

1.0 PURPOSE

To select the most suitable person to the required post and train in efficiently and effectively as per manpower planning at ITRDA.

2.0 SCOPE

This Process is applicable to Administration Division.

3.0 RESPONSIBILITY

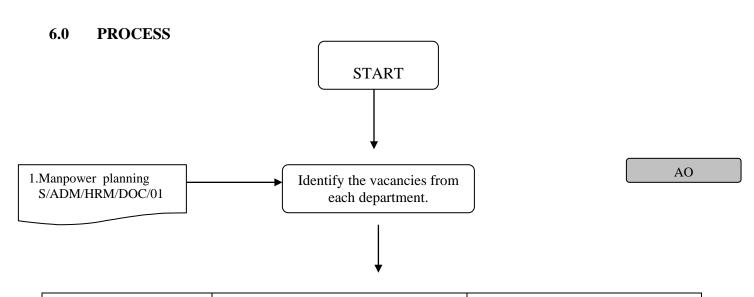
Director is overall responsible and the Administrative Officer is functionally responsible..

4.0 INPUTS

- 1. Request form (from head of the departments to the Director)
- 2. Man power planning.
- 3. Advertisement

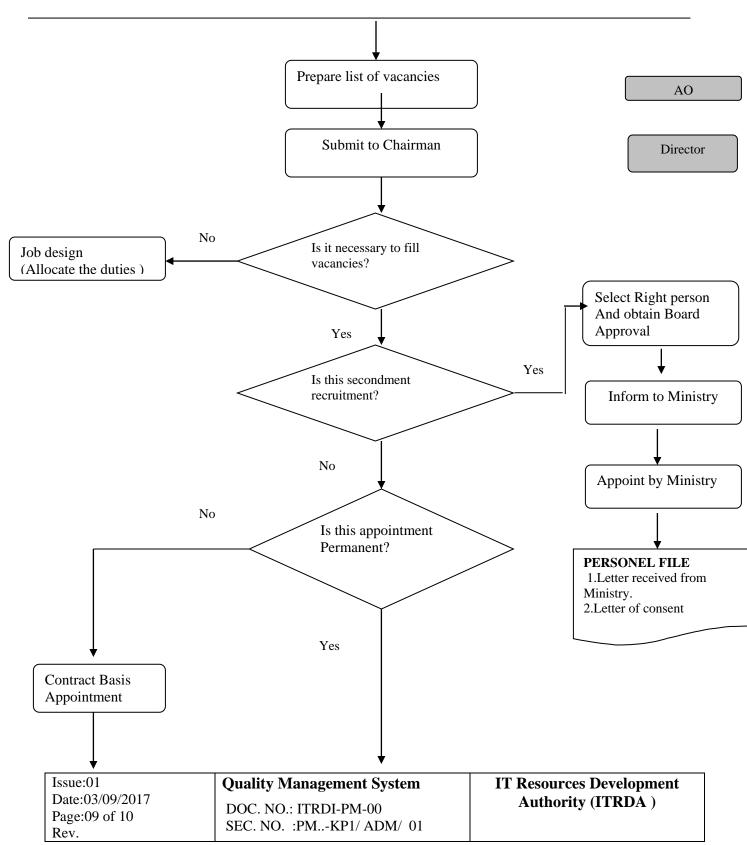
5.0 OUTPUT

- 1. Qualified Employees.
- 2. Employee Appointment Register.
- 3. Appointment letter
- 4. Agreement
- 5. Measurement of objective

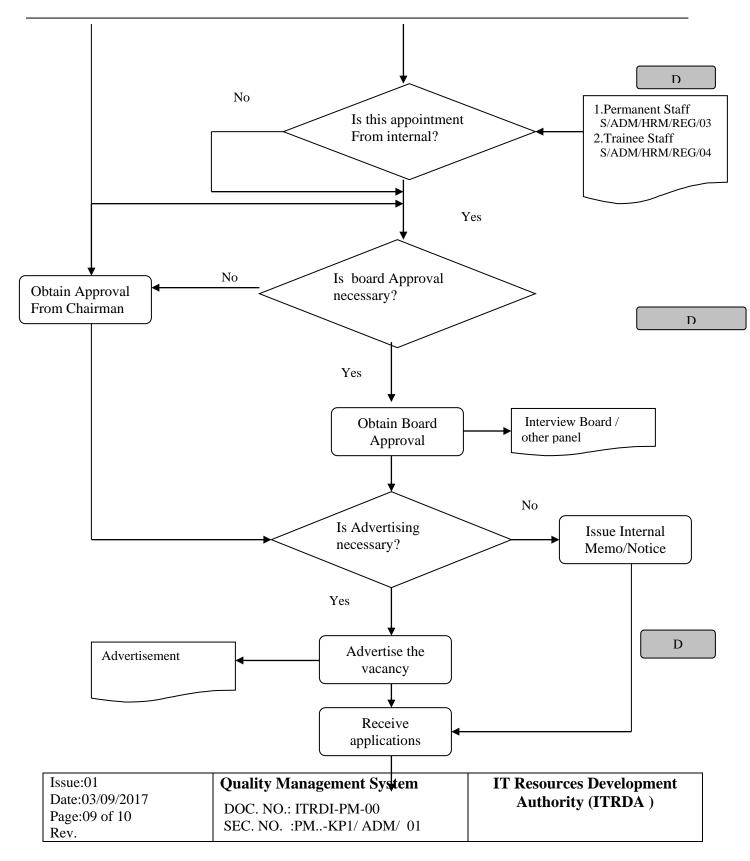


Issue:01	Quality Management System	IT Resources Development
Date:03/09/2017 Page:09 of 10	DOC. NO.: ITRDI-PM-00	Authority (ITRDA)
Rev.	SEC. NO. :PMKP1/ ADM/ 01	

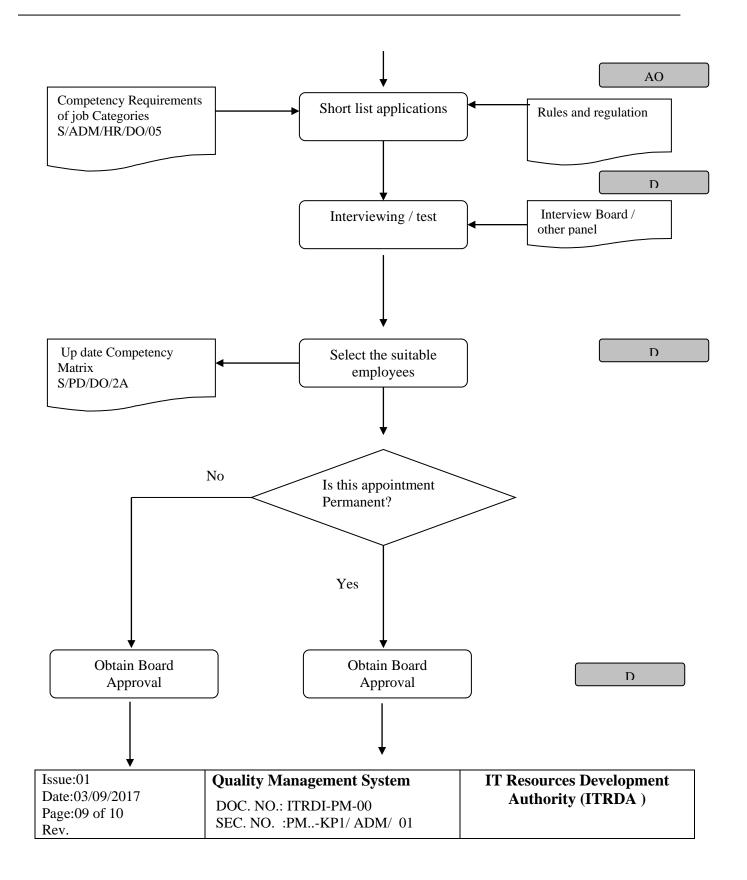








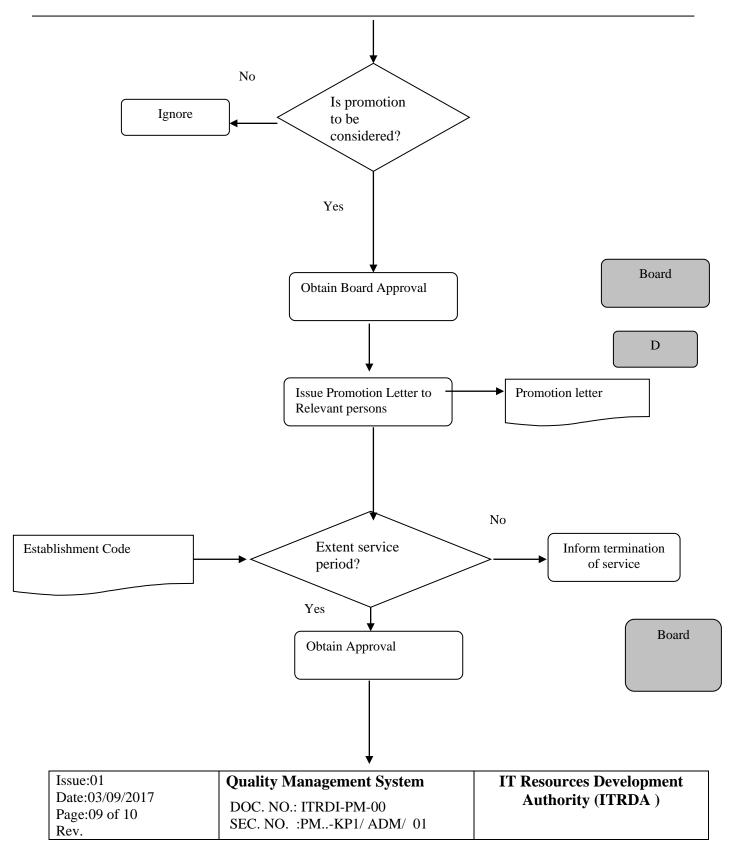




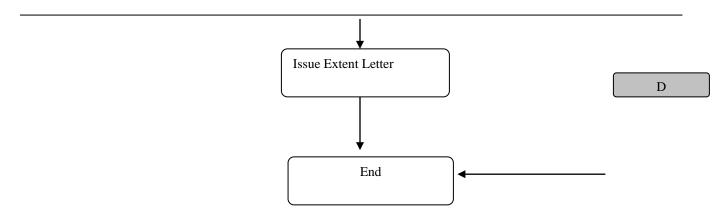
D Appoint the person Appoint the person 1. Employee Appointment Register S/ADM/HRM/REG/01 Issue temporary Issue Appointment 2.Refer working instruction Appointment Letter Letter S/ADM/HRM/WI/01 S/ADM/HRM/WI/02 S/ADM/HRM/WI/03 1.Appointment letter Copy to **Auditor General** 1.Appotment letter Employee Copy to Personal file **Auditor General** 1. Employee Familiarization of Personal file **ITRDA** Induction on ITRDA Select the next candidate **Medical Certification** End of the period Cancel the appointment **Medical Examiners** Report - General 169 No Personal File 1.Agreement –General 160 Is medical report 2.Personel Assets statement OK? General -261 No 3. Oaths or Affirmation Is it extend 4. 6 th Revision Oaths contract or Affirmation period? YES Inform termination YES of service Quality Management System Issue:01 **IT Resources Development** Date:03/\(\phi\)9/2017 **Authority (ITRDA)** DOC. NO.: ITRDI-PM-00 Page:09 of 10 SEC. NO. :PM..-KP1/ ADM/ 01 Rev.

ITRDA HRM PROCESS Performance Appraisal Obtain Board 1).S/ADM/HRM/FO/03 Approval 2).S/ADM/HRM/FO/04 3).S/ADM/HRM/FO/05 Achieve Service 4).S/ADM/HRM/FO/06 **Agreement Conditions Termination Letter** 5).S/ADM/HRM/FO/07 Follow the Above **Process** AO Yes Yes Is extend the Is this Issue probation probation period? appointment extend letter permanent? No Service termination No letter Issue Extent letter No Is appointment Inform termination of Permanent? service D Yes Verification of Certificates Permanent appointment letter Issue permanent appointment letter Performance Evaluation D Issue:01 **Quality Management System IT Resources Development** Date:03/09/2017 **Authority (ITRDA)** DOC. NO.: ITRDI-PM-00 Page:09 of 10 SEC. NO. :PM..-KP1/ ADM/ 01 Rev.

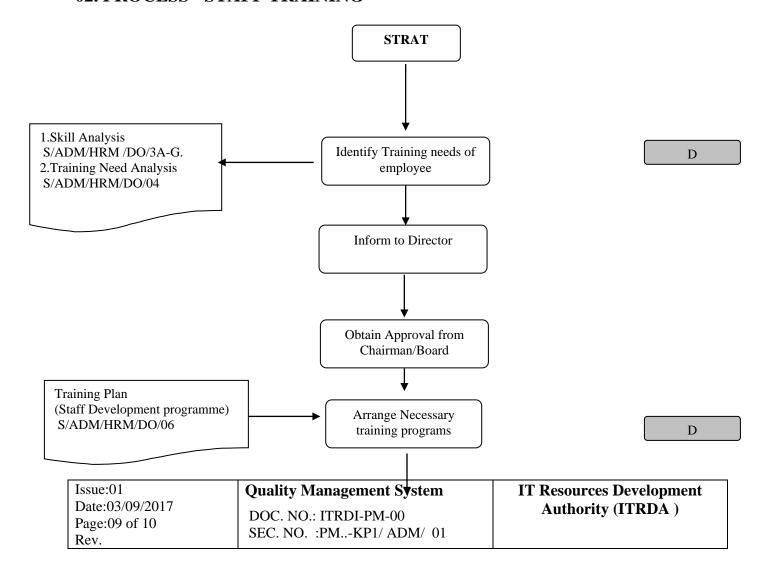




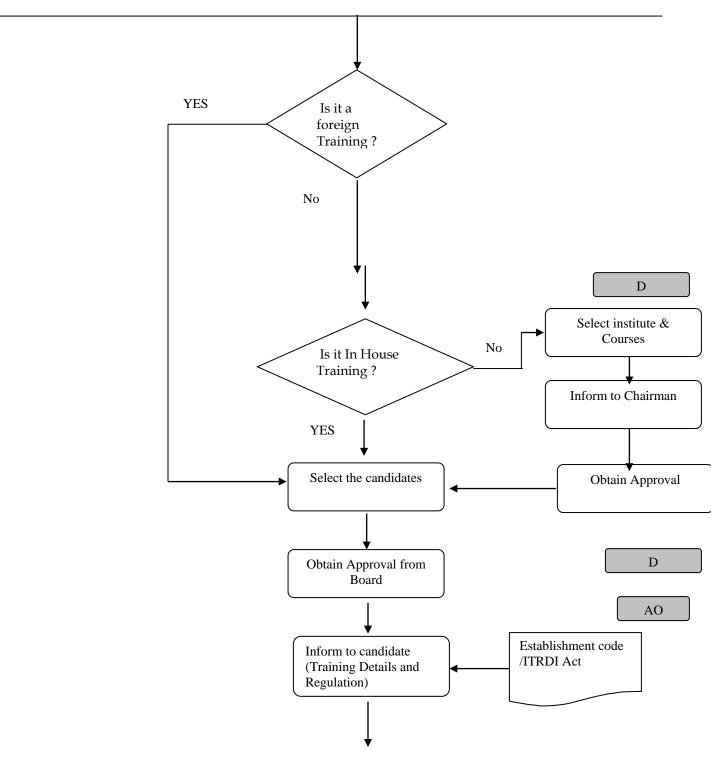




02. PROCESS - STAFF TRAINING







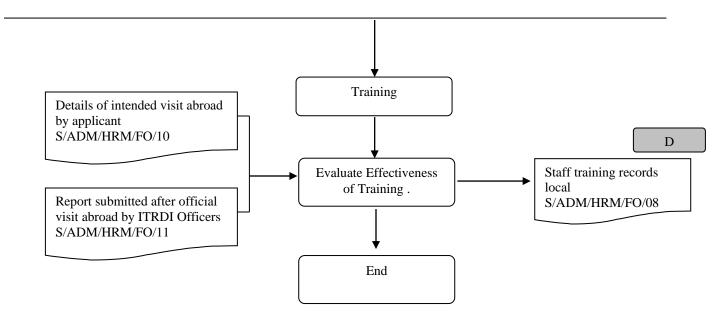
Issue:01
Date:03/09/2017
Page:09 of 10
Rev.

Quality Management System

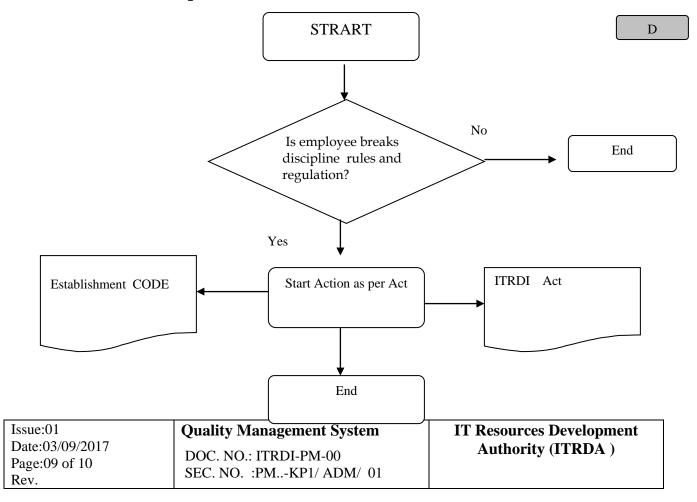
DOC. NO.: ITRDI-PM-00 SEC. NO. :PM..-KP1/ ADM/ 01

IT Resources Development Authority (ITRDA)





03. Process-Staff Discipline





7.0 PROCESS MONITORING & MESURING

- 1. Issue Appointment letter within the same day
- 2. Complete evaluation on the completion of 6 th month period
- 3 Complete manpower plan at every 6 th month period
- 4. Complete skill analysis once a year and prepare internal training plan by end January

8.0 PROCESS INTERFACE

All key & Support Processes