

North South University



**Project Report
On
Human Resources Management Systems
For
Royal Cement Limited**

SUBMITTED TO:

Dr. Md. Hasanuzzaman

Professor

Department of Computer

Science & Engineering

University of Dhaka

SUBMITTED BY:

Md. Farhadul Islam (1512750660)

Mahnoor Ali (1512883660)

Methela Barua (1513086660)

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PROJECT ABSTRACT

1.1 Introduction

With a view to facing the global challenge of 21st century, Royal Cement Limited (RCL), one of the leading & largest cement industries in Bangladesh emerged in 2001. Since its inception, it upholds country's image in international arena providing world-class cement, with a capacity of 3200 MT/day, through the best utilization of latest technology based well-equipped resources. From the very beginning it has been maintaining the global standard as per ISO 9001:2000 to fulfill customers desire & satisfaction. Royal Cement Limited, located at Dhaka Trunk Road in the area of Sitakunda in Chittagong with a total area of 46 thousand sq meter, was established and enriched by combined endeavors of countries leading companies named Kabir Steel Group & BSA Group. With a well-furnished head office at the heart of city, Kabir Manzil, Sheikh Mujib Road, Agrabad in Chittagong. In the arena of cement sector, we stand unique and unparalleled with our salient features like these:-

- « Production capacity per day being 3200M.ton. „
- « **More than 500 human resources.**
- « Owing a self-sufficient power plant.
- « Possessing own bag plant.
- « Adequate transport facilities to supply cement for the asking to the customers.
- « Automatic truck-loader that ensures quick delivery of cement.
- « Using modern dryer technology.
- « Owing a mother vessel and four other lighter vessels with capacity of 35000M.ton and 2200 M.ton each respectively.

1.2 Objective

A **Human Resources Management System (HRMS)** refers to the systems and processes at the intersection between human resource management (HRM) and information technology. It merges HRM as a discipline and in particular its basic HR activities and processes with the information technology field, whereas the programming of data processing systems evolved into standardized routines and packages of enterprise resource planning (ERP) software. On the

whole, these ERP systems have their origin from software that integrates information from different applications into one universal database. The linkage of its financial and human resource modules through one database is the most important distinction to the individually and proprietary developed predecessors, which makes this software application both rigid and flexible.

The main objective of this project is to develop an effective and efficient "Human resource Management System" for Royal Cement Limited as well as integrate activities of human resource department.

The HRMS maintains the following core activities:

- Job Vacancy System
- Recruitment System
- Training System
- Attendance Processing System
- Leave Processing System
- Payroll Processing System
- Loan & Advance System
- Provident Fund System
- Performance Appraisal System
- Promotion System
- Transfer System
- Suspension System
- Quit/Terminate System
- Retirement System

1.3 Limitation of Existing System

The Present system uses a very basic excel sheets, The decision for appraisal of assigning next task are not properly projected.

- Need for extra effort.
- Data maintenance may not be accurate
- Longer time to find a suitable employee
- No facility for employees to know their details
- Danger of losing files in some cases
- It is not User Friendly

1.4 Proposed System Design

1.4.1 Software and Hardware Requirement

Software Requirement

- HTML, CSS, PHP
- MySQL Server
- Notepad++/ Notepad
- MS visio

Hardware Requirement

- Intel 3.0 ghz or higher processor
- 2 GB RAM
- 10 GB HDD Space

1.4.2 System Flow Chart

System flowchart is the graphical representation of the flow of data in the system, and represents the work process of the system. Various symbols are used in the flowchart to designate specific actions.

In our project, we have used below symbols:

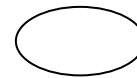
Parallelogram

Parallelogram represents the input form that needs to be carried out in the system flowchart.



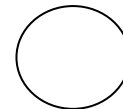
Ellipse

Ellipse indicates the decision to be performed in the flowchart.



Circle

The circle signifies the process of the program in the system flowchart.



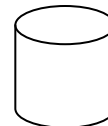
Flow Line

Flow line, a line with an arrowhead, is used to indicate the flow of data or logic in the system flowchart.



Database

Database is used to indicate the tables of data or stored in the system flowchart.



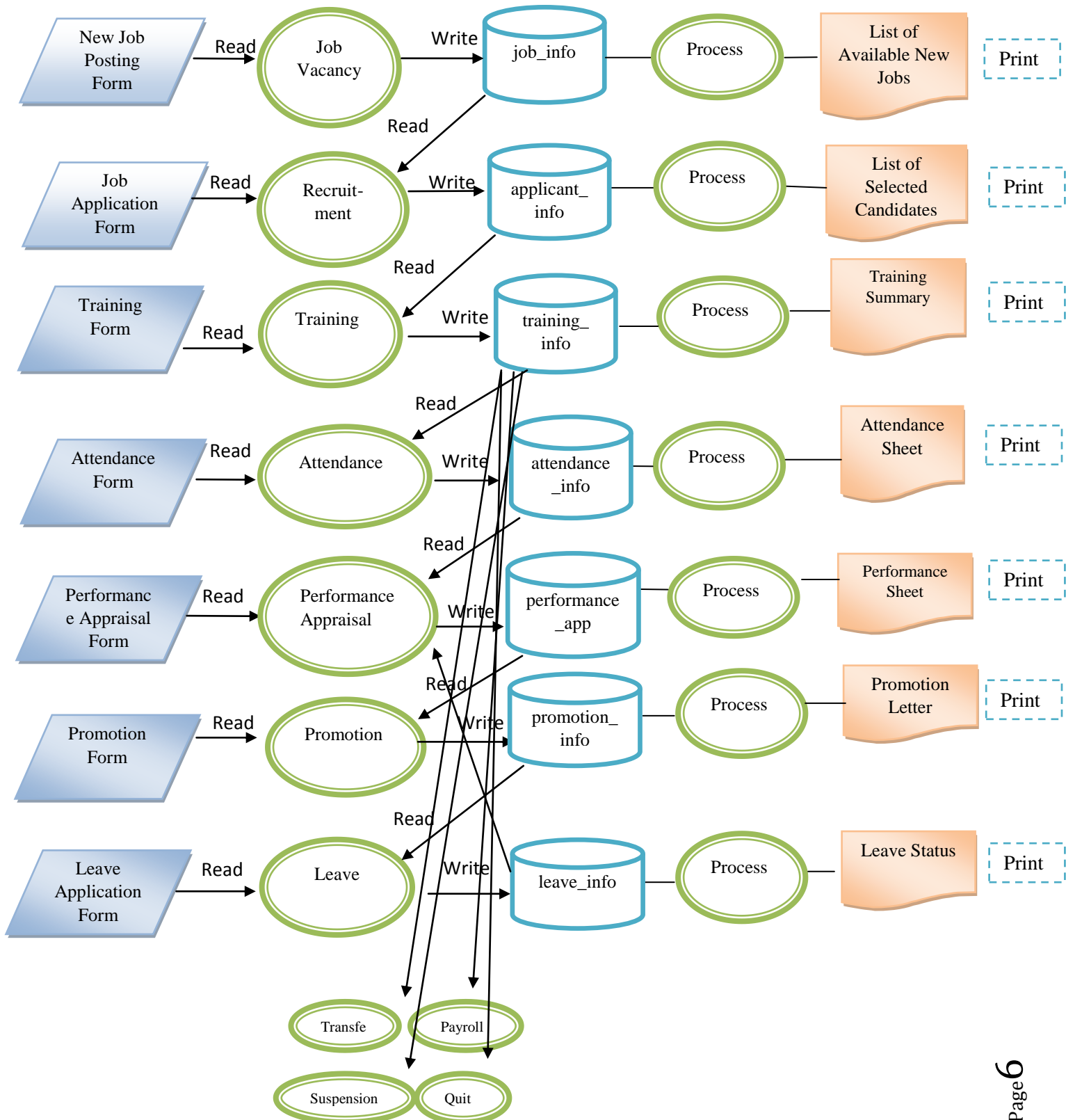
Document

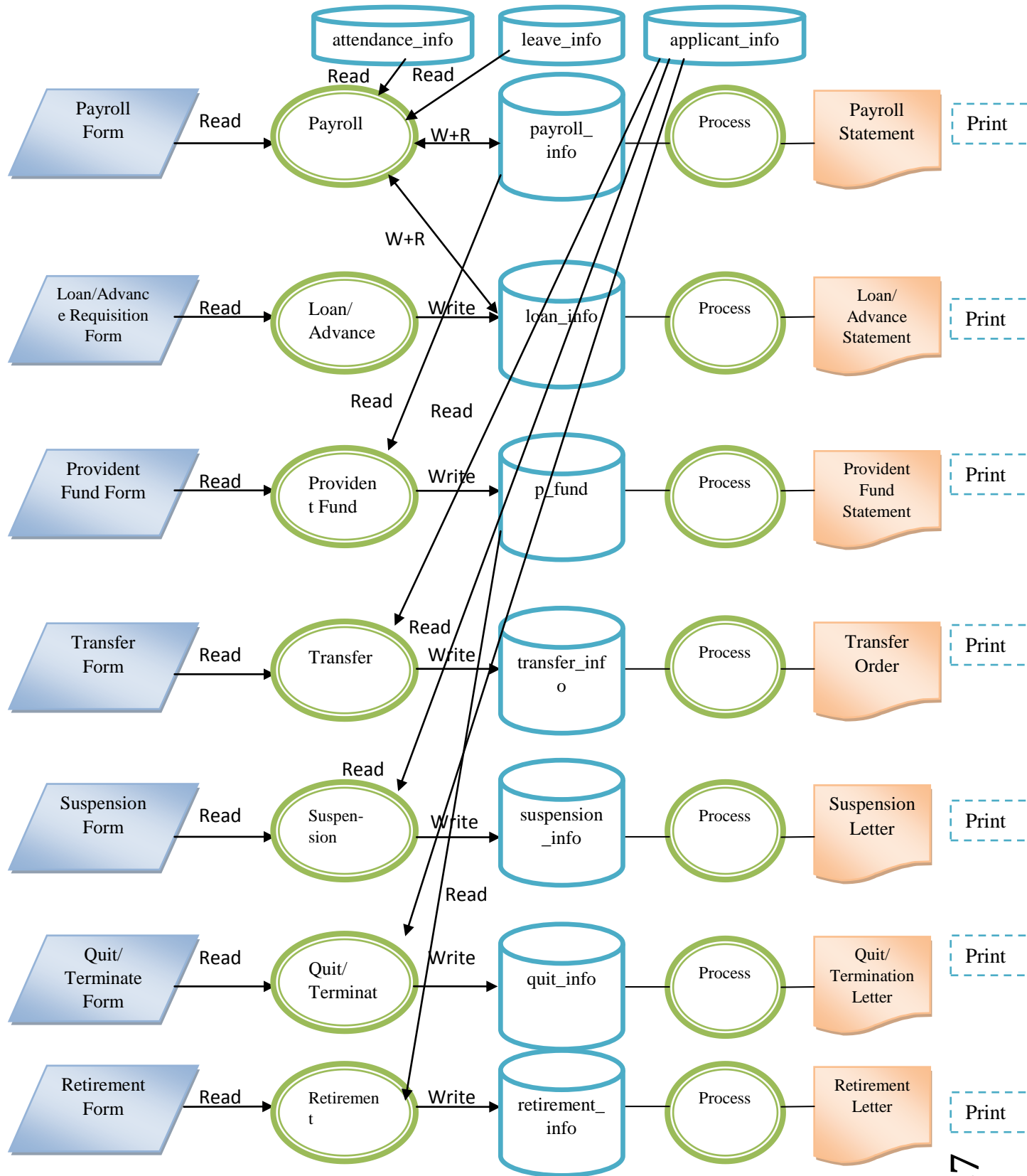
Document indicates the files to be printed in the flowchart.



System Flow Chart of HRMS

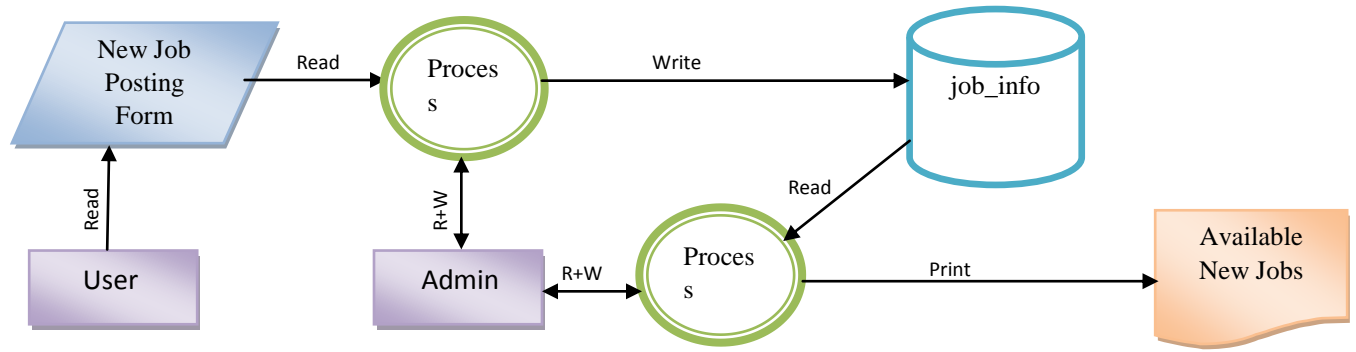
SFC page1 of



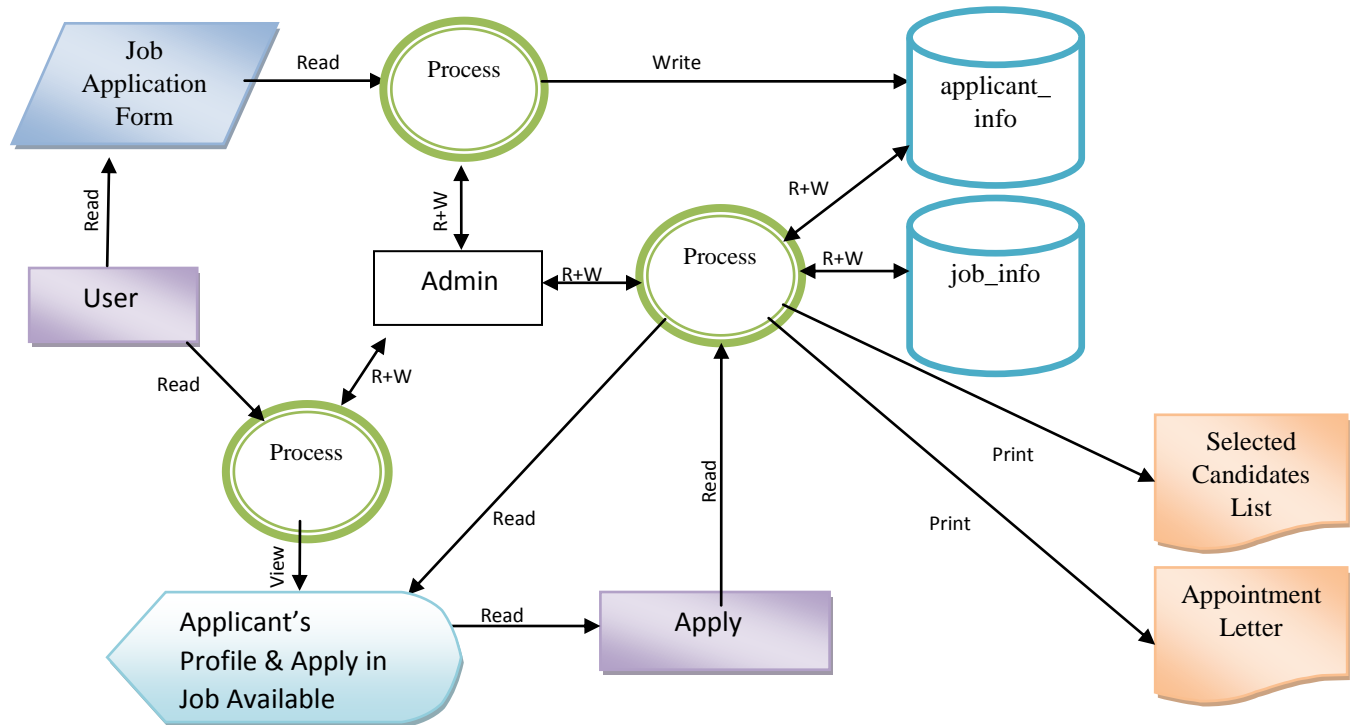


Data Flow Diagram of HRMS

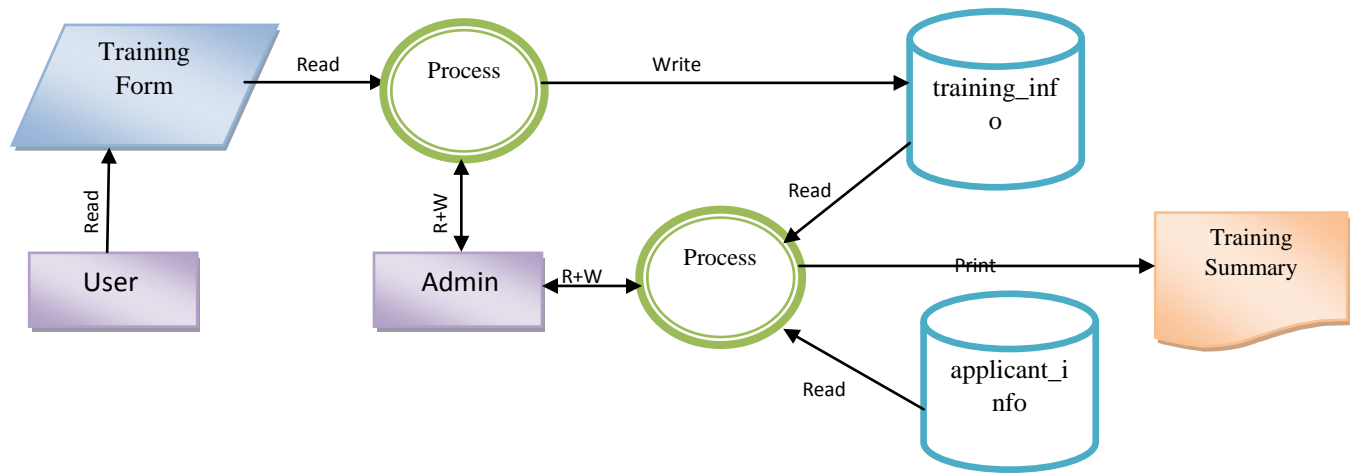
- Job Vacancy System:



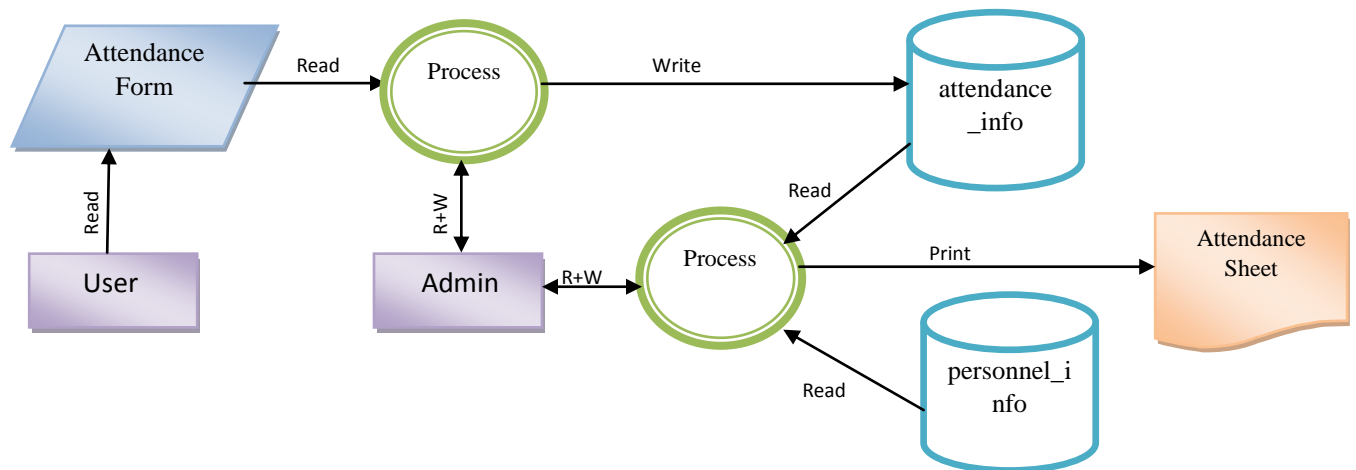
- Recruitment System:



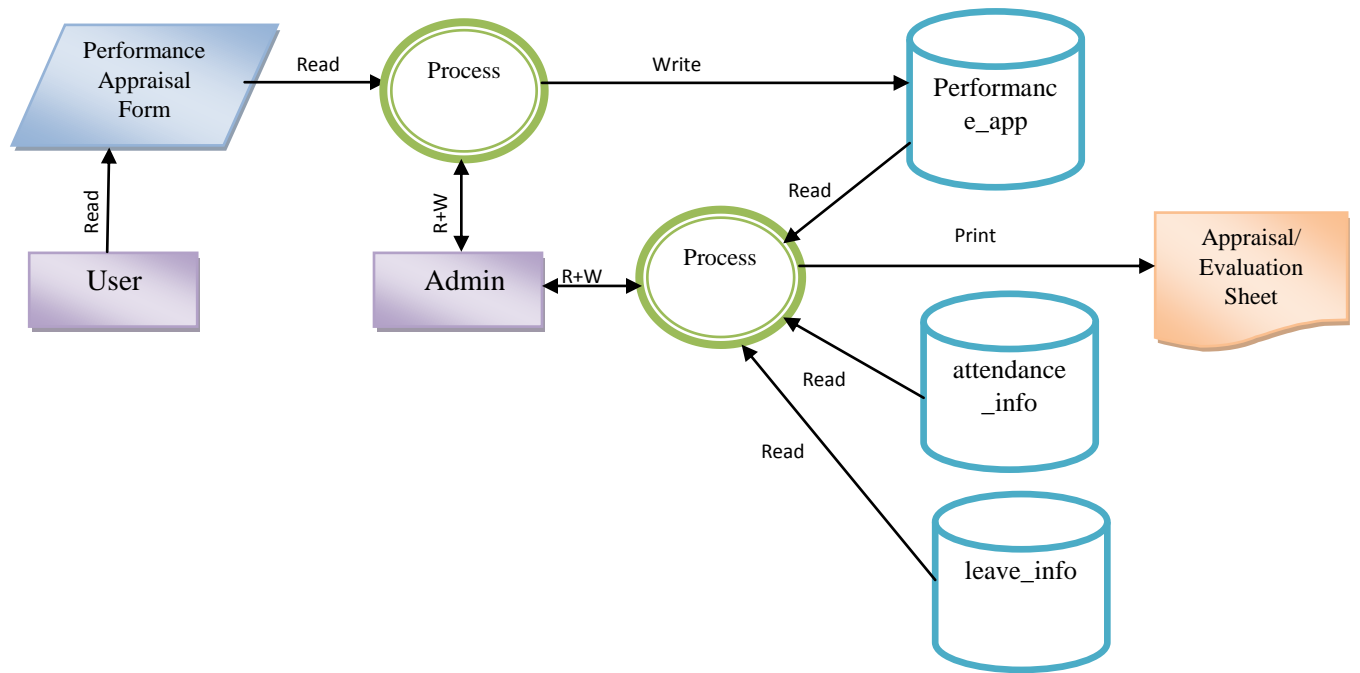
- Training System:



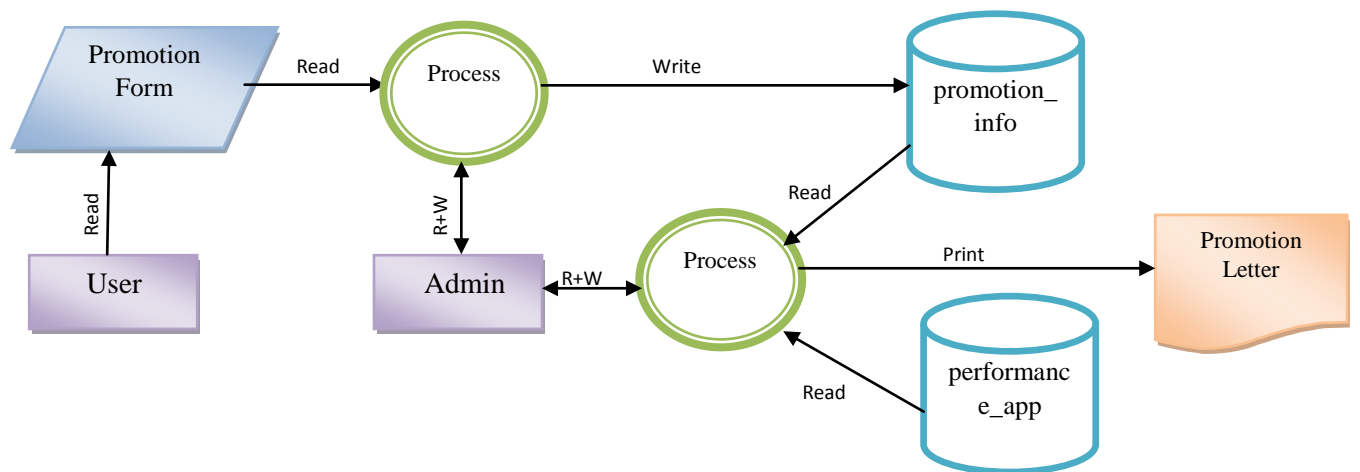
- Attendance System:



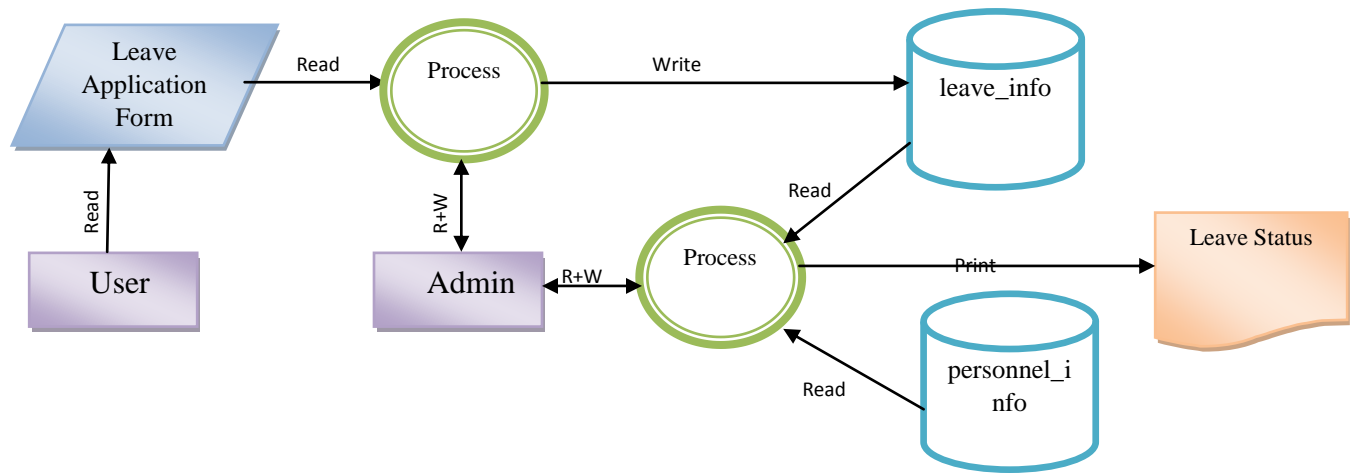
- Performance Appraisal System:



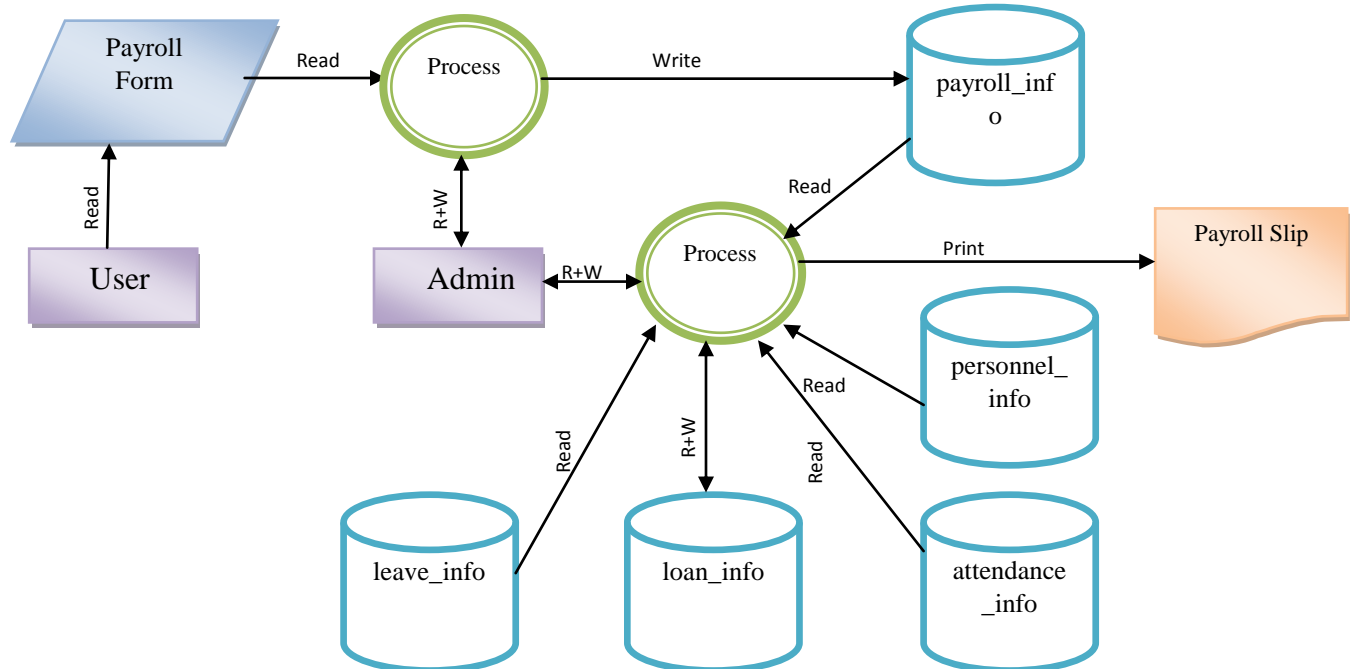
- Promotion System:



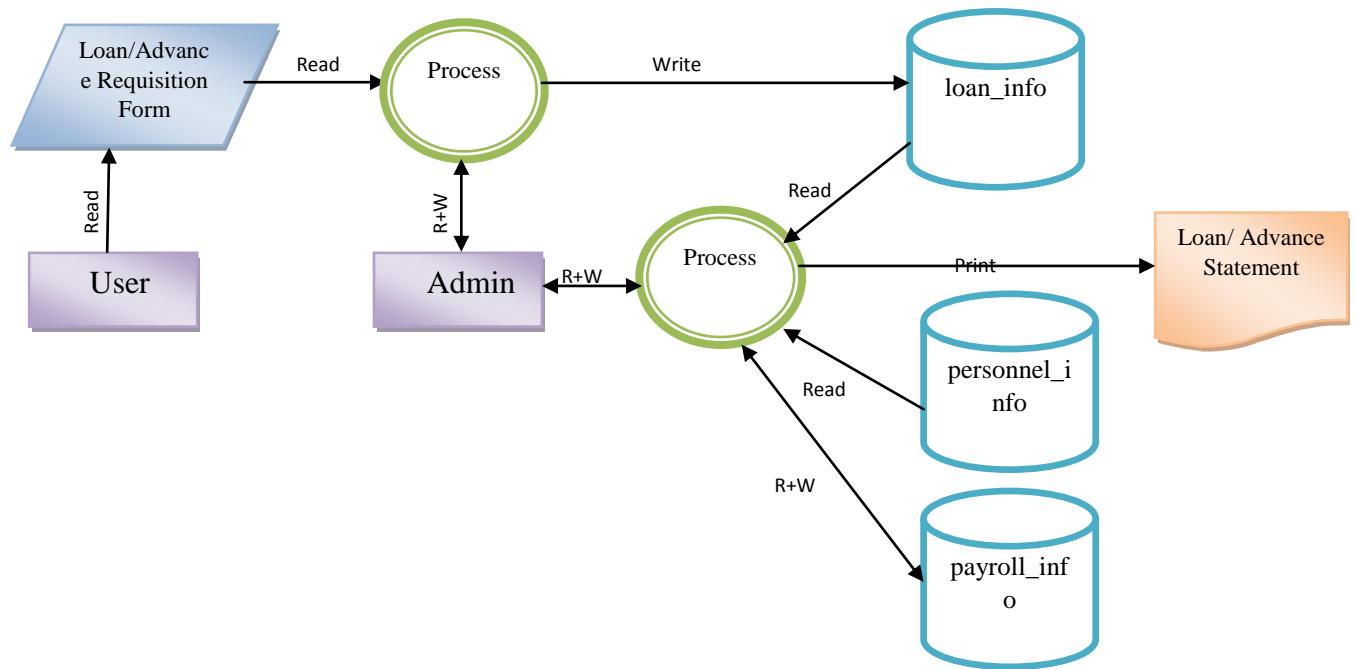
- Leave System:



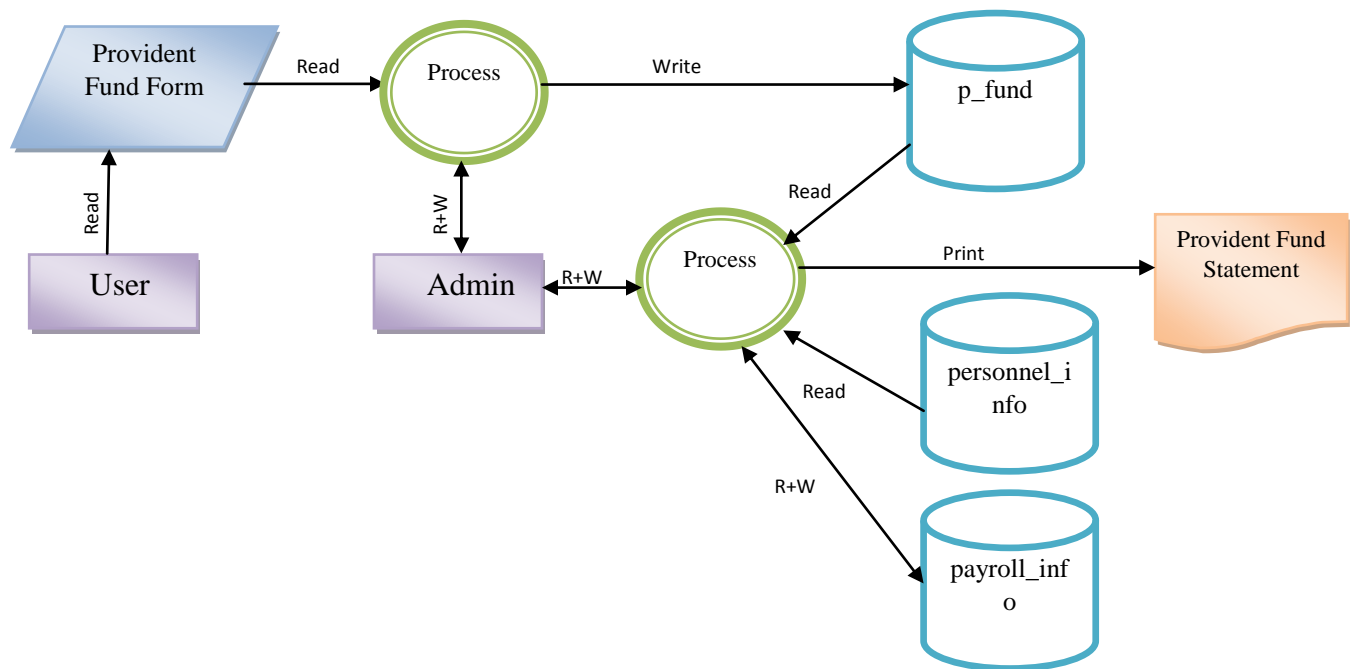
- Payroll System:



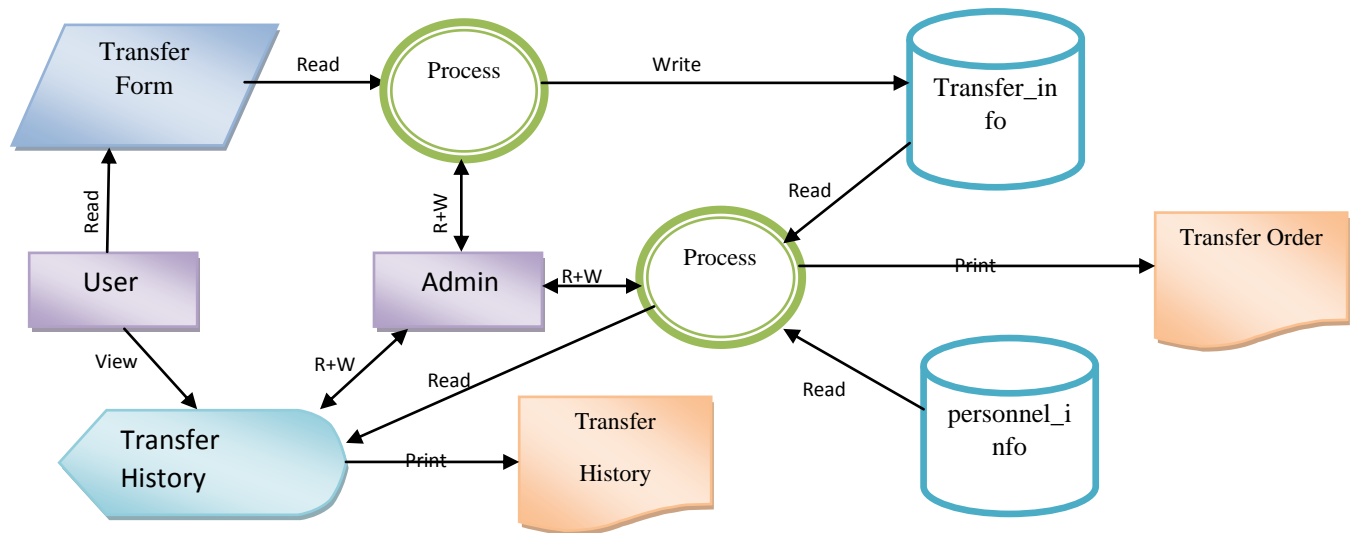
- Loan/Advance System:



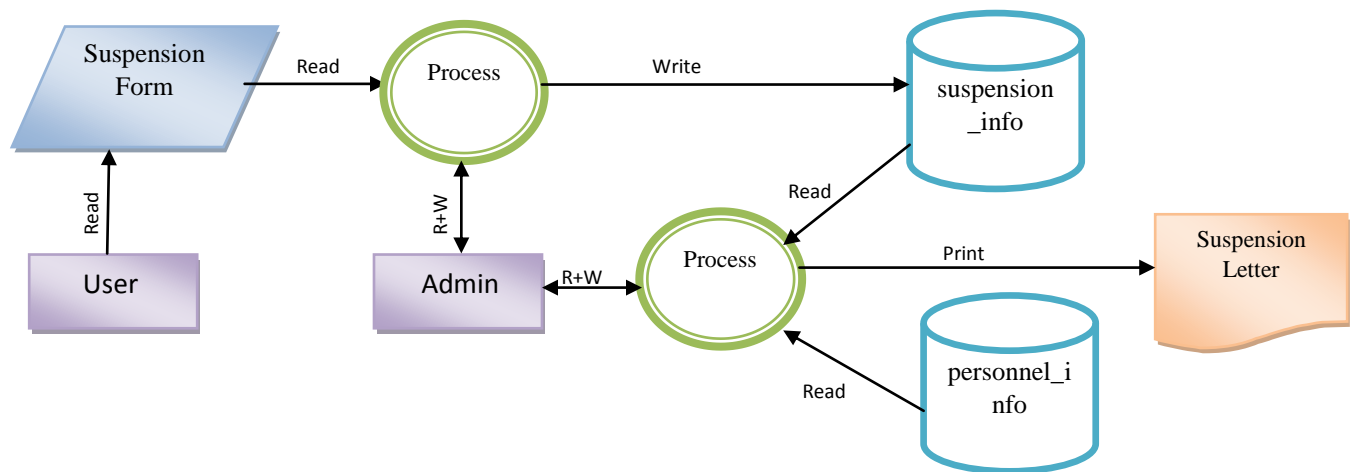
- Provident Fund System:



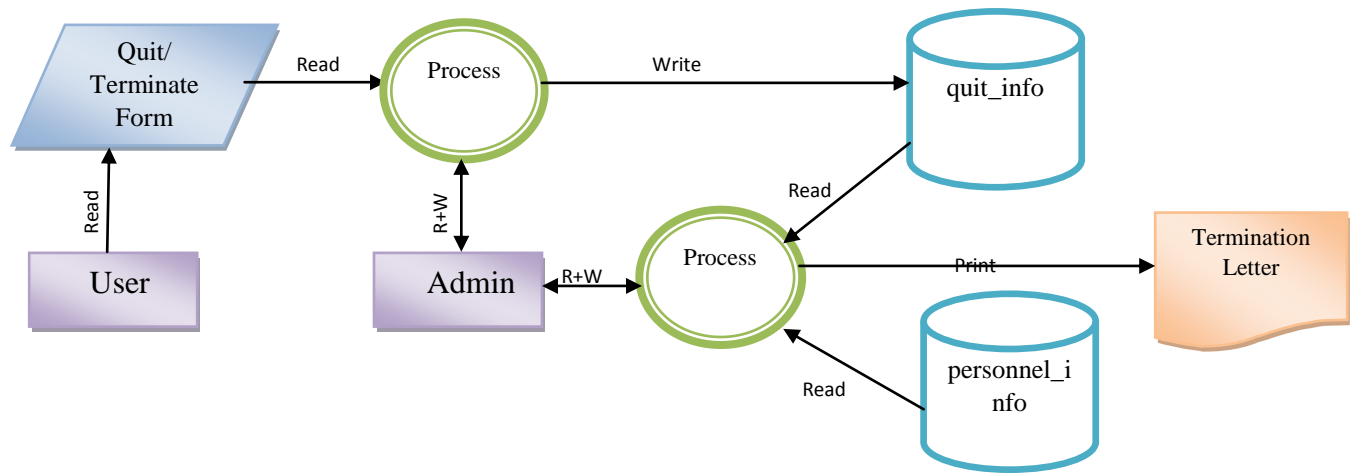
- Transfer System:



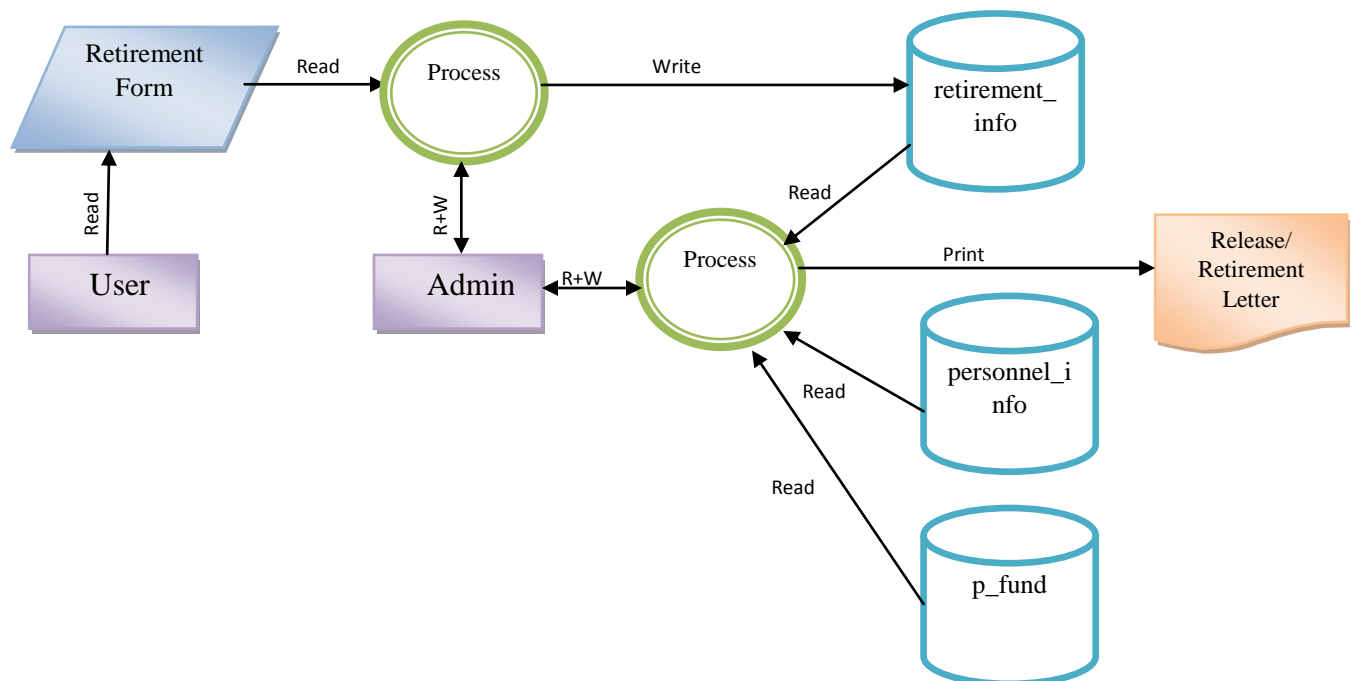
- Suspension System:



- Quit/ Terminate System:



- Retirement System:



Input Screens

New Job Posting Form

ROYAL CEMENT LIMITED
Human Resource Management Systems

Online Job Posting Form

New Job Post

Date of job posting	mm / dd / yyyy	Job Nature	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractual
Job title		Job description	
Minimum educational qualification		Minimum experience	
Job location		Minimum salary	
Deadline	mm / dd / yyyy		

RESET or EDIT SUBMIT

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Job Application Form

ROYAL CEMENT LIMITED
Human Resource Management Systems

Job Application Form

Personal Details

First Name		Last Name	
Gender	<input type="radio"/> Male <input type="radio"/> female	Date of birth	mm / dd / yyyy
Nationality		Religion	
Father's Name		Mother's Name	
Present Address		Permanent Address	
Contact Number		Email id	

Don't forget to save after filling! SAVE

Educational Qualifications

Exam/Degree Title	Passing Year	Name of Institution	Result	Major

Add more (if needed) SAVE

Employment History

Employer Name		Type of Employment	
Job Location		Position Held	
Major Responsibilities		Employer Address	
Served from	mm / dd / yyyy	Served till	mm / dd / yyyy <input type="checkbox"/> Till now

Add more (if needed) SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Attendance Input Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/Attendance.html'. The page has a light blue background and contains the following elements:

- Header: 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'.
- Section Title: 'Attendance Input Form'.
- Form Fields:
 - 'Attendance' label above the form.
 - 'Employee ID' with a text input field.
 - 'Attendance' with radio buttons for 'Yes' and 'No'.
 - 'Date of Attendance' with a text input field showing 'mm / dd / yyyy'.
 - A reminder: 'Don't forget to save after filling!'.
 - A 'SAVE' button.
- Footer: 'Developed by farhad, mou & methela from North South University, Dhaka'.

Leave Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/Leave.html'. The page has a light blue background and contains the following elements:

- Header: 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'.
- Section Title: 'Leave Form'.
- Form Fields:
 - 'Leave Application' label above the form.
 - 'Employee ID' with a text input field.
 - 'Reason of Leaving' with a text input field.
 - 'Leave From' with a text input field.
 - 'Leave To' with a text input field.
 - A reminder: 'Don't forget to save after filling!'.
 - A 'SAVE' button.
- Footer: 'Developed by farhad, mou & methela from North South University, Dhaka'.

Loan & Advance Requisition Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/LAR.html'. The page has a light blue background and contains the following elements:

- Header: 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'.
- Section Title: 'Loan & Advance Requisition Form'.
- Form Fields:
 - 'Loan/Advance Requisition' label above the form.
 - 'Employee ID' with a text input field.
 - 'Loan Type' with a text input field.
 - 'Interest Rate (%)' with a text input field.
 - 'Comments (if any)' with a text input field.
 - 'Requested Amount (Tk)' with a text input field.
 - 'Maturity Date' with a text input field showing 'mm / dd / yyyy'.
 - 'Loan Adjustment (Tk)' with a text input field.
 - A reminder: 'Don't forget to save after filling!'.
 - A 'SAVE' button.
- Footer: 'Developed by farhad, mou & methela from North South University, Dhaka'.

Payroll Form

Human Resource Manage x

file:///C:/Users/USER/Desktop/Payroll.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Payroll Form

Payroll

Employee ID	<input type="text"/>	Basic Salary (Tk)	<input type="text"/>
Basic Salary (Tk)	<input type="text"/>	Addition (Tk)	<input type="text"/>
Deduction (Tk)	<input type="text"/>	Gross Salary (Tk)	<input type="text"/>
Comments (if any)	<input type="text"/>		

Don't forget to save after filling!

SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Performance Form

Human Resource Manage x

file:///C:/Users/USER/Desktop/Performance.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Performance Form

Performance

Employee ID	<input type="text"/>	Rating Point	<input type="text"/>
Remarks	<input type="text"/>	This Year Present	<input type="text"/> days
		Absent	<input type="text"/> days

Don't forget to save after filling!

SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Promotion Form

Human Resource Manage x

file:///C:/Users/USER/Desktop/Promotion.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Promotion Form

Promotion

Employee ID	<input type="text"/>	New Designation	<input type="text"/>
Increment (Tk)	<input type="text"/>	Effective From	<input type="text"/> mm/dd/yyyy

Don't forget to save after filling!

SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Suspension Form

The screenshot shows a web browser window with the address bar displaying 'file:///C:/Users/USER/Desktop/Suspension.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Suspension Form' is displayed. The form itself is a white box with a blue border containing the following fields: 'Employee ID' (text input), 'Due Date' (date input with 'mm / dd / yyyy' placeholder), 'Charges (if any)' (text input), and 'Reason' (text input). A 'SAVE' button is located at the bottom right of the form. A reminder text 'Don't forget to save after filling!' is centered below the form fields. At the bottom right of the page, below the form box, is the text 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Suspension.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Suspension Form

Suspension

Employee ID

Due Date

Charges (if any)

Reason

Don't forget to save after filling!

SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Training Form

The screenshot shows a web browser window with the address bar displaying 'file:///C:/Users/USER/Desktop/Training.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Training Form' is displayed. The form is a white box with a blue border containing the following fields: 'Employee ID' (text input), 'Training Title' (text input), 'Training Objective' (text input), 'Training Start From' (date input with 'mm / dd / yyyy' placeholder), and 'Till' (date input with 'mm / dd / yyyy' placeholder). A 'SAVE' button is located at the bottom right of the form. A reminder text 'Don't forget to save after filling!' is centered below the form fields. At the bottom right of the page, below the form box, is the text 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Training.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Training Form

Training

Employee ID

Training Title

Training Objective

Training Start From

Till

Don't forget to save after filling!

SAVE

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Transfer Order Form

The screenshot shows a web browser window with the address bar displaying 'file:///C:/Users/USER/Desktop/Transfer.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Transfer Order Form' is displayed. The form is a white box with a blue border containing the following fields: 'Employee ID' (text input), 'Transfer Date' (date input with 'mm / dd / yyyy' placeholder), 'Location' (text input), and 'Reason' (text input). A 'SAVE' button is located at the bottom right of the form. A reminder text 'Don't forget to save after filling!' is centered below the form fields. At the bottom right of the page, below the form box, is the text 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Transfer.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Transfer Order Form

Transfer Order

Employee ID

Transfer Date

Location

Reason

Don't forget to save after filling!

SAVE

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Provident Fund Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/Provident%20Fund.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Provident Fund Form' is displayed. The form itself is a light blue box containing the following fields: 'Name of Employee' (text input), 'Provident Fund Amount' (text input), 'Remarks' (text input), and 'Basic Salary' (text input). Below these fields, there is a message 'Don't forget to save after filling!' and a 'SAVE' button. At the bottom right of the form, it says 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Provident%20Fund.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Provident Fund Form

Provident Fund

Name of Employee

Provident Fund Amount

Remarks

Basic Salary

Don't forget to save after filling!

SAVE

Developed by farhad, mou & methela from North South University, Dhaka

Quit/Terminate Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/Quit.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Quit/Terminate Form' is displayed. The form itself is a light blue box containing the following fields: 'Employee ID' (text input), 'Quit/Terminate Date' (text input with a date mask 'mm/dd/yyyy'), 'Salary Adjustment (if any)' (text input), and 'Reason' (text input). Below these fields, there is a message 'Don't forget to save after filling!' and a 'SAVE' button. At the bottom right of the form, it says 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Quit.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Quit/Terminate Form

Quit/Terminate

Employee ID

Quit/Terminate Date

Salary Adjustment (if any)

Reason

Don't forget to save after filling!

SAVE

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Retirement Form

The screenshot shows a web browser window with the title 'Human Resource Manage' and the address bar displaying 'file:///C:/Users/USER/Desktop/Retirement.html'. The page has a blue header with the text 'ROYAL CEMENT LIMITED' and 'Human Resource Management Systems'. Below the header, the title 'Retirement Form' is displayed. The form itself is a light blue box containing the following fields: 'Employee ID' (text input), 'Provident Fund Amount' (text input), 'Remarks' (text input), and 'Date of Retirement' (text input with a date mask 'mm/dd/yyyy'). Below these fields, there is a message 'Don't forget to save after filling!' and a 'SAVE' button. At the bottom right of the form, it says 'Developed by farhad, mou & methela from North South University, Dhaka'.

Human Resource Manage x

file:///C:/Users/USER/Desktop/Retirement.html

ROYAL CEMENT LIMITED

Human Resource Management Systems

Retirement Form

Retirement

Employee ID

Provident Fund Amount

Remarks

Date of Retirement

Don't forget to save after filling!

SAVE

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Table/ File Design

New Job Posting File Design

Name of the File: job_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 11

Key Field:

job_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
job_id		N	6	PK
post_date	Date of Job Posting	N	10	
job_nature	Job Nature	C	12	
job_title	Job Title	S	50	
job_desc	Job Description	S	300	
edu_req	Min Educational Qualification	S	100	
exp_req	Min Experience	N	2	
job_loc	Job Location	C	12	
salary	Minimum salary	N	12	
app_deadline	Application Deadline	N	10	
operator_id		N	6	FK

Job Application File Design

Name of the File: applicant_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 15

Key Field: application_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
application_id		N	6	PK
job_id		N	6	FK
reg_id		N	6	FK
f_name	first name	S	50	
l_name	last name	S	50	
gender	gender	C	2	
birth_date	date of birth	N	10	
nationality	nationality	C	20	
religion	religion	S	20	
father_name	father's name	S	50	
mother_name	mother's name	S	50	
pre_add	present address	S	120	
Per_add	permanent address	S	120	
contact_num	contact no	N	11	
email	email id	S	20	

Payroll File Design

Name of the File: payroll_info

Author: Programmer 1

Date: 01.02.2015

Number of Field: 8

Key Field: payroll_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
payroll_id		N	6	PK
emp_id	Employee ID	N	6	FK
basic	Basic Salary	N	10	
addition	Addition	N	10	
deduction	Deduction	N	10	
gross	Gross Salary	N	10	
comments	Comments	S	250	
loan_id		N	6	FK

Loan/ Advance Requisition File Design

Name of the File: loan_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 8

Key Field: loan_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
loan_id		N	6	PK
emp_id	Employee ID	N	6	FK
req_amount	Requested Amount	N	10	
loan_type	Loan Type	C	1	
maturity_date	Maturity Date	N	10	
interest_rate	Interest Rate	N	2	
adjustment	Loan Adjustment	N	10	
comments	Comments (if any)	S	250	

Attendance File Design

Name of the File: attendance_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 4

Key Field: atten_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
atten_id		N	6	PK
emp_id	Employee ID	N	6	FK
attendance	Attendance	C	1	
atten_date	Date of Attendance	N	10	

Transfer File Design

Name of the File: transfer_info

Author: Programmer 1

Date: 01.02.2015

Number of Field: 5

Key Field: transfer_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
Transfer_ID		N	6	PK
emp_id	Employee ID	N	6	FK
trans_date	Transfer Date	N	10	
location	Location	C	10	
reason	Reason	S	250	

Suspension File Design

Name of the File: suspension_info

Author: Programmer 1

Date: 01.02.2015

Number of Field: 5

Key Field: suspen_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
suspen_id		N	6	PK
emp_id	Employee ID	N	6	FK
reason	Reason	S	250	
due_date	Due Date	N	10	
charges	Charges (if any)	N	10	

Quit/Terminate File Design

Name of the File: quit_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 5

Key Field:

quit_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
quit_id		N	6	PK
emp_id	Employee ID	N	6	FK
reason	Reason	S	250	
quit_date	Quit/Terminate Date	N	10	
salary_adjust	Salary Adjustment	N	10	

Leave Application File Design

Name of the File: leave_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 5

Key Field: leave_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
leave_id		N	6	PK
emp_id	Employee ID	N	6	FK
l_reason	Reason of leaving	S	250	
from_date	Leave from	N	10	
to_date	To	N	10	

Training File Design

Name of the File: training_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 6

Key Field: training_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
training_id		N	6	PK
emp_id	Employee ID	N	6	FK
title	Training Title	S	100	
objective	Training Objective	S	250	
start_date	Training Start from	N	10	
end_date	Till	N	10	

Promotion File Design

Name of the File: promotion_info

Author: Programmer 1

Date: 01.02.2015

Number of Field: 5

Key Field: promotion_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
promotion_id		N	6	PK
emp_id	Employee ID	N	6	FK
new_designation	New Designation	S	50	
increment	Increment (Tk)	N	10	
effect_date	Effecting From	N	10	

Performance Appraisal File Design

Name of the File: performance_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 5

Key Field: perform_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
perform_id		N	6	PK
emp_id	Employee ID	N	6	FK
atten_id	This Year, Present, Absent	N	6	FK
perform_rating	Rating Point	N	3	
remarks	Remarks	S	250	

Provident Fund File Design

Name of the File: p_fund

Author: Programmer 1

Date:

01.02.2015

Number of Field: 4

Key Field: prov_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
prov_id		N	6	PK
emp_id	Name of Employee	N	6	FK
payroll_id	Basic Salary	N	6	FK
fund	Provident Fund Amount	N	10	

Retirement File Design

Name of the File: retirement_info

Author: Programmer 1

Date:

01.02.2015

Number of Field: 5

Key Field:

ret_id

<i>Name of variable</i>	<i>Description</i>	<i>Data type</i>	<i>Length</i>	<i>Keys</i>
ret_id		N	6	PK
emp_id	Employee ID	N	6	FK
prov_id	Provident Fund Amount	N	6	FK
ret_date	Date of Retirement	N	3	
remarks	Remarks	S	250	

Output Design

New Job Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka
List of Available New Jobs

Date: 01/01/2015 to 31/01/2015

<i>Job ID</i>	<i>Date of Job Posting</i>	<i>Job Nature</i>	<i>Job Title</i>	<i>Job Description</i>	<i>Education</i>	<i>Experience</i>	<i>Job Location</i>	<i>Salary</i>	<i>Deadline</i>
00001	02-01-15	Permanent	Accounts Officer	Able to prepare and posting the daily vouchers. Maintain Cash book/Bank book/Journal book. To be responsible to input all daily transactions. Prepare bank reconciliation statement. Prepare and provide all financial report to the Management. Administrative support.	MBA in Accounts/Finance	2 years	Dhaka	20000	31-01-15
00002	10-02-15	Contractual	Area Sales Officer	Order collect from customer. Promoted Market. Develop Market area and increasing sale volume day by day. Must achieve sales target. Maintain proper leadership	Graduate in Marketing	1 year	Gazipur	15000	31-01-15

Job Application Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

List of Selected Candidates

Date: 01/01/2015 to 31/01/2015

<i>Application ID</i>	<i>First Name</i>	<i>Last Name</i>	<i>Job Title</i>	<i>Present Address</i>	<i>Contact Number</i>
00001	Farhad	Chowdhury	Accounts Officer	Panthapath, Dhaka	01717894170
00002	Mahnoor	Ali	Accounts Officer	Niketon, Dhaka	01675695051
00003	Methela	Barua	Area Sales Officer	Dhanmondi, Dhaka	01777954265

HR PC Printing Date: 02/01/2015

Payroll Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Payroll Statement

Date: 01/01/2015 to 31/01/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Basic Salary</i>	<i>Addition</i>	<i>Deduction</i>	<i>Gross Salary</i>	<i>Loan/Advance</i>	<i>Comments</i>
00001	Islam	50000	2000	3000	49000	25000	
00002	Ali	45000	5000	4000	46000	10000	

HR PC Printing Date:
02/01/2015

Loan/Advance Requisition Output Design

ROYAL CEMENT LIMITED

89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Loan/Advance Statement

Date: 01/01/2015 to 31/01/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Requested Amount</i>	<i>Date of Last Requisition</i>	<i>Loan Type</i>	<i>Date of Loan Maturity</i>	<i>Interest Rate</i>	<i>Adjusted Amount</i>	<i>Comments</i>
00001	Islam	25000	12-12-14	Monthly	12-03-15	5%	15000	
00002	Ali	10000	31-11-14	Quarterly	31-03-15	6.50%	7000	

HR PC Printing Date:
02/01/2015**Attendance Output Design**

ROYAL CEMENT LIMITED

89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Attendance Sheet

Date: 01/01/2015 to 31/01/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Attendance</i>	<i>Total Attendance (days)</i>
00001	Chowdhury	Yes	25
00002	Ali	Yes	24
00003	Barua	No	20

HR PC Printing Date:
02/01/2015

Transfer Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Transfer Order

Transfer Order no. 01/2015

Dear Mr. Farhad

Management have decided to change your current job location.

Effecting from 01.02.2015, you are transferred to our new office at chittagong to handle the new administration effectively and it will be minimum for one year. After one year management will decide your job place.

*Best of luck and keep
it up!*

With regards,

*Managing
Director*

HR PC Printing Date: 02/01/2015

Suspension Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Suspension Letter

Suspension no. 01/2015

Dear Mr. Karim

*Management have decided to
suspend you.*

Effecting from 01.02.2015, you are suspended from the post of Executive (Sales & Marketing) position due to continues lower performance or no performance acheived. Also please return the company's property such as Laptop, Mobile set and other charges if any within 31.01.2015 and don't miss to take release letter from your reported personnel for your future inconvenience.

Be confident and increase your capability for better career!

With regards,

Managing Director

HR PC Printing Date: 31/01/2015

Quit/Terminate Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Termination Letter

Termination no. 01/2015

Dear Mr. Karim

*Management have decided to
terminate your job.*

Effecting from 01.02.2015, you are terminated from the post of Executive (Sales & Marketing) position due to ending contactual period. Also please return the company's property such as Laptop, Mobile set and other charges if any within 31.01.2015 and don't miss to take release letter from your reported personnel for your future inconvenience. If any new project will continue management will consider your termination!

Wish your better career!

With regards,

Managing Director

HR PC Printing Date: 31/01/2015

Leave Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Leave Status

Date: 01/01/2015 to 31/01/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Leave Date</i>	<i>Reason of leaving</i>	<i>Total leave (days)</i>
00001	Chowdhury	03.01.2015, 04.01.2015	Family Matter	2
00002	Ali	03.01.2015, 04.01.2015, 05.01.2015	Exam of MBA	3
00003	Barua			0

HR PC Printing Date:
01/02/2015

Training Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Training Summary

Date: 01/01/2015 to 31/01/2015

<i>Training ID</i>	<i>Number of attended employee</i>	<i>Title of Training</i>	<i>Training Objective</i>	<i>Duration (days)</i>
00001	25	Managerial Behavior	To understand the working environment and the conduct of behavior in oraginazation	5
00002	10	Corporate Governance	How to enhance and modify organization governance	3
00003	32	Customer Relation	How to behave with customer and relation criteria	14

HR PC Printing Date: 01/02/2015

Promotion Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Promotion Letter

Letter ref: HR/Pro/01/15

Dear Mr. Farhad

*Management have pleased to your
performance.*

*As reward, your new designation will be Assistant Manager (Admin) & your salary will be
increased 10% of basic salary and with other benefit will follow as the company policy,
effecting from 01.02.2015.*

Well done and keep it up!

With regards,

Managing Director

HR PC Printing Date: 02/01/2015

Performance Appraisal Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Performance Sheet

Date: 01/01/2015 to 31/12/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Total Absent (days)</i>	<i>Total Attencance (days)</i>	<i>Total Leave (days)</i>	<i>Perform Rating</i>	<i>Remarks</i>
00001	Chowdhury	5	201	10	A	formal
00002	Ali	7	199	15	A-	casual
00003	Barua	10	190	16	B	casual

HR PC Printing Date: 01/01/2016

Provident Fund Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Provident Fund Statement

Date: 01/01/2015 to 31/01/2015

<i>Employee ID</i>	<i>Last Name</i>	<i>Basic Salary</i>	<i>Percentage (%) of Provident Fund</i>	<i>Provident Fund Amount</i>
00001	Islam	50000	10	5000
00002	Ali	45000	10	4500

HR PC Printing Date: 02/01/2015

Retirement Output Design

ROYAL CEMENT LIMITED
89, Bir uttam CR datta road, Hatirpul, Dhaka

Page # 1

Retirement Letter

Retirement no. 01/2015

*Dear Mr.
Karim*

Management have pleased to you for long time being effort with this company.

As schedule of the company, you are retired from the post of Manager (Accounts) position due to ending job period which effecting from 01.01.2015. Also requested to return the company's property or any transaction if any. Your provident fund and salary payable tk. 5,00,000 and please receive the amount within 2 days after retirement from Head of Accounts.

Thanks again being with this company with long period and your great effort. We cordially wish your peace retired life!

With regards,

*Managing
Director*

HR PC Printing Date: 31/12/2014

2. CONCLUSIONS

This system is designed to eliminate the drawbacks of the existing system and provide permanent solution to existing problems

The competitive advantage in the organization can be sustained through these modules:

- Recruitment, employee management and administration
- Employee
- Job seeker
- User

3. REFERENCES AND BIBLIOGRAPHY

Management Information System -OBrien

http://en.wikipedia.org/wiki/Human_resource_management

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