| **Department: administration Year: 2020 Last Updated on:** | | | | | **7/10/2020** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1. | Preparation of locker rooms for workers on factory entrance | * Cost estimation and final quotation * Material purchase * Start and follow up of process * Verification and job completion | Mr. Muhammad zeeshan | 10/1/2021 | Financial support req from higher management |  |
| 2. | To white wash entire residential area   1. Executive colony 2. Executive mess 3. Workers colony 4. Workers mess | * Cost estimation and final quotation * Material purchase * Start and follow up of process * Verification and job completion | Mr. Shaheed ullah | 10/4/2021 | Financial support req from higher management |  |
| 3. | New hall construction for PMD section  (civil work completion) | * Initial working on cost estimation and quotation receiving and finalization * Material purchase * To start and follow building construction process | Mr. Imran Abid | 10/4/2021 | Technical coordination will require from Hassan yar anees sb with financial support of higher management |  |
| 4. | 100% Salary atomization through SAP currently its about 50/50 | * Smoothened and regular shift management and timing * To ensure and manage back up of face attending machine to deal with any kind of issues and inconvenience during daily IN and OUT process * Availability and installment of ups for attendance machine to avoid any power failure during IN and OUT process | Mr. Nadeem Anjum | 10/4/2021 | Support require from all hods to prepare and manage smooth and maintained shift timings |  |
| 5. | To open salary account for each workers after completing probation period currently it is in 60/40 ratio | * To gain and accumulate required data of each worker to open salary account * Meeting and dealing with bank persons to open salary account * To finalize the process and account opening | Mr. Nadeem Anjum | 10/4/2021 | Departments support to provide required data of their workers |  |
| 6. | To introduce and implement training session for security department regarding security related tasks and challenges | * To train security persons according to existence and changing protocols * Preparation of training plan * To provide training manual * Conduction of trainings * evalauation | Mr. Muhammad Sarfaraz | 10/4/2021 | Internal working |  |

Prepared By (HOD): Approved By (GM/MD/CEO):