

**NORTH SOUTH UNIVERSITY**



**SUBMITTED TO:**

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**PROFESSOR & CHAIRMAN**

**DEPT. OF CSE, DU**

**COURSE: BUS 516**

**SECTION: 01**

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**Agrani Bank Limited**

*Committed to serve the nation*



**PROJECT**  
**ON**  
**AGRANI BANK LIMITED's**  
**Human Resource Management System**

## **AGRANI BANK LIMITED**

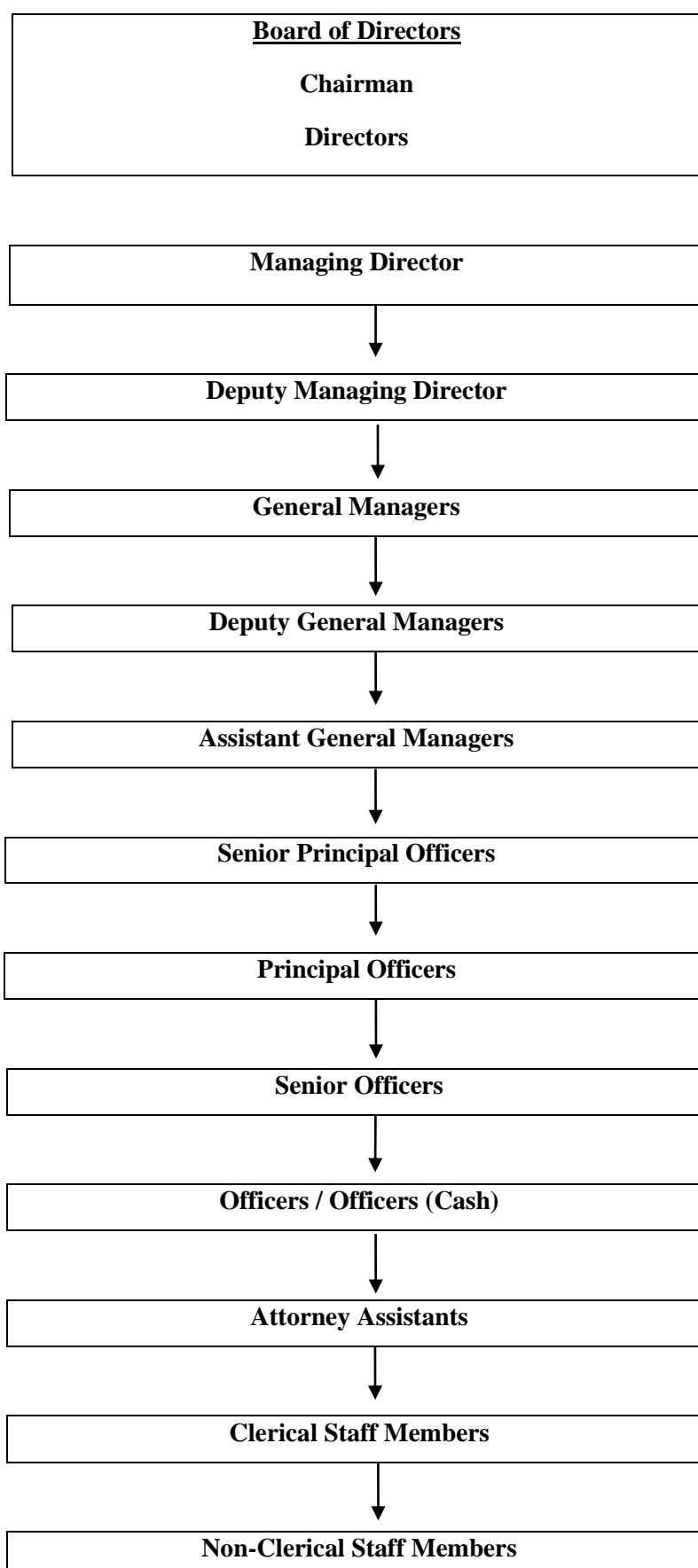
Agrani Bank Limited, a leading commercial bank with 902 outlets strategically located in almost all the commercial areas throughout Bangladesh, overseas Exchange Houses and hundreds of Correspondents, came into being a Public Limited Company on May 17, 2007 with a view to take over the business, assets, liabilities, rights and obligations of the Agrani Bank which emerged as a nationalized commercial bank in 1972 immediately after the emergence of Bangladesh as an independent state. Agrani Bank Limited started functioning as a going concern basis through a Vendors Agreement signed between the ministry of finance, Government of the People's Republic of Bangladesh on behalf of the former Agrani Bank and the Board of Directors of Agrani Bank Limited on November 15, 2007 with retrospective effect from 01 July. 2007.

