ABUDAWOOD

HR GAZETTE

ABUDAWOOD PAKISTAN

Happy New Year
2014

Welcome:

* Suhail Soomro— Section Supervisor, Larkana
* Nabeel Ahmed— Senior Purchase Officer
* Jamshaid Mughal— Section Manager, Hyderabad
* Aamir Shahzad— Section Supervisor, Hafizabad
* Muzafar Ali— Supplier Supervisor, Hyderabad
* Faizan Siddiqui— CSL Supervisor, Kaller Sayedan

Farewell:

* Anoosha Naseem— AM Finance
* Ashar Chauhan— Unit Manager, Islamabad

Key Vacancies:

* CSL Officer— Mandi Bahauddin
* AM Finance— Head Office
* Key Accounts Manager— Lahore

Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=5

SNEAK PEAK INTO THE LAST MONTH

SMARTS Training Sessions For Level 12 Employees

Performance Management team undertook the initiative and introduced SMART setting and evaluation on the portal for all level 12 employees. Intensive work has started and a lot has been completed to standardize and improve methods for IDPs of Level 12 and below. IDP format of level 12 has been altered and made similar to that of level 13 and above. Training sessions were organized in all regions for level 12 employees and MTs to ensure their understanding of the new portal and the concept of SMART objectives. Sessions in Islamabad, Lahore, Multan and Karachi were successfully conducted last month.

Referral Reward Claim Process-Goes Live!

Being rewarded for your referred selected candidates is now just a click away! Employees are not required to manually fill in the referral claim forms and print them. Management Recruitment Team in collaboration with Team IT has integrated the referral reward process with ADP Portal, making it automated. Yet another step towards a paper free environment and a better organized system.

MAYBE THE PAPER-LESS OFFICE WILL STILL COME..

When PCs appeared in businesses 20-30 years ago there was a widespread expectation that we would become a paper-less society.

Over that period there has been some dismay that in fact we were creating more paper as people created an electronic document and then printed it. Because the printed copy often wasn't filed properly (if at all) it got 'lost' in a pile of other papers. So when it was needed again, another copy was printed. And so it goes on!

Recent research however has found that the amount of paper flowing through businesses is now decreasing. It's taken a while but we are getting there.

There has been a reluctance to accept an electronic version and there has been continued uncertainty around what is legally accepted electronically and what needs to be in paper format to be a legal document.

More recently however there has been some movement towards acceptance of scanned electronic signatures though there is still some unwillingness to accept some contracts with electronic signatures.

It's good to know that businesses of all sizes are now looking more towards keeping the electronic version as the official record of the business.

K2K– Karachi to Khyber

Top from left: Rahim Yar Khan, Bahawalpur, Sahiwal
Middle: Islamabad
Bottom from left: Lahore, Sialkot, Gujranwala

A group of 18 Management staff from different functions including CBD, CSL, SD, Finance, HR, IT and Admin set off for a 5 day extensive trip from Karachi to Islamabad covering Sukkur, Rahim Yar Khan, Bahawalpur, Multan, Khanewal, Sahiwal, Lahore, Shahdra, Gujranwala, Gujrat, Jehlum, Peshawar, Wah and Hyderabad. It was an immensely interactive travel wherein the group got to meet the invigorated and zealous teams at all the branches. It was thrilling to see the close collaboration with which CSL & CBD are working together to achieve one common objective. The commendable work that CSL has done on the branches and operations end over the past one year could be easily observed at almost all the branches. The hospitality of the staff at every branch was warmly felt and appreciated.

GROUNDS COVERED

Deployment of Expense Tracker

Comp & Ben team along with IT have replaced I-Expense module with a freshly integrated Expense Tracker in the ADP Portal . It is another step towards one stop solution. The new tracker has a much friendlier user interface with better options to make the process faster with no redundancy.

ON THE LIGHTER SIDE...