

Centre for Industrial Solution and Advanced Training  
ISO 9001:2008 Certified

# Proposal for Fully Integrated Auto Rewards and Recognition System

[www.cisat.co.in](http://www.cisat.co.in)

CISAT



Complete Auto  
Management

Online Certificate  
& reporting

E- Management

2016

- ✓ Recognition Details
- ✓ Online nominations
- ✓ Online Certification
- ✓ Online Nominations
- ✓ Online Assessment by Committee members
- ✓ Reporting as per requirement

- SAP Integration
- Auto updation of all activities
- Fully customized as per requirement



Ref: CISAT/Proposal/RRS/2016

**Sub: Proposal for Fully Integrated Online Reward and Recognition System developed by CISAT**

To  
Head HR

**KA: Head HR/IR/Organizational Development**

Dear Sir,

We are glad to inform you that we have developed a web based Fully Integrated online Reward and recognition Management System for all at site, plant/group of plants or corporate. This system can do all the Functions, in a auto flow as per business requirement.

- Eligibility
- Nomination by self or colleagues.
- Evaluation by Selection committee
- Certification or Reports as per every format.
- Reports required for PMS and Succession planning.

In short it can do all the function of a R&R management hence will be useful to all the organizations to save time, Reduce cost, Improve process for employee satisfaction, easy follow up & reporting.

It can be customize as per the requirement of an individual organization. We will be happy to discuss more and give a demo if your company is interested. Kindly do inform by an email/call or web.

With Best Regards & Thanks,

Mrs. Rupali,  
Director - Business Development

## Flow Chart and System for Rewards and Recognition

**Objective: To give appraisal for Individual or Team (Departments) for their contribution/exceptional work.**

Rewards and Recognition Tab to be appear on Individual Dash Board.



1. Clicking this it should appear Recognition and Rewards separately.



### Recognition means appreciation of work but without financial benefit

- A. From (Name, Department, Position)
- B. To (Name, Department, Position, email)
- C. For
  - a. Best HSE Practices
  - b. Practicing Ethics
  - c. Commitment of Work
  - d. People values (Humanity)
  - e. For Practicing Company Value
  - f. Other

I wish to thank you and recognize Mr. .... (Name), ..... ( Position) From ..... (Department) for

His commitment of work (it can be anything from a to f) on my own experience as narrated below.

..... (One should explain the incidence/ support for above).

**Submit.**

- D. Once submitted a certificate generates and email with this certificate is emailed to recipient. A copy of this to reach to all individual (HR and own department or all).
- E. An individual should be able to see this certificate in his Individual Report and on own Dashboard.
- F. Number of such rewards is to be calculated. HR should get report of such recognitions for PMS and Succession planning.
- G. HOD will be able to see for his team members.

Sr No	Recognition for	From	Department...
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Total no of Recognition from Month to Month (Year) = ..... (This should come to PMS & Succession)



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## Rewards (Monetary gain Rs XXXXX/ award)

Application for Rewards:

Types: 1. Individual and 2. Group (Team award)

1. Individual
  - A. Continuous Improvement and Innovation rewards
  - B. Maximum attendance Award (no of Days available in a period of 6 or 12 month)
  - C. Best Trainer award
  - D. Best Mentor Award
  - E. Best Team Leader Award
  - F. Best performer award
  - G. Best responsiveness award
  
2. Best Team Award (To be nominated by HOD/Team Manager/cross department Head)

### Nominate via online Nomination Form

1. Which Award to nominate: Select
  2. Explain How one meet the criteria
  3. Achievement in support of this
    - a. Benefit to company, process, innovation, Financial (to be approved)
  4. Various attachments
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Review Committee:

1. Incharge RR (HR)
  2. Committee member (to be decided)
- 

Result announcement

Updates in Individual record..

Process to repeat every 3 to 4 month..

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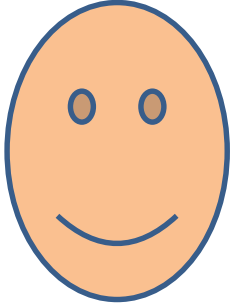
# Centre For Industrial Solution and Advanced Training

AN ISO 9001:2008 CERTIFIED

(Technical- Electrical/Mechanical/Automation/Chemical, Behavioral& Soft Skill, Safety, Business Excellence, Safety &Energy Audit)

“A complete Training Solution Under One roof”

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If you are thinking to control various units from Corporate or Outsource the Training function, give us a chance to meet and discuss.

For more details, Demo and your requirement please Contact:

Mrs. Rupali, Director- Business Development

Centre For Industrial Solution and Advanced Training

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Contact: 00-91-7709012815;

Branches: Pune, Nagpur, Bhilai, Thane

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We have Learning Management System, Performance management system, Attendance and pay roll management system. Do inform for any requirement.