

ITRDA HRM PROCESS

PROCESS
MANUALS

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..

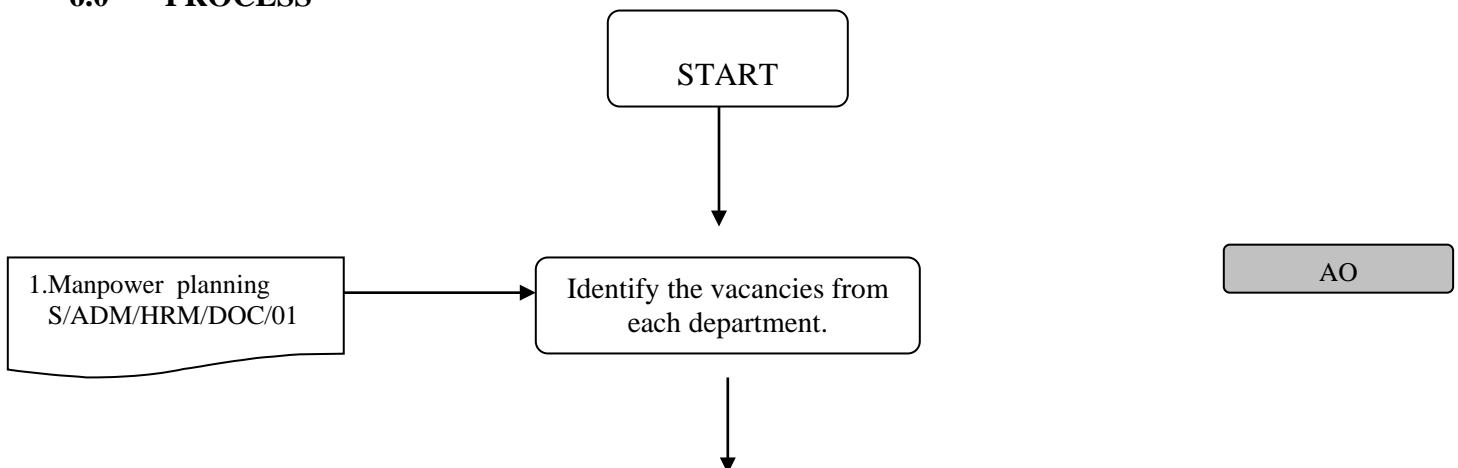
4.0 INPUTS

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

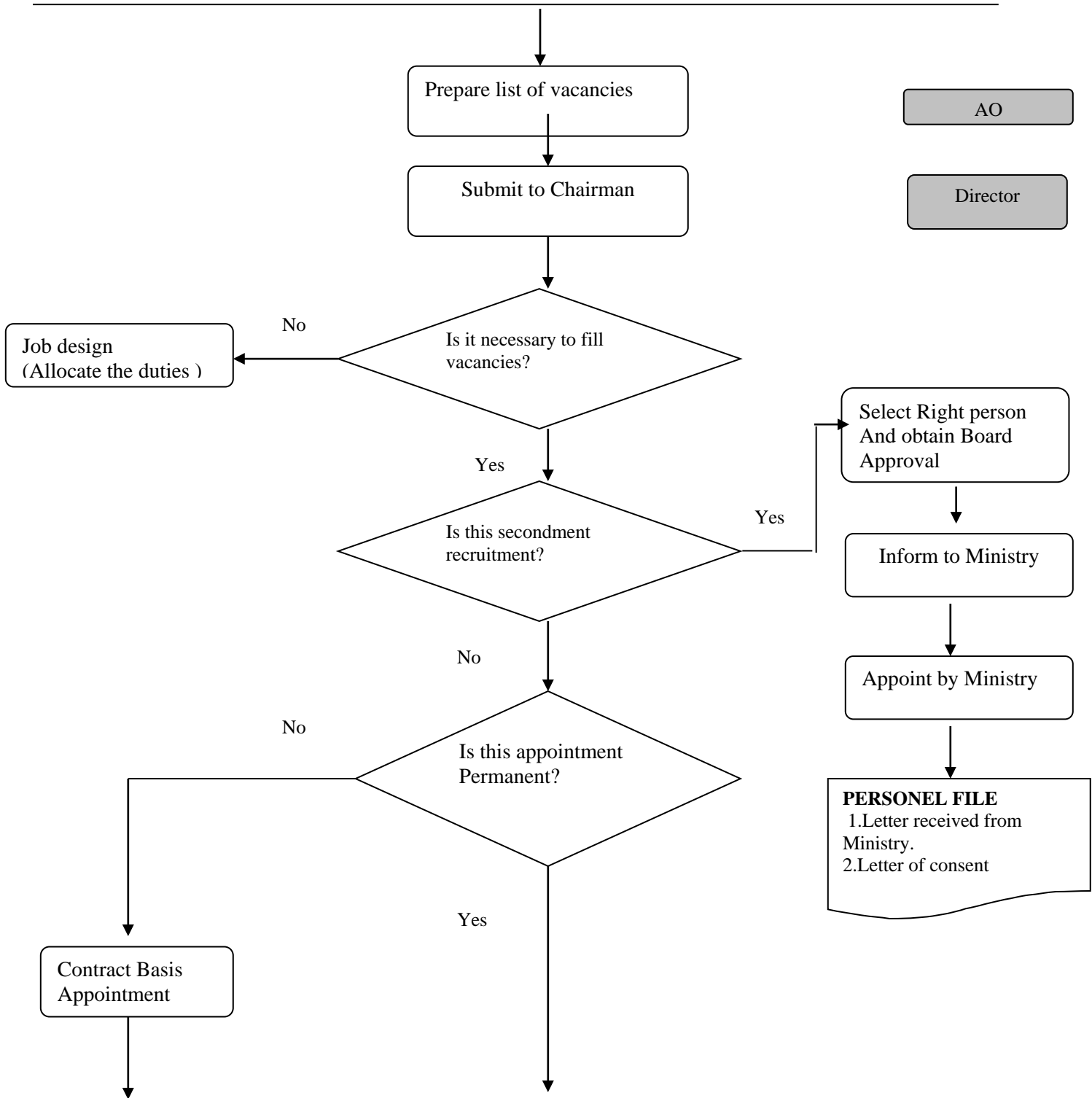
6.0 PROCESS



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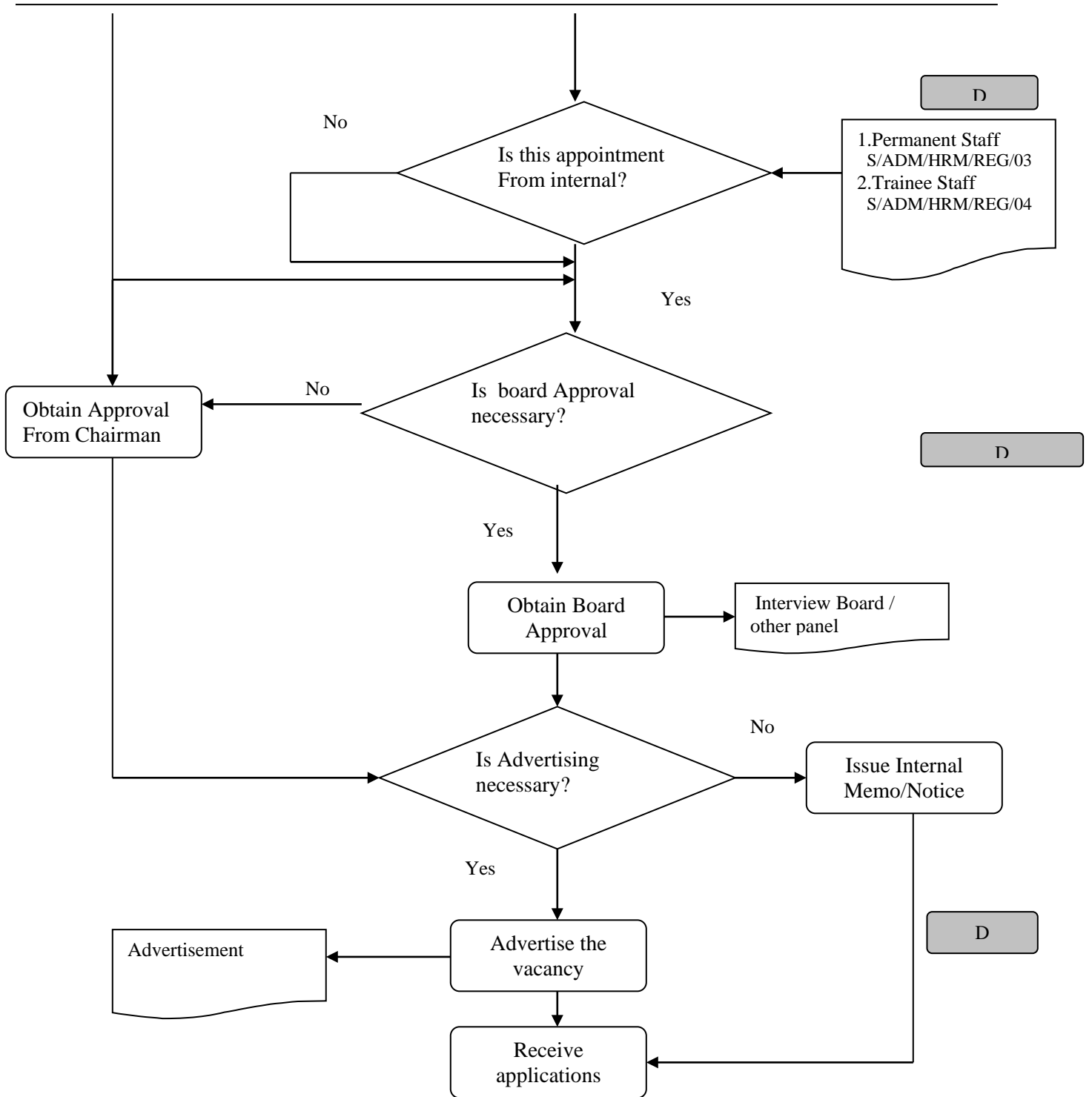
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**IT Resources Development
Authority (ITRDA)**

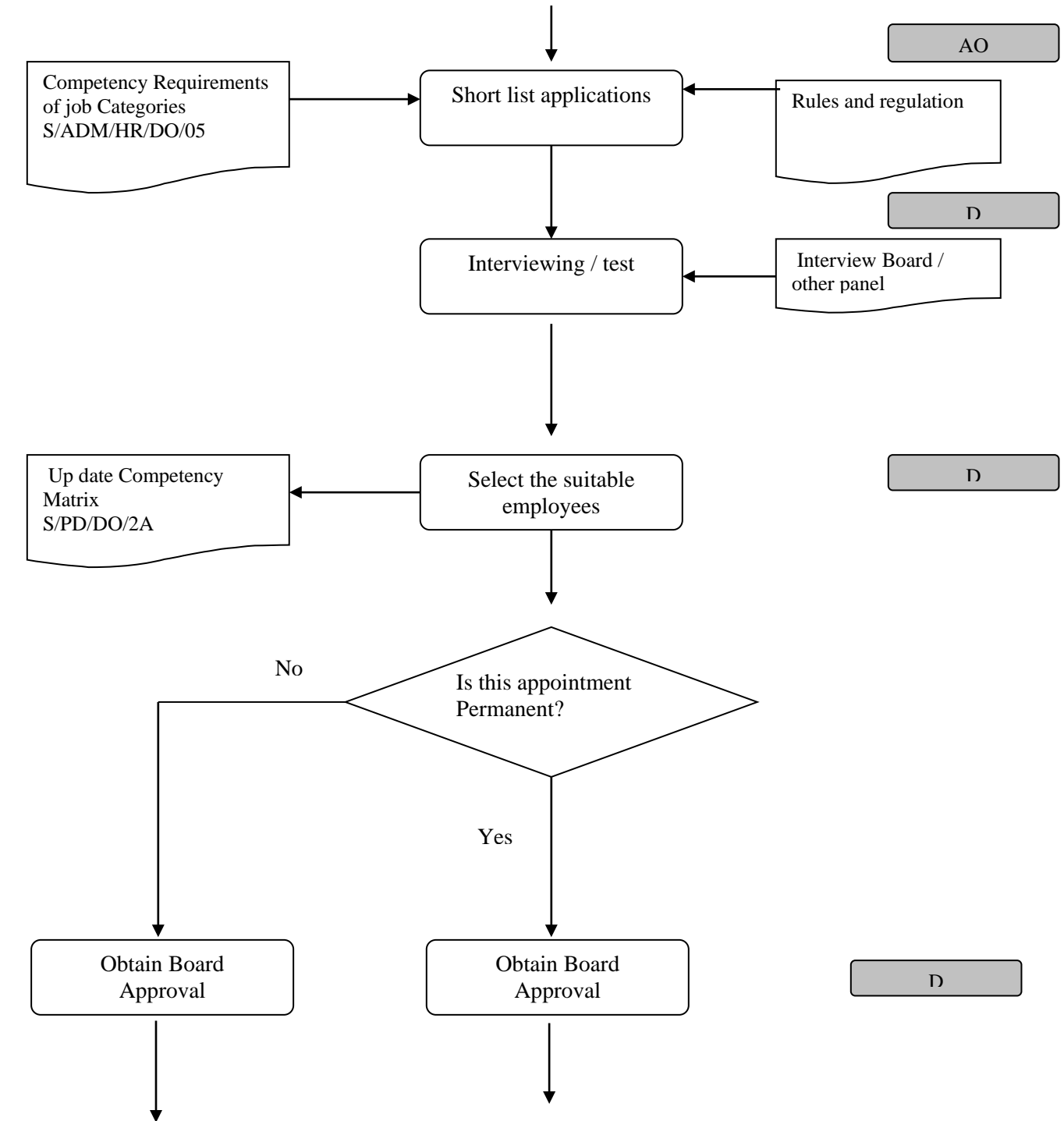
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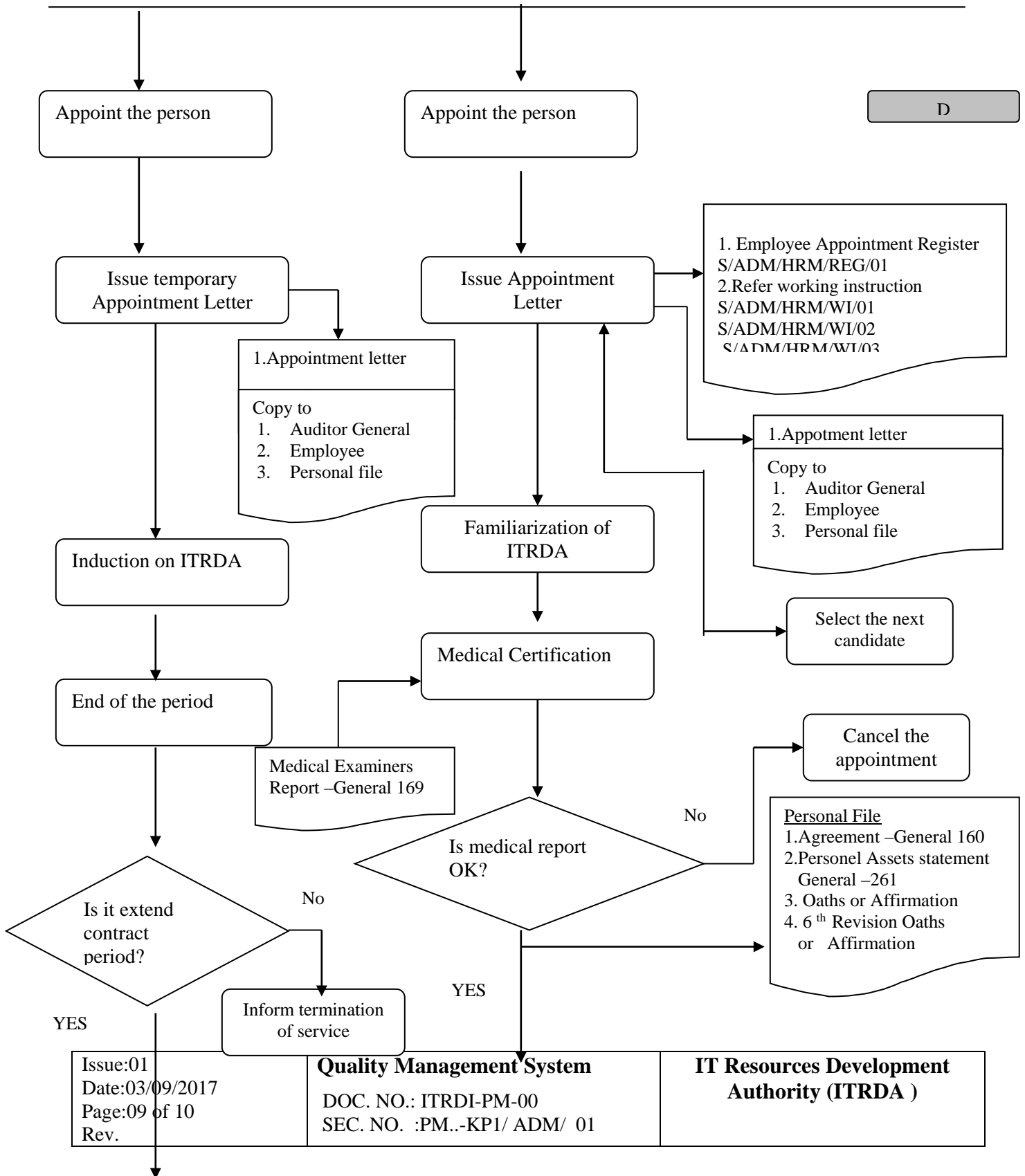
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