

CHAPTER 13: HRIS Supported Automated Office Notification

Policy Title: HRIS Supported Automated Office Notification

Scope: Whole Company

Policy Description: This policy is designed for maintaining and develop IT Savvy and paperless Company for better understanding and operational efficiency.

Procedure:

Company will develop an HRIS supported office notifications process based customized as per office management requirements.

1. Companies will identify their requirements as per flow chart of every HR process.
2. Policies and related circulars will be places at system application in backend.
3. Company hierarchy would be identified as per position tit and competencies will be verified.
4. Logins and passwords will be assigned to key users and other users.
5. complete flow of the process will be tested and be used to finalize all the cases.
6. case will be initiated from lower office and final notification / office orders will be issues automatically after approval of each case. that will be showed up on the screens of all authorized officers / officials' case to case bases.
7. Company employees will follow this Policy and its amendments, if any, duly approved by the Chief Executive Officer from time to time. For example, ERP, GIS, SIBS, AMR and other user-friendly applications and software for quick decision making.