Agrani Bank Limited is governed by a Board of Directors consisting of 13 (thirteen) members headed by a Chairman. The Bank is headed by the Managing Director & Chief Executive Officer; Managing Director is assisted by Deputy Managing Directors and General Managers. The bank has 11 Circle offices, 29 Divisions in head office, 62 zonal offices and 902 branches including 27 corporate and 40 AD (authorized dealer) branches.

### **Summary Table of Agrani Bank Limited**

<b>Features</b>	<b>Figure</b>
Year of Establishment	1972
Total Capital	3 thousand 400 crore
Total Workforce	13000+
Number of local employees	13890 (9917 officers & 3973 staffs)
Total working capital	4572.29 crore
Total managerial and non-managerial employees	13000+
Employees and business increase % (last ten years)	Employees 100% Business more than double
% of employee retention rate	70%

## **Hierarchy of Agrani Bank Limited (Administration)**



**VISION:** To become the best leading state owned commercial bank of Bangladesh operating at international level of efficiency, quality, sound management, customer service strong liquidity.

**MISSION:** To operate ethically and fairly within the stringent framework set by our regulators and to assimilate ideas and lessons from best practices to improve our business policies and procedures to the benefit of our customers and employees.

**GOALS/MOTTO:** To adopt and adapt modern approaches to stand supreme in the banking arena of Bangladesh with global presence.

**VALUES:** Agrani Bank values in integrity, transparency, accountability, dignity, diversity, growth and professionalism to provide high level of service to all our customers and stakeholders inside and outside the country.

**COMPANY SLOGAN:** Agrani Bank Limited

*Committed to serve the nation*

## **BUSINESS STRATEGY:**

### **Strategic Objectives:**

1. Winning at least 6.50 percent share of deposits and 5.50 percent share of loans and advances of Bangladeshi market.
2. Gaining competitive advantages by lowering overall cost compared to that of competitors.
3. Overtaking competitors by providing quality customer service.
4. Achieving technological leadership among the peer group.
5. Strengthening the Bank's brand recognition.
6. Contributing towards the economic well-being of the country by focusing particularly on SME and agricultural sectors.
7. Strengthening research capability for innovative products and services.

## **HRM PRACTICES & STRATEGY**

**HR Management & Development:** Human resource is the real capital of Agrani Bank Limited. They consider the human resources as a tool for their development. The bank always give due recognition to the contribution made by the officers and staff members. Following corporatization, the Bank's key strategy is to set a new standard towards the full range of exploration and development of its human resources. They are attaching much importance to quality, skill, creativity and professionalism. The bank gives due consideration to dutifulness, merit, seniority and management skill at the time of promotion.

**Human Resource Planning:** Human Resource is the most valuable asset of an organization. ABL is more conscious about the best utilization of its human resources. The success of any organization depends on the proper posting of right man in right jobs, efficient and effective management of the human resources. HR Planning Division is doing some work in the name of human resource management. The basic work of HR Planning Division is to formulate human resource management policy, to maintain the personal life of every employee, maintain the performance appraisal, make the PRL (Pre-Retirement Leave) list and inform the concerned employee in due time, sanction increment, encashment of leave, settlement of retirement benefit, leave sanction inside and outside of Bangladesh, permit higher studies, update the human resource management information system and to verify the freedom fighter's certificates from the related ministry, income tax related activities, etc.