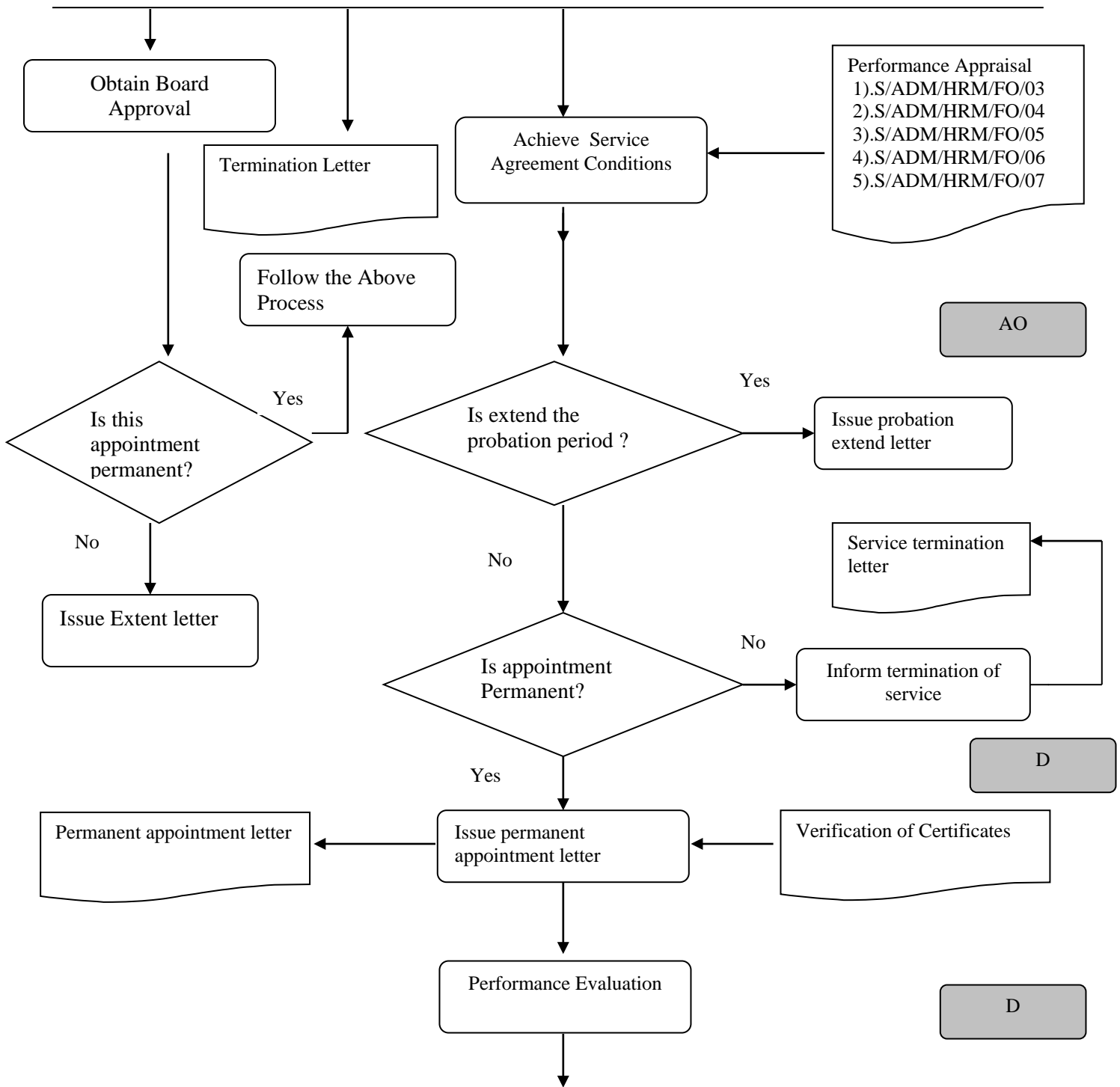
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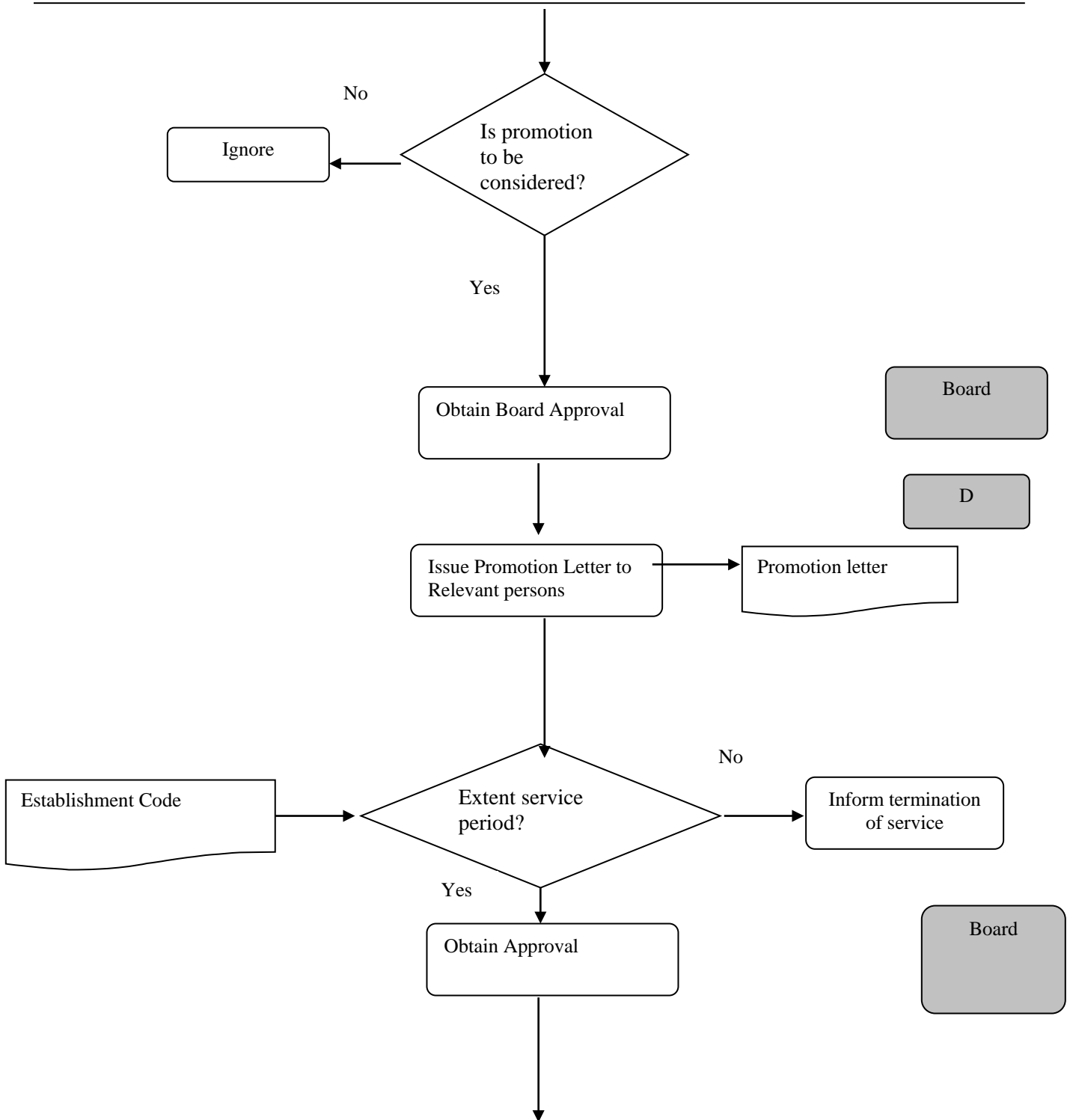
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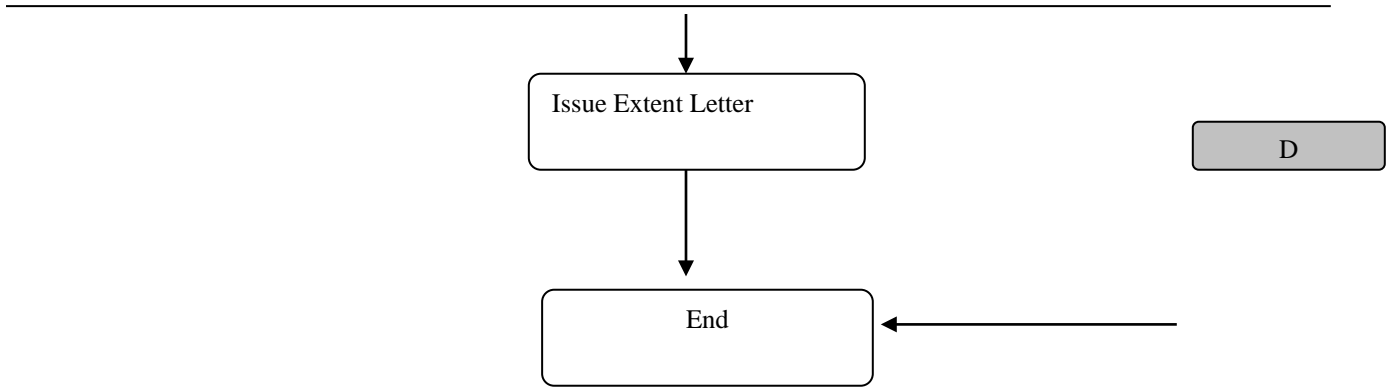
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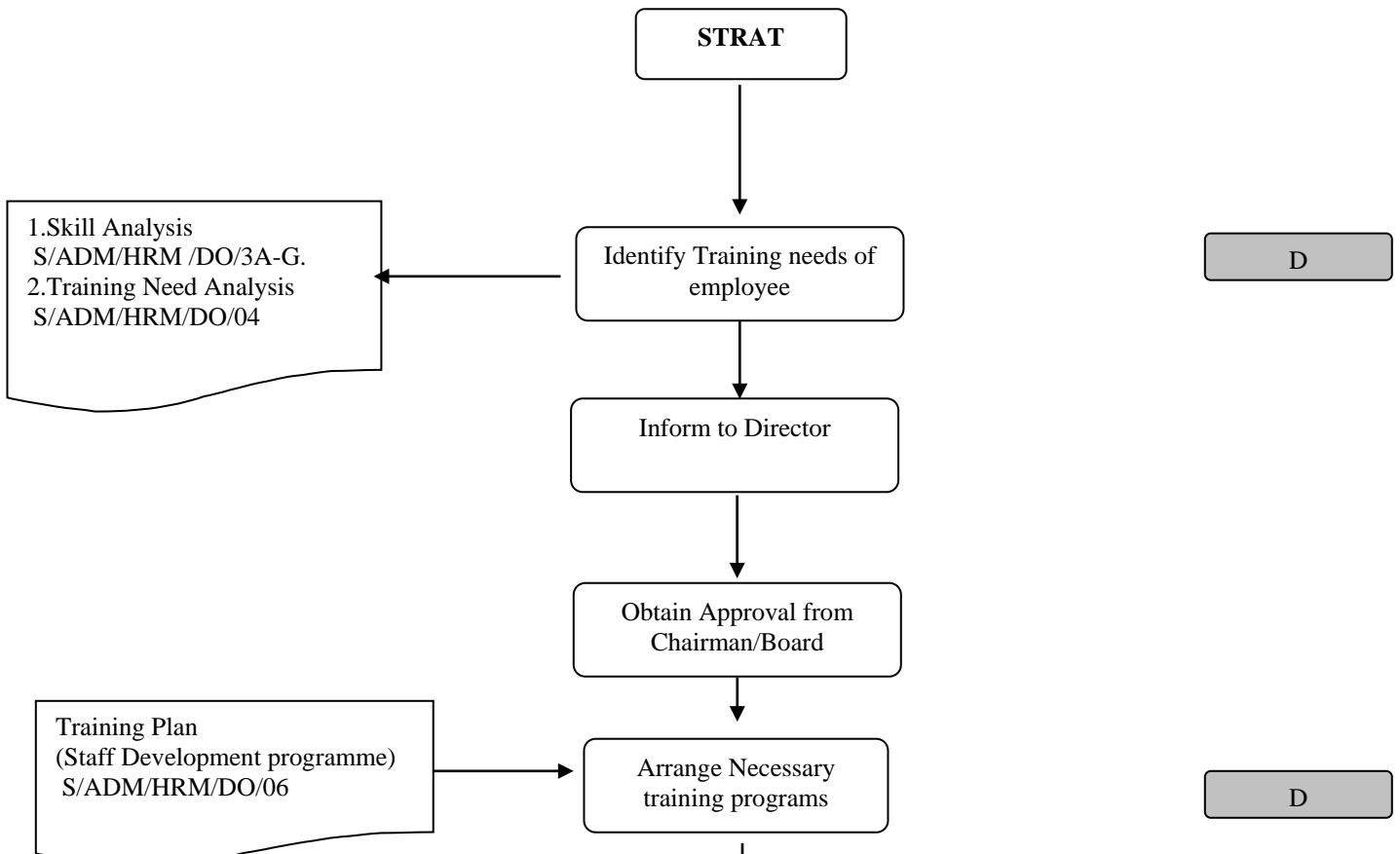


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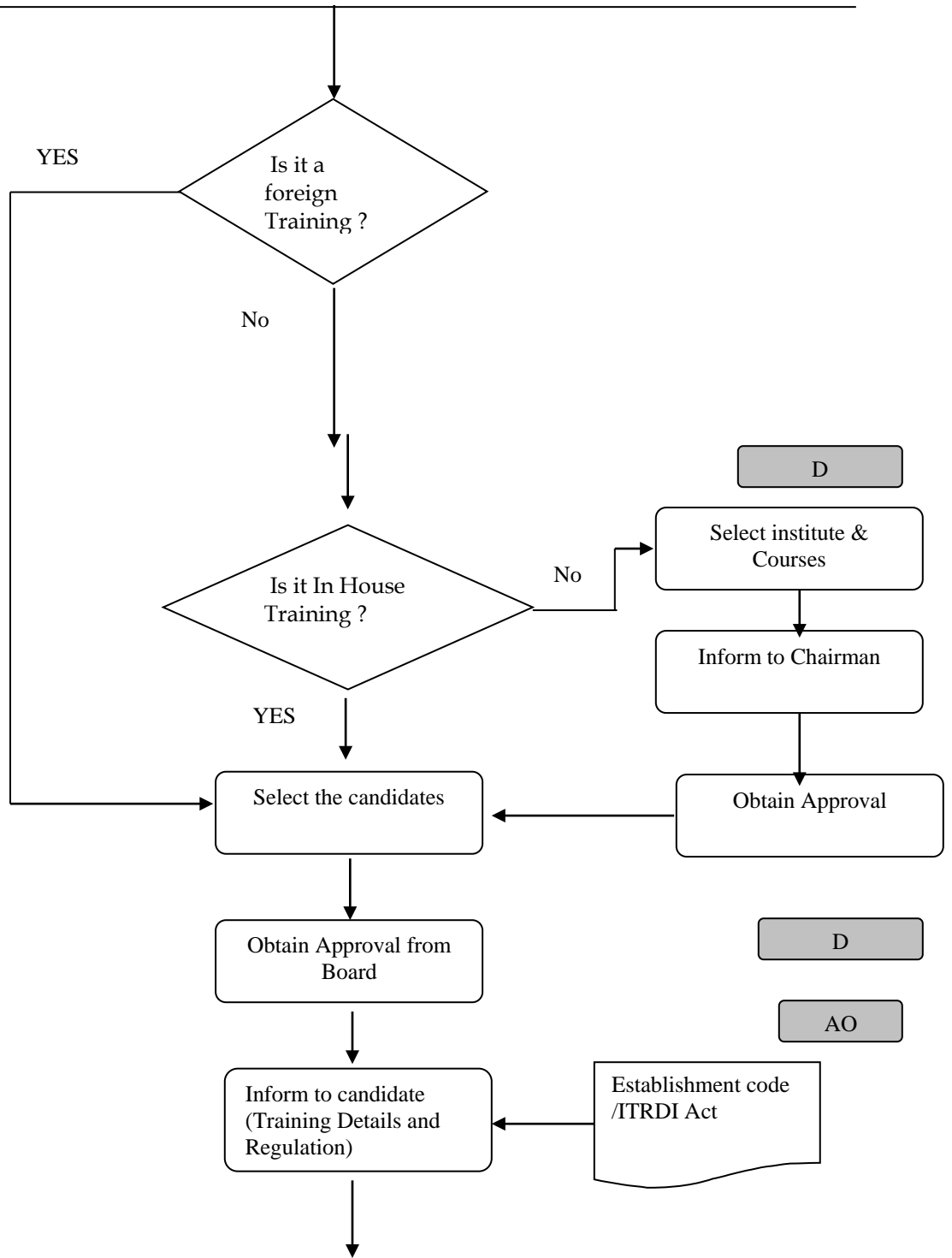


02. PROCESS - STAFF TRAINING



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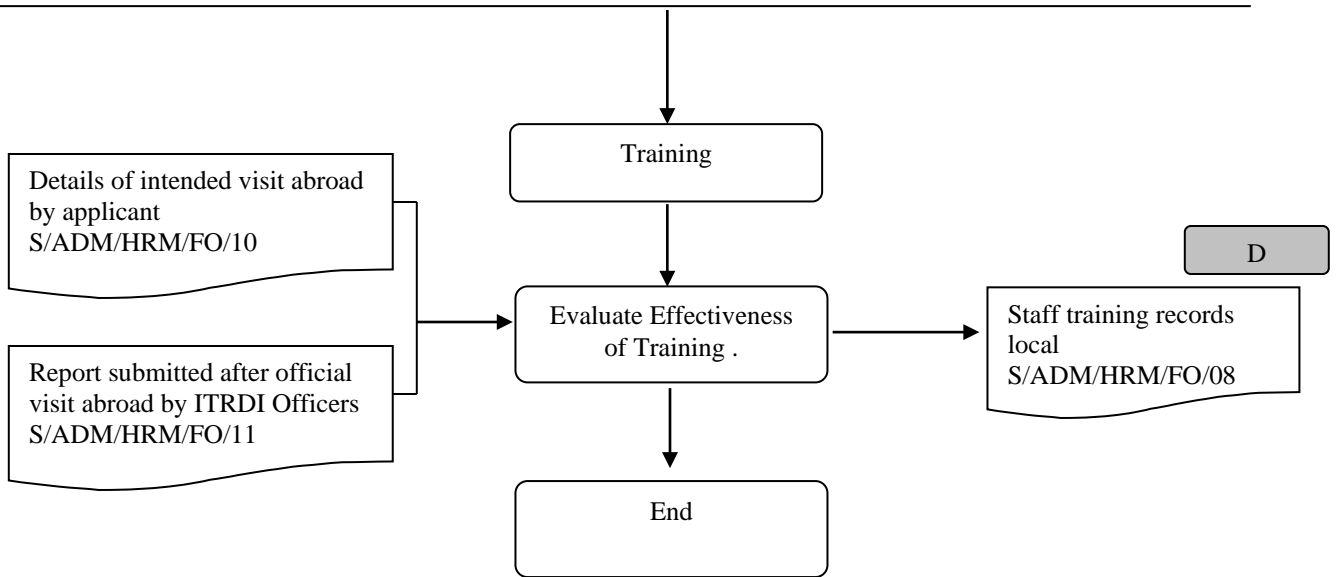
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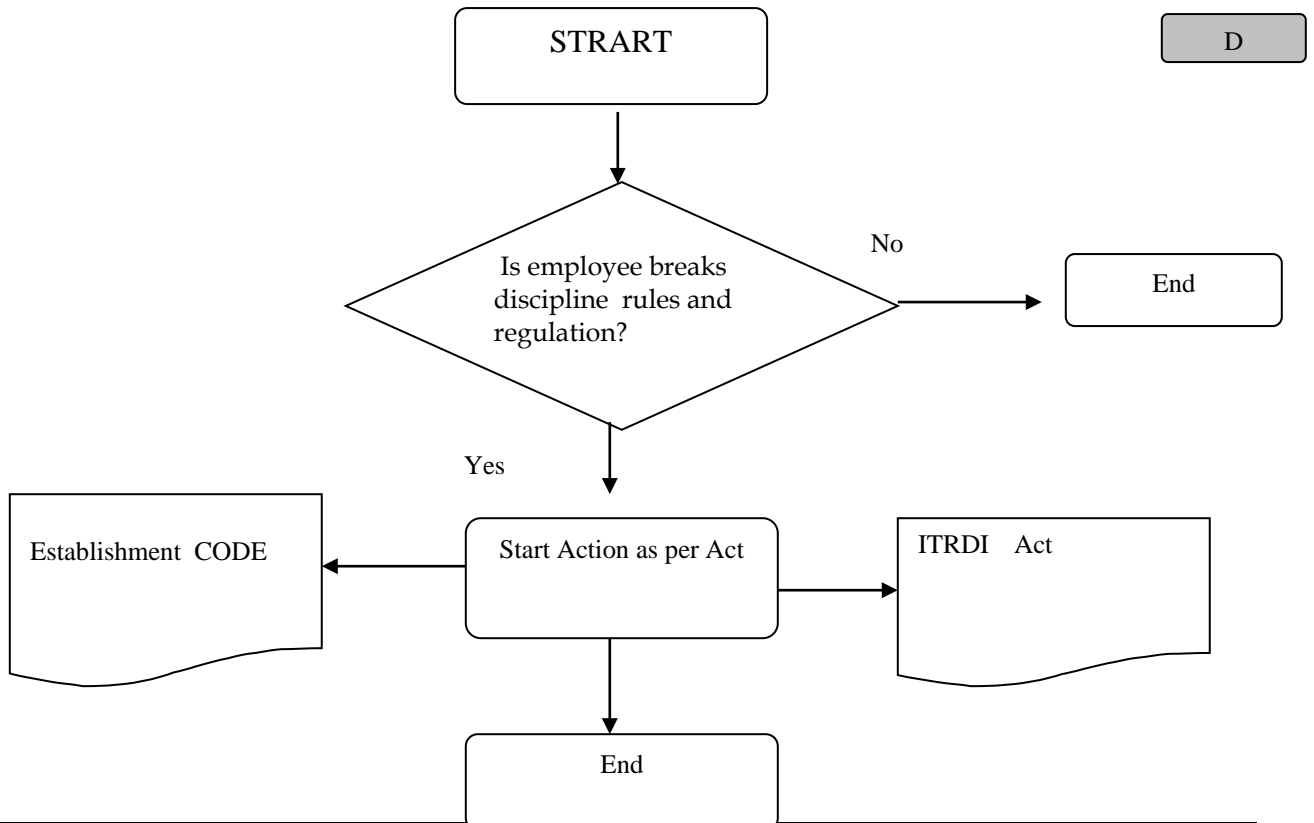
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03.Process- Staff Discipline



7.0 PROCESS MONITORING & MESURING

1. Issue Appointment letter within the same day
2. Complete evaluation on the completion of 6th month period
3. Complete manpower plan at every 6th 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

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