

# Convergence and Synergic

Human Resource Team

# Objective:

- To find out and recommend areas of convergence and synergies of HR functions in between and among sectors/divisions/units and work process.

# Output:

- A Synergy document of the recommendations for future capacity development and effective service delivery of HR functions.

# Growing issues and needs:

- 1) Providing qualified, well-trained employees for the organization.
- 2) Maximum utilization of the potentials of the employees in the organization.
- 3) To address the individual employee needs and well fares through monetary compensation, benefits, opportunities for job satisfaction.

# Cont.

- Establishment of Staff Database Information

# DAM HR at Present

- ◉ DAM HR function in at present managed by a division located in the HO. It serve other divisions/unit/institutions for recruitment, deployment, personal file management, upgrading leave records, performance appraisal, annual increment, promotion, transfer, disciplinary action and staff database management.

Cont.

The division (unit) has at present 4 staff capacity supported by other division and unit.

# Recommendation from DAM Retreat 2010

- ◉ **Uniform Personnel Policy, Shared Responsibility, Reward system through HR, Competitive compensation package, Enabling working Environment, Increase staff relation activities**
- ◉ **Ensure Gender Equality, Enabling working Environment, No discrimination due to culture, religion and ethnic minority, Transparency in all steps in Management, Participatory decision making, Job satisfaction survey, Trust,**

# A glimpse at some of the changes

- ◉ Salary review (Not for all staff)
- ◉ Review the TA/DA
- ◉ Fixation the grade
- ◉ Staff Database , Not up to the mark
- ◉ Approved Gender Policy

# Needs further improvement

- ◉ Uniform personal policy
- ◉ Medical and Accident policy
- ◉ All policy is not available for the staff

# Recommendation

- Implement strategic organization change for increasing quality, productivity and employee satisfaction (Respective division/project)
- Need based training program ( HR and Respective project)
- Design a compensation system that motivates employee's (HR and Center Management)
- Staff development strategies and plan (HR , Respective division)

# Cont.

- ◉ Introduced Group Insurance (HR)
- ◉ Introduced provident fund, gratuity for all staff (HR)
- ◉ Maternity leave approved as per government policy (HR)
- ◉ Knowledge and skill base database developed (HR, MIS)
- ◉ Personal appraisal form need to be review by external expert (HR)

# Cont.

- Job Satisfaction survey (HR)
- Weekend leave (2 day) DAM management
- Offer letter sending before Joining (HR)
- Induction program for new staff (HR , Respective office)
- Grade should be mention in appointment letter(HR)
- Revised leave form and leave database (HR)
- Counting the service length with leave and other benefits in case of absorption of project . (HR)

# Cont.

- Human Resource plan (HR, All division, institution)
- Child protection policy (HR, Respective Office)
- Grievance (HR, Respective supervisor)
- Counseling and motivation (HR, Respective supervisor)