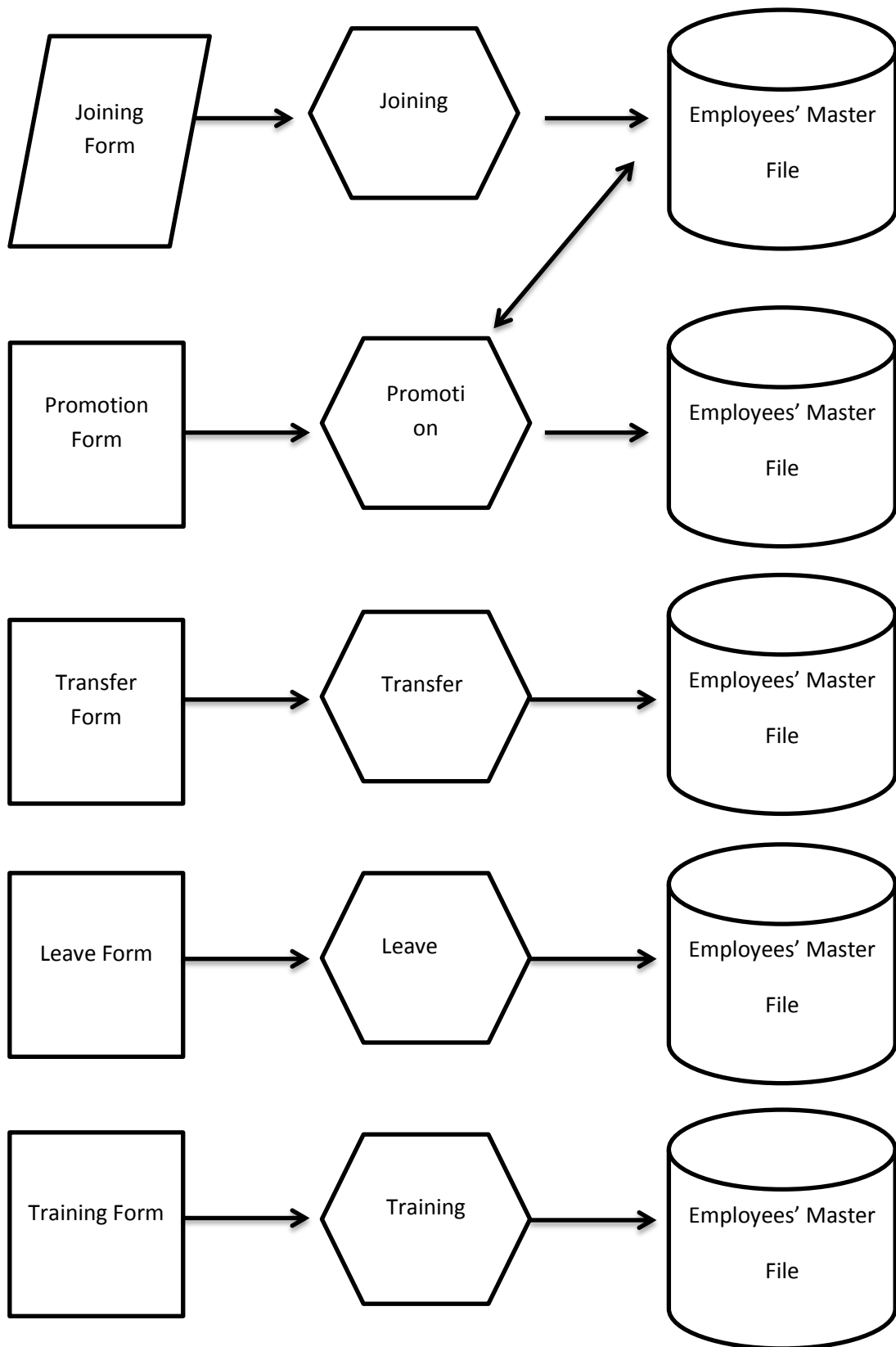
**Human Resource Information System:** There are 13,890 employees in Agrani Bank Limited. If the management desires to check the information at a glance of an employee, they can get it easily. HR information gets updated every day through HR Division.

### **Human Resource Action Plan:**

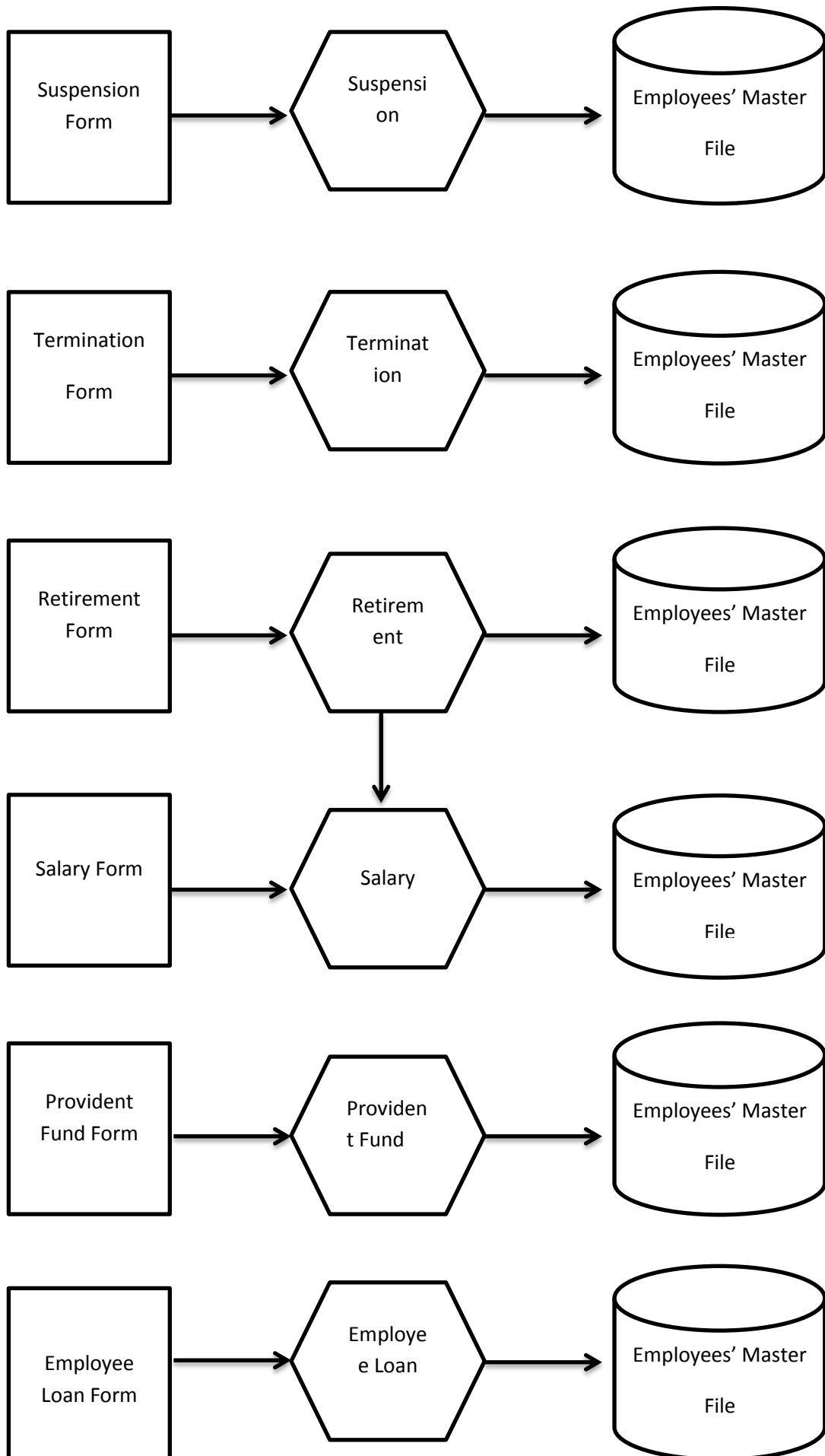
- To fill up the vacant post through promotion and direct recruitment, by which bank can maintain its productivity & service standard.
- To ensure the essential manpower at lower level & mid-level for running the banking activities smoothly.
- To ensure the right man in right place in right time this would help to achieve goals.
- To settle quickly the unsettled cases of retirement benefit.

- A four years term manpower planning and organogram (2012-2015) has been approved by the Board of Directors as on 28.11.2012. Many posts have been increased in every grade to create opportunities for promotion & recruitment. Management has planned to depute AGM as branch head in every 'A' grade & district headquarter branches.

## All Functions of Human Resource Management System (HRMS) of ABL







Joining Form									
Joining Date:									
Joining Post:									
Personal Details									
Name				Date of Birth					
Birth Place				Blood Group					
Email Id				Height/Weight					
Phone Number				Age					
Nationality				Marital Status					
Passport Details									
Passport No.				Date of Issue					
Place of Issue				Date of expiry					
Educational Background									
Graduation/Diplomas		Specialization		Grade Attained		University/Board		Year of Completion	
Prior Experience									
Post Held		Department/Function		Company Name		City/Branch		Tenure in yrs/months	
Ref. Name		Designation		Area		Organization		Relationship with Ref.	
Save		Edit		Delete		Exit			

## Employee Information File Design

Name of the file: Employee Information

Author: xyz

Date: 09.08.2014

Number of fields: 7

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
PADD	Present address	T/N	120
PRTA ADD	Permanent address	T/N	120
DOB	Date of birth	N	6
GDR	Gender	T	6
DESIG	Designation	T	12

## Employee Information File (Output)

[illegible]

Promotion Form									
Employee Name:						Employee ID:			
Start Date of New Duties		dd	mm	yyyy					
Current Job Title					New Job Title				
Current Base Salary				New Base Salary					
Signature of Vice President					Date		dd/mm/yyyy		
Signature of Manager					Date		dd/mm/yyyy		
		Save		Edit		Exit			

### **Employee Promotion File Design**

Name of the file: Employee Promotion

Author: xyz

Date: 09.08.2014

Number of fields: 6

Primary key: EMP ID

Foreign key: EMP NM

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
PRV DESIG	Previous designation	T	12
NW DESIG	New designation	T	12
NW BS Sal	New base salary	N	7
ST MNT	Starting month	T	9

### **Employee Promotion Information File (Output)**

Employee name	Employee id	Previous job title	New job title	New base salary	Starting date of new duty

Transfer Form						
Employee Name				Emolyee ID		
Position			Department			
Supervisor			Start Date	dd	mm	yyyy
Position Requested				Department		
Reason for Transfer Request						
Description of Work Experience						
Date Application Received			By			
Interview Date			Time			
To Be Interviewed By						
Signature of Authority				Date	dd/mm/yyyy	
Save		Edit		Exit		

### **Employee Transfer Information File Design**

Name of the file: Employee Transfer

Author: xyz

Date: 09.08.2014

Number of fields: 7

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
DEPT	Department	T	12
REQ PST	Requested position	T	12
DT APL	Date of application	N	10
SPR	Supervisor	T	20

### **Employee Transfer Information File (Output)**

Employee name & position	Department	Position requested	Department	Date of application received	Supervisor

Leave Application Form								
Name				Employee ID				
Position			Depament			Date	dd/mm/yyyy	
Absence from work for				Days, From		To		
Reason for absence						Contact#		
Applicant's signature								
Type of leave:			Annual leave/ Maternity/ Compassionate leave/ Absent without pay/ Others					
No. of days available								
No. of days leave taken								
Approved/ Rejected by HR Manager								
Approved By General Manager								
Save		Edit		Exit				



### **Employee Leave Application File Design**

Name of the file: Employee Leave

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
NO. OF LVS	Number of leaves	N	3
LV TP	Leave type	T	17

### **Employee Leave Application File (Output)**

Employee id	Employee name & position	No. of days leave taken	No. of days available	Leave type

Training Form					
Training Program Details					
Name of Training Programs					
Total No. of Hours					
Program Start Date					
Program End Date					
Training Coordinator					
Training Summary					
Training Modules		No. of Hours			
Detailed Training Schedule					
Date	Time	Training Topic	Location	Trainer	
Save		Edit		Delete	

### **Employee Training Program File Design**

Name of the file: Employee Training

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
TRN PRG	Training program	T	40
TRN CODNTR	Training coordinator	T	20
TRN PRD	Training period	T/N	8

### **Employee Training Program File (Output)**

<b>Employee name &amp; job title</b>	<b>Training program</b>	<b>Training coordinator</b>	<b>Training period</b>	<b>Date (start to end)</b>

### Employee Suspension Form

<b>Employee Name</b>		<b>Employee Title</b>	
<b>Supervisor's Name</b>		<b>Supervisor's Title</b>	
<b>Beginning Date of Suspension</b>		<b>Return Date from Suspension</b>	

In accordance with Personnel Rules, this is to notify you that you have been suspended from your employment, with/without pay, for a period of \_\_\_\_\_ days, on the following days/dates (D/M/Y) \_\_\_\_\_.

**The reason(s) for the suspension, including standard to be corrected:**

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**Remedial action to correct problem:**

**Due Date**


**Previous reprimands or disciplinary measures (if any):**

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<b>Supervisor's Signature &amp; Date</b>	<b>Manager's signature &amp; Date</b>	<b>Employee Signature &amp; Date</b>

### **Employee Suspension File Design**

Name of the file: Employee Suspension

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
BG DT	Beginning date	N	10
RT DT	Return date	N	10

### **Employee Suspension File (Output)**

Employee name	Employee id	Job title	Beginning date of suspension	Return date from suspension

Employee Termination Form					
Employee Name	<input type="text"/>			Employee ID:	<input type="text"/>
Last Day Worked	<input type="text"/>		Termination Date	<input type="text"/>	
Reason for leaving(mark one)	<div><div>* Voluntary resignaton</div><div>* Retirement</div><div>* Dismissal</div><div>* Temporary layoff</div><div>* Job abandonment</div><div>* Permanent layoff</div></div>				
Would employee be recommende for rehire			<input type="checkbox"/> * Yes	<input type="checkbox"/> * No	
Manager's signature	<input type="text"/>			Date	<input type="text" value="dd/mm/yyyy"/>
Employee's signature	<input type="text"/>			Date	<input type="text" value="dd/mm/yyyy"/>
<input type="button" value="Save"/>		<input type="button" value="Edit"/>		<input type="button" value="Exit"/>	

### **Employee Termination File Design**

Name of the file: Employee Termination

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
TRM DT	Termination date	N	10
RSN LVG	Reason of leaving	T	17

### **Employee Termination Information File (Output)**

Employee name	Employee id	Job title	Termination date	Reason of leaving

Retirement Form									
Joining Date:									
Joining Post:									
Retirement Date:									
Personal Details									
Name					Date of Birth				
Birth Place					Blood Group				
Email Id					Height/Weight				
Phone Number					Age				
Nationality					Marital Status				
Passport Details									
Passport No.					Date of Issue				
Place of Issue					Date of expiry				
Educational Background									
Graduation/Diploma	Specializa	Grade Attained		University/Board		Year of Completion			
Prior Experience									
Post Held	Department/Function	Company Name		City/Branch		Tenure in yrs/months			
Ref. Name	Designation	Area		Organization		Relationship with Ref.			
Total No. of yrs in service									
Reason of Retirement:									
After retirement facilities:									
Pension/Provident Fund:									
Signature of Employee/Date:									
Signature of Authority/Date:									
Save		Edit		Delete		Exit			



### **Employee Retirement Information File Design**

Name of the file: Employee Retirement

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM,

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DOR	Date of retirement	N	10
NYS	No. of years in service	N	2
PNS/PRV	Pension/Provident	N	6

### **Employee Retirement Information File (Output)**

Employee name	No. of years in service	Reason of retirement	After retirement facilities	Pension/provident



### **Employee Loan Agreement File Design**

Name of the file: Employee Loan

Author: xyz

Date: 09.08.2014

Number of fields: 5

Primary key: EMP ID

Foreign key: EMP NM,

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
AMT LN	Amount of loan	N	7
AMT DD	Amount of deduction	N	5
RSN	Reason	T	20

### **Employee Loan Agreement File (Output)**

Employee name	Employee id	Amount of loan	Amount of deduction from payroll	Reason for taking loan

Salary Slip					
Employee Name					
Designation					
Month & Year					
<b>Earnings</b>			<b>Deduction</b>		
Basic			Provident Fund		
HRA			Loan		
Conveyance			Profession Tax		
Total Addition			Total Deduction		
			Net Salary		
Taka					Only
Cheque No.					
Name of Bank					
Date					
Signature of Employee					
Signature of Authority					
<b>Save</b>		<b>Edit</b>		<b>Exit</b>	

### **Employee Salary Information File Design**

Name of the file: Employee Salary

Author: xyz

Date: 09.08.2014

Number of fields: 7

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
MNTLY SAL	Monthly salary	N	7
MNT-YR	Month - year	N	7
CHK NO	Cheque number	N	12
NM BNK	Name of bank	T	20

### **Employee Salary Information File (Output)**

Employee name	Designation	Month & year	Total amount	Cheque no.	Name of bank

Employee Provident Fund Form									
Company Name & Address:									
Employee name:						Employee ID:			
Amount of employee's debt to the company, Tk									
Amount of provident fund from overall investment, Tk									
Employee's signature:						Date:			
Signature of Authority:						Date:			
Save			Edit			Exit			

### Employee Provident Fund Information File Design

Name of the file: Employee Provident Fund

Author: xyz

Date: 09.08.2014

Number of fields: 4

Primary key: EMP ID

Foreign key: EMP NM, DESIG

Field	Description	Type	Length
EMP ID	Employee id number	N	6
EMP NM	Employee name	T	20
DESIG	Designation	T	12
PF	Provident fund amount	N	6

**Provident Fund Information File (Output)**

Employee name	Employee id	Designation	Amount of provident fund from overall investment

Field	Description	Type	Length
Emp ID	Employee ID	N	6
Qualf	Qualification	T	150
DOJ	Date of Joining	N	8
Dept	Department	T	12
Desig	Designation	T	12
Yrs in Serv/ Exp	Years in Service/ Experience	N	4
Frst Nm	First Name	T	8
Mid Nm	Middle Name	T	6
Lst Nm	Last Name	T	5
Gdr	Gender	T	6
DOB	Date of Birth	N	6
Nlty	Nationality	T	12
Bld Grp	Blood Group	T	6
Relgn	Religion	T	8
Sing/Married	Single/ Married	T	7
NI	National ID	N	9
CP	Cell Phone	N	11
Fath/Spous Nm	Father/ Spouse Name	T	15
Fath/Spous Occup	Father/ Spouse Occupation	T	12
Moth Nm	Mother's Name	T	12
Moth Occup	Mother's Occupation	T	10
PADD	Present Address	T/N	120
PRTADD	Permanent Address	T/N	120
Mntly Sal	Monthly Salary	N	7
No. of Train	Number of Trainings	N	3
Loans Tkn	Loans Taken	N	8
PF	Provident Fund	N	6
Allwnc	Allowances	T	150
Prom	Promotion	T/N	12
Term/Susp	Termination/Suspension	T	10
No. of Leavs	Number of Leaves	N	3
JB Trnsfr	Job Transfer	T	14
DOR	Date of Retirement	N	8
Pnsn	Pension	N	6