

Welcome:

- * **Khalid Shaikh-Senior Supply Planner**
- * **Faizanullah Khan-Assistant Manager Purchase**

Farewell:

- * **Shahzad Naseer—Designate Section Manager, Karachi**

Key Vacancies:

- * Section Manager-Faisalabad
- * Section Manager MR-Islamabad
- * Merchandiser-Karachi
- * Merchandiser-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



Annual Recruitment Drive 2013 at NUST

The annual Recruitment Drive was held at NUST in the campus in Islamabad on March 26th in order to screen students for the upcoming Management Trainee, Graduate Trainee and Internship Programs. A brief presentation on the company was made and interviews of about 120 students were taken, out of which a good pool of bright students was extracted to contact them later for hiring for the aforementioned programs

Annual Recruitment Drive 2013 at LUMS

The annual Recruitment Drive was held at LUMS in the campus in Lahore on March 27th in order to screen students for the upcoming Management Trainee, Graduate Trainee and Internship Programs. A brief presentation on the company was made and resumes were collected to further screen the students and call them for interviews if they fit the criteria.

HR ANNOUNCEMENTS OF THE MONTH

YOU WILL BE VERIFIED
HR's initiative for verification of degrees and certