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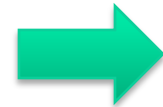
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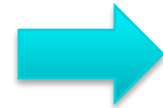
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Appraisal



Recruitment



Knowledge





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# PERSONNEL – MASTERS – EMPLOYEE MASTERS

## DOCUMENTS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information | **Human Resource Information**

**Documents**

Code	Name	Doc Dt (DD-MM-RRRR)	Page No	File Name	Expiry Date (if any)	Delete Record
001	DRIVING LICENSE	18-12-2009	4			Open Attach. <input type="checkbox"/>
004	CERTIFICATES	19-12-2009	4			Open Attach. <input type="checkbox"/>
006	VOTER ID CARD	19-12-2009	1			Open Attach. <input type="checkbox"/>

Right Click To Associate File.

**Documents**

- Qualification
- Other Activities
- Experience
- Language
- Disciplinary Action
- Training
- Medical / History
- Locker
- Nomination
- White Goods





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# PERSONNEL – MASTERS – EMPLOYEE MASTERS

## EDUCATION QUALIFICATIONS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

**Educational / Professional Qualification**

Qualification		Subject		Year	Perc	City		Institute Name	Remarks	Del.
Code	S.Name	Code	S.Name	Pass	Scored	Code	S.Name			
Q03	HM	S06	F&B	1997	95.00	MUM	MUMBAI	IIHM		<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>

Documents

Qualification

Other Activities

Experience

Language

Disciplinary Action

Training

Medical / History

Locker

Nomination

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## OTHER ACTIVITIES

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

**Other Activities**

Activity Code	Activity Name	Remarks	Delete Record
002	MUSIC	PARTICIPATED IS MUSICAL	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Documents  
Qualification  
Other Activities  
Experience  
Language  
Disciplinary Action  
Training  
Medical / History  
Locker  
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## EXPERIENCE DETAILS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

### Experience Details

Date		Organization			Reference Person		Checked	
From	To	Name	Address	Designation	Name	Phone No	Y/N	Del.
01-01-2000	31-12-2008	K & A GROUP	ANDHERI	F & B EXECUT	SMITH JONES	43441717	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

#### Organization Details

Name: K & A GROUP

Address: ANDHERI

Designation: F & B EXECUTIVE

#### Reference Person Details

Name: SMITH JONES

Phone No.: 43441717

Documents

Qualification

Other Activities

Experience

Language

Disciplinary Action

Training

Medical / History

Locker

Nomination

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## LANGUAGE

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

**Language**

Code	Language Name	Remarks	Read Yes/No	Write Yes/No	Speak Yes/no	Translate Yes/no	Mother Tongue Yes/no	Delete Record
ENG	ENGLISH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRN	FRENCH		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GER	GERMAN		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documents  
Qualification  
Other Activities  
Experience  
Language  
Disciplinary Action  
Training  
Medical / History  
Locker  
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## DISCIPLINARY ACTIONS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About **H.R.I.S.**

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information | **Human Resource Information**

**Disciplinary Action**

Disciplinary			Action Taken			Delete Record
Code	S.Name	Disciplinary Date	Code	S.Name	Remarks	
001	LATE COMER	01-01-2010	001	WARNING GI	WARNING GIVEN FOR HABITUAL LATE COMING	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Documents  
Qualification  
Other Activities  
Experience  
Language  
Disciplinary Action  
Training  
Medical / History  
Locker  
Nomination  
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# PERSONNEL – MASTERS – EMPLOYEE MASTERS

## TRAINING

SPARK [March 2011] - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information | **Human Resource Information**

### Training Details

Code	S.Name	Start Date	Last Date	Remarks	Next Due	Del.
TR1	LEARN MS W	11-01-2011	11-02-2011	LEARN MS WORD	20-02-2011	

Documents

Qualification

Other Activities

Experience

Language

Disciplinary Action

**Training**

Medical / History

Locker

Nomination

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### Training Taken From Company.

Code	Name	Start Date	End Date	Batch No.	Certificate Issue Dt.
TR1	LEARN MS WORD	01-06-2011	05-06-2011	000002	
TR2	LEARN FIRE FIGHTING	08-06-2011	10-06-2011	000003	





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## MEDICAL

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File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

*Medical / History*

Code	Name	Medical Date	Remarks	Next Due Date	Del.
002	COMPLETE BODY	01-01-2011	COMPLETE BODY CHECKUP DONE	01-01-2012	<input type="checkbox"/>
001	BLOOD TEST DONE	01-06-2010			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Documents  
Qualification  
Other Activities  
Experience  
Language  
Disciplinary Action  
Training  
Medical / History  
Locker  
Nomination  
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# PERSONNEL – MASTERS – EMPLOYEE MASTERS

## LOCKER DETAILS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About **H.R.I.S.**

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information | **Human Resource Information**

**Locker Details**

Locker Type: **ST1** STAFF MALE

Locker No: 0000000002

Key No: 0000000002

Locker Issue Dt: 01-01-2009

Locker Return Dt:

- Documents
- Qualification
- Other Activities
- Experience
- Language
- Disciplinary Action
- Training
- Medical / History
- Locker
- Nomination
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## NOMINATION DETAILS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code: 000003 Master Folio: 000003 Name: JOHN CRUZE

Payroll Information Human Resource Information

**Nomination**

Nomination Code	Name	Relative Code	Name	Guardian Code	Rate %	Amount	Del.
001	PROVIDENT FUND	001	FATHER		50.00		<input type="checkbox"/>
001	PROVIDENT FUND	002	MOTHER		50.00		<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

*% and Amount fields are mutually exclusive*

Guardian Name:

Documents  
Qualification  
Other Activities  
Experience  
Language  
Disciplinary Action  
Training  
Medical / History  
Locker  
Nomination  
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# PERSONNEL – MASTERS – EMPLOYEE MASTERS

## WHITE GOODS DETAILS

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Monthly Inputs Reports Process Housekeeping About H.R.I.S.

Employee Master

Emp Code 000003 Master Folio 000003 Name JOHN CRUZE

Payroll Information Human Resource Information

**White Goods**

Code	Name	Issue Dt.	Return Dt.	Remarks	Del.
004	MOBILE PHONE	20-12-2009		NOKIA 6600 HAND SET	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Sold At.

- Documents
- Qualification
- Other Activities
- Experience
- Language
- Disciplinary Action
- Training
- Medical / History
- Locker
- Nomination
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# MASTERS – TRAINING SKILL MASTER

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

Training Skill Master

**Training Skill Master**

Skill Code	SK2	<input checked="" type="checkbox"/> Operational
Skill Name	TECHNICAL TRAINING (INTERNAL)	
Skill Short Name	TECH INT	
Date Of Creation	10-02-2011	
Color Code	GREEN	Background Color for Skill Code





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# MASTERS – TRAINING TYPE MASTER

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

TRAINING TYPE MASTER

*Training Type Master*

Type Code   Operational

Type Name

Short Name

Remarks





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# MASTERS – TRAINING MASTER

SPARK {January 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) --

File Masters Transactions Reports About KNOWLEDGE

Training Master

### Training Master

Train Code   Operational

Train Name

Short Name

Type Code  CLASS ROOM TRAINING

Skill Code  TECHNICAL TRAINING (INTERNAL)

Number Of Days

Objectives

Course Contents

Date Of Creation

Feedback Questions | Test Questions

Code	Question	Del
Q00001	HOW DO YOU RATE THE FACULTY?	<input type="checkbox"/>
Q00002	HOW WAS THE AIR CONDITIONING IN THE ROOM	<input type="checkbox"/>
Q00003	HOW DO YOU RATE THE TRAINING MATERIAL FOR THE COURSE	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>





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# MASTERS – TRAINING ROOM MASTER

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

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**TRAINING ROOM MASTER**

*Training Room Master*

Room Code	R01	<input checked="" type="checkbox"/> Operational
Room Name	TRAINING ROOM 1	
Short Name	TR ROOM 1	
Location	5TH FLOOR NXT TO BUSINESS CENT	
Seating Capacity	25	
Cost	.00	
Resp Emp Cd	000002	MARK JHONSON
Remarks		





# MASTERS – TRAINING RESOURCE MASTER

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SPARK {January 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

TRAINING RESOURCE MASTER

### Training Resource Master

Resource Code	S01	<input checked="" type="checkbox"/> Operational
Resource Name	VIDEO PROJECTOR	
Short Name	VIDEO PROJ	
Cost	.00	
Remarks	AUDIO VISUAL PROJECTOR (SONY E152) STORED IN TRAINING ROOM 2	
Responsible Emp Cd	000005	KEVIN WOODS





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# MASTERS – TRAINING FACULTY MASTERS

SPARK {March 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

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FACULTY MASTER

### Training Faculty Master

Faculty Code:  Faculty Type:  External  Internal  Operational

Faculty Name:

Birth Date:

Remarks:

Gender:  Male  Female Marital Status:

Address:

City Cd:   Zip:

Tele Off:  Resi:  Mob:

Email Id:

Cost:

Qualification	<input type="text" value="Q02"/>	<input type="text" value="MBA"/>	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>





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# MASTERS – FEEDBACK TYPE MASTER

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

FEEDBACK TYPE MASTER

Delete Record

*Feedback Type Master*

Code   Operational

Name







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# MASTERS – FEEDBACK QUESTION MASTER

SPARK {March 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

FEEDBACK QUESTION MASTER

*Feedback Question Master*

Code	Q00001
Type	FB1 FACULTY
Question	HOW DO YOU RATE THE FACULTY?
Option	EXCELLENT
	GOOD
	AVERAGE
	BELOW AVERAGE

Hint :- Press Enter or Tab to Save Question







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# MASTERS –EMPLOYEE REQUIRED CRITERIA MASTER

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File Masters Transactions Reports About KNOWLEDGE

REQUIRED CRITERIA MASTER

Exit

*Employee Required Criteria Master*

Train Cd TR2 LEARN FIRE FIGHTING

Emp Select Criteria

Formula DEPT\_CD = '008'





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# MASTERS – TRAINING TEMPLATE

SPARK {March 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

Exit [Navigation icons] Training Template

**Training Template**

Code Name

TR1 LEARN MS WORD

Resource Faculty Room

Code	Name	Comp Cd	Del Y/N
S02	COMPUTER	AMS	<input type="checkbox"/>
S04	MS WORD INSTALLATION CD	AMS	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>





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# MASTERS – TEST QUESTIONS

SPARK {January 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) --

File Masters Transactions Reports About **KNOWLEDGE**

TEST QUESTIONS

Save Record

*Test Questions*

Test Code: 000002

Question: HOW DO WE CREATE A FOLDER

Score: 5

Options	Correct Ans
BY DOUBLE CLICKING	<input type="checkbox"/>
RIGHT CLICK > NEW > FOLDER	<input checked="" type="checkbox"/>
DRAG AND DROP	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>





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# TRANSACTIONS – EMPLOYEE TRAINING TAKEN MASTER

SPARK {January 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transactions Reports About KNOWLEDGE

EMPLOYEE TRAINING TAKEN

### Employee Training Taken Master

Batch No: 000001

Training Code: TR1 LEARN MS WORD

Start Date: 10-01-2011 End Date: 14-01-2011

Employee		Issue Certificate	Train Date	Time From	Time Upto	Present Y/N
Code	Name	Y/N	Date			
000005	KEVIN WOODS	<input type="checkbox"/>	10-01-2011	10.00	11.30	<input checked="" type="checkbox"/>
000007	STEVEN SMITH	<input type="checkbox"/>	11-01-2011	10.00	11.30	<input checked="" type="checkbox"/>
000009	PAUL WOODMAN	<input type="checkbox"/>	12-01-2011	10.00	11.30	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	13-01-2011	10.00	11.30	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	14-01-2011	10.00	11.30	<input type="checkbox"/>

Feedback Question | Test Questions

Code	Question	Answer





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# TRANSACTION – TRAINING BATCH SCHEDULE

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transactions Reports About **KNOWLEDGE**

Exit **TRAINING BATCH SCHEDULE**

### Training Batch Schedule

Batch No. 000001

Training Cd TR1 LEARN MS WORD

Start Date 10-01-2011

End Date 14-01-2011

Passing Marks

Training Date	Day	Time From	Time Upto	Del	Copy Time
10-01-2011	MON	10.00	11.30	<input type="checkbox"/>	<input type="checkbox"/>
11-01-2011	TUE	10.00	11.30	<input type="checkbox"/>	<input type="checkbox"/>
12-01-2011	WED	10.00	11.30	<input type="checkbox"/>	<input type="checkbox"/>
13-01-2011	THU	10.00	11.30	<input type="checkbox"/>	<input type="checkbox"/>

Time Format is 24-Hours (00.00 - 23.59) HH:MM

Training Date	Day	Time From	Time Upto	Room	Room Name	Comp	Booked	Rooms
10-01-2011	MON	10.00	11.30	R02	TRAINING ROOM 2	AMS	<input checked="" type="checkbox"/>	Resource
11-01-2011	TUE	10.00	11.30	R02	TRAINING ROOM 2	AMS	<input checked="" type="checkbox"/>	Faculty
12-01-2011	WED	10.00	11.30	R01	TRAINING ROOM 1	AMS	<input checked="" type="checkbox"/>	Employee
13-01-2011	THU	10.00	11.30	R03	TRAINING ROOM 3	AMS	<input checked="" type="checkbox"/>	Feedback Questions
14-01-2011	FRI	10.00	11.30	R03	TRAINING ROOM 3	AMS	<input checked="" type="checkbox"/>	Test Questions
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

Use Template





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# MASTERS – APPRAISAL TYPE MASTER

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File Masters Transactions Reports About APPRAISAL

Appraisal Type Master

*Appraisal Type Master*

Code	A01
Name	GENERAL APPRAISAL
Short Name	GENERAL APP.





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# MASTERS - APPRAISAL ITEM MASTER

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File Masters Transactions Reports About APPRAISAL

Abort/Clear Record

Appraisal Item Master

**Appraisal Item Master**

Code	I 03
Name	POLICY COMPLIANCE
Short Name	POLICY COMPLIAN
Description	DOES THE EMPLOYEE UNDERSTAND AND COMPLY WITH POLICIES AND PRACTICES? EVERY ORGANIZATION HAS POLICIES AND PRACTICES DEALING WITH ISSUES SUCH AS RECORD-







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# MASTERS – RANKING MASTER

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File Masters Transactions Reports About APPRAISAL

Abort/Clear Record

Appraisal Rank Master

### Ranking Master

Item Code	I 03	POLICY COMPLIANCE
Rank Code	001	ADVANCE
Short Name	ADVANCE	
Description	POLICY COMPLIANCE - ADVANCED [ABOUT 10%-20% OF EMPLOYEES] INDICATIONS (SOME OR ALL MAY APPLY): THE EMPLOYEE SHOWS A GOOD TO VERY	





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# MASTERS – RESULT MASTER

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File Masters Transactions Reports About APPRAISAL

Appraisal Result Master

Exit

**Result Master**

Code	RE2
Name	ADVANCED
Short Name	ADVANCED





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# MASTERS – EMPLOYEE MANAGER LINKUP

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File Masters Transactions Reports About APPRAISAL

Appraisal Employee Manager Lin

### Employee Manager LinkUp

Employee Code: 000001 MICHEAL FERNANDES

Manager Code	Manager Name	Manager Level	Del Y/N
000003	JOHN CRUZE	1	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>





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# MASTERS – GOAL MASTER


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File Masters Transactions Reports About APPRAISAL

Goal Master

**Goal Master**

Code	G01
Name	LEARN INDIAN COOKING
Short Name	INDIAN COOKING
Description	TO LEARN INDIAN COOKING





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# MASTERS – SET GOALS FOR EMPLOYEES

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File Masters Transactions Reports About APPRAISAL

Abort/Clear Record

Set Goals For Employees

### Set Goals For Employees

Emp Code	000002	MARK JHONSON
Goal Code	G02	LEARN FIRE FIGHTING
From Date	01-06-2011	
To Date	08-06-2011	
Remarks	LEARN FIRE FIGHTING	
Date Of Entry	08-06-2011	





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# MASTERS – GOALS MET BY EMPLOYEES

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transactions Reports About APPRAISAL

Goals Met By Employees

**Goals Met By Employee**

Emp Code: 000001 MICHEAL FERNANDES  
 Goal Code: G01 LEARN INDIAN COOKING  
 From Date: 01-01-2011  
 To Date: 31-12-2011

Evaluated On	Remarks	Next Review Date
01-06-2011	IMPROVING VERY WELL	31-12-2011





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# TRANSACTIONS – APPRAISAL

SPARK (March 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transactions Reports About **APPRAISAL**

Previous Record

**Appraisal**

Emp Code: 000001 MICHEAL FERNANDES

Appraisal Code: A01 GENERAL APPRAISAL

From Date: 01-01-2011 To Date: 31-01-2011

Final Appraisal  Review

Appraised On	Appraised By	Appraiser Name	Item Code	Item Name	Narration
01-03-2011	000003	JOHN CRUZE	I01	RESPONSIBILITY	asdf
01-02-2011	000003	JOHN CRUZE	I02	ASSIGNED GOALS	ASSI





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# MASTERS – INTERVIEW MASTER

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File Masters Transaction Reports Process About **RECRUITMENT**

Interview Master

Abort/Clear Record

*Interview Master*

Code	<input type="text" value="I01"/>				
Name	<input type="text" value="WRITTEN TEST"/>				
Short Name	<input type="text" value="WRITTEN TEST"/>				
Duration (In Mins.)	<input type="text" value="30"/>	Hrs.:	<input type="text" value="00"/>	Mins.:	<input type="text" value="30"/>
Total Marks	<input type="text" value="100"/>				
Passing Marks	<input type="text" value="50"/>				





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# MASTERS – CANDIDATE MASTER

## MAIN SCREEN

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Main Screen**

City: MUM MUMBAI  
 Recruitment: R01 EMPLOYEE REFERENCE  
 Religion: ALL APPLICABLE TO ALL RELIGIONS  
 Gender: MALE  
 Birth Date: 01-01-1981

**Designation Details**

Code	Name	Application Dt	Expected Annual Sal.	Del.
J01	EXECUTIVE FINANCE	01-01-2011	240000.00	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Main Screen  
 Qualification  
 Personal  
 Other Details  
 Language  
 Documents  
 Experience  
 Working Details





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# MASTERS – CANDIDATE MASTER

## QUALIFICATIONS

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About RECRUITMENT

Candidate Master

Candidate Code: 000000002 Name: MR AJAY KASHKAY

Qualification		Subject		Year Pass	Perc Scored	City		Institute Name	Remarks	Del.
Code	S.Name	Code	S.Name			Code	S.Name			
Q01	B.COM	S01	ACCOUNTS	1997	60.00	MUM	MUMBAI	MUMBAI UNIVERSITY		<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>

- Main Screen
- Qualification
- Personal
- Other Details
- Language
- Documents
- Experience
- Marriage / Deduction





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# MASTERS – CANDIDATE MASTER

## PERSONAL

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Personal Details**

First Name	AJAY	Middle Name	
Last Name	KASHKAY	Father/Husband Name	PRAVIN
Nationality	IND INDIA	Blood Group	AB+
Tele No	02243434343	Driving Licence Typ	001 LIGHT VEHICLE
Mobile No	9833080288	Driving Licence No	MUM/43562
Fax No		Physically Challenged	<input type="checkbox"/>
Pan No	AJVFM6228L	Severely Physically Challenged	<input type="checkbox"/>
Email Id	ajay.kashkay@gmail.com		

**Current Address**

City Code	MUM MUMBAI
Address	AGARWAL NAGRI, BLDG NO 2/ 503 BEHIND PMC BANK, NEW LINK ROAD VASAI EAST
Zip	401209

**Permanent Address**

City Code	MUM MUMBAI
Address	AGARWAL NAGRI, BLDG NO 2/503 BEHIND PMC BANK, NEW LINK ROAD, VASAI EAST
Zip	401209

Main Screen  
Qualification  
Personal  
Other Details  
Language  
Documents  
Experience  
Career Deduction



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# MASTERS – CANDIDATE MASTER

## OTHER DETAILS

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Other Details**

**Passport Details :** Number: IND 547363811 Issue Date: 28-07-2000 Issue Place: MUMBAI Expiry Date: 27-07-2020

**Visa Details :** Type: Expiry Date:

**Travelling Details :** Willing to Travel  Willing to Relocate  Location Preference

**Preferred Locations**

City Code	City Name	Del Rec.
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Main Screen  
Qualification  
Personal  
Other Details  
Language  
Documents  
Experience  
Training Deduction





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# MASTERS – CANDIDATE MASTER

## LANGUAGE

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Language**

Language Code	Language Name	Narration	Read Yes/No	Write Yes/No	Speak Yes/No	Mother Tongue Yes/No	Translate Yes/No	Del.
ENG	ENGLISH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GER	GERMAN		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Main Screen  
Qualification  
Personal  
Other Details  
**Language**  
Documents  
Experience  
Foreigner/Deduction





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# MASTERS – CANDIDATE MASTER

## DOCUMENTS

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Documents**

Code	Name	Doc Dt (DD-MM-RRRR)	Page No	File Nm	Expiry Date (if any)	Del.
001	DRIVING LICENSE	01-01-2011	1	LICENSE	31-12-2050	Open Attach.
003	PASSPORT	01-01-2000	1	PASSPORT	31-12-2020	Open Attach.
						Open Attach.

Main Screen  
Qualification  
Personal  
Other Details  
Language  
**Documents**  
Experience  
Education/Deduction







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# MASTERS – CANDIDATE MASTER

## EXPERIENCE

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Master

Candidate Code: 0000000002 Name: MR AJAY KASHKAY

**Experience** \*(To Date blank indicates TILL DATE)

Date		Organization			Reference Person			Checked	
From	To	Name	Address	Designation	Name	Designation	Phone No	Y/N	Del.
01-01-2009	31-12-2009	ABC CORP	MUM	FIN EXE	MR. SURESH	MGR FIN	022345637	<input type="checkbox"/>	<input type="checkbox"/>
05-01-2010		KBC BANK	MUM	FIN SUP	MR. VIJAY	MGR FIN	022467554	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

Last Salary Drawn: 180000.00

**Organization Details**

Name: KBC BANK

Address: MUM

Designation: FIN SUP

**Reference Person Details**

Name: MR. VIJAY

Designation: MGR FIN

Phone No.: 0224675546

Main Screen

Qualification

Personal

Other Details

Language

Documents

Experience

Screen: Deduction







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# MASTERS – EARNING / DEDUCTION MASTER

SPARK {March 2011} - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-03:March 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

[Earning Deduction Master](#)

*Earning / Deduction Master*

Code	<input type="text" value="000001"/>
Name	<input type="text" value="BASIC"/>
Short Name	<input type="text" value="BASIC"/>
Paylink Code	<input type="text" value="001-00"/> <input type="text" value="BASIC"/>





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# MASTERS – INTERVIEW JOB MASTER

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Interview Job Master

*Interview Job Master*

Desg. Code : J01 EXECUTIVE FINANCE

SrNo.	Code	Interview Name	Delete	Record
01	I02	PERSONAL INTERVIEW	<input type="checkbox"/>	<input type="button" value="▲"/>
			<input type="checkbox"/>	<input type="button" value="▲"/>
			<input type="checkbox"/>	<input type="button" value="▲"/>
			<input type="checkbox"/>	<input type="button" value="▲"/>
			<input type="checkbox"/>	<input type="button" value="▲"/>





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# MASTERS – CANDIDATE DESIGNATION MASTERS

SPARK [January 2011] - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Candidate Designation Master

*Candidate Designation Master*

Code	J01
Name	EXECUTIVE FINANCE
Short Name	EXE FINANCE
Job Description	TO LOOK AFTER DAY TO DAY ACCOUNTING FUNCTIONS. ENTER THE VOUCHERS IN THE ACCOUNTING SYSTEM.
Paylink Code	007 EXECUTIVE FINANCE





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# MASTERS – RECRUITMENT TYPE MASTER

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Recruitment Type Master

Module Help

*Recruitment Type Master*

Code	R01	<input checked="" type="checkbox"/> Operational
Name	EMPLOYEE REFERENCE	
Short Name	EMPLOYEE REF	





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# MASTERS – INTERVIEW SCHEDULE MASTER

SPARK (January 2011) - [AMS] Alif Management Services Pvt. Ltd. (AMS) - [AIF:2011-01:January 2011---AMS (AMS) ---]

File Masters Transaction Reports Process About **RECRUITMENT**

Interview Schedule

**Interview Schedule**

Interview Srno. 0000000001  
 Desigantion Code J01 EXECUTIVE FINANCE  
 Interview Code I02 PERSONAL INTERVIEW  
 Interview Date 07-12-2011  
 Location MUMBAI  
 Time From 10:00 Time To 11:00 \*Time is 24 Hour Format e.g.(14.30)

**Interviewer**

Code	Name	Email On	Email Y/N	SMS On	Phone On	Post On	Del Y/N
001	MARK JHONSON						

**Candidates**

Code	Name	From	To	Email On	Email Y/N	Sms On	Phone On	Posted On	Del
0000000002	MR AJAY KASHKAY	10:00	11:00						None

Email to All





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# MASTERS – INTERVIEW RESULTS MASTER

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File Masters Transaction Reports Process About **RECRUITMENT**

Interview Results Master

Next Record

### Interview Result

Candidate: 0000000002 MR AJAY KASHKAY

Designation: J01 EXECUTIVE FINANCE

Interview: I02 PERSONAL INTERVIEW

Interview Location: MUMBAI

Interview Date: 07-12-2011

Result: 01 PASS

Marks Scored: .00 (Avg. marks assigned by interviewer's)

Time Taken(In Mins): 30.00 Hrs. 00 Mins. 30

Appoint

### Interviewer Result

Interviewer	Name	Marks Assigned	Remarks
001	MARK JHONSON	.00	



# TRANSFER EMPLOYEE TO PAYROLL



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File Masters Transaction Reports Process About **RECRUITMENT**

### Transfer Candidates To Payroll

Code	Candidate Name	Sele_yn	Comp Desg	Dept	Cate	Grad	Stat	Unit	Class	Union	Join Date	Emp Cd	Pay Mode
0000000002	MR AJAY KASHKAY	<input checked="" type="checkbox"/>	AMS	J01	007-00	003	L03	002	001	001	20-01-2011		Cheque
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											

Transfer Cancel







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