILE PARTICIPATI really, and Delaist (PMD Robbinston) Second Response ----25 **Click on YES** Trainers. 1004011 547-04-0100AM Series Prov For changes are allowed after submission. Are yes sure to submit ? (A.S. States Duble NUCLEAR CONTRACT Second Street Ver | No 101 Pataneters 17144 Tage 28 101 Descator ATT IN -Vites They I Same a -Det 100 📦 😰 📼 245 PM O 0 11 10 10 693 N/W/202

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





Final Screen after clicking on YES button.

			100000		
			Wight	ed Scores for each	
			RP1		
-					
C C LA LA LOY		Exactor	Marks Astroves	Vagnes Sona	Agrae Disagree
Activiti as per cont. off.	Achimit as per appr.			100.000	
Activitias par cont. off.	Achiert as per appr.	Deglas	40380	A DAME A	
Activity as par cont. off.	Achimit as par appr 1000 101	Divegiue Ages	40.00	( 111 )	Ð
Activity as par cont, off,	Achimit as per appr ore 40 130	Dodgine Agran Agran	40300 82 82.001	$\bigcirc$	8
Activity as per cont. off.	Achmit 15 per 2001 100 40 100	Diagrae Agras	40.000 es matt	( 11)	8

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).

\_\_\_\_\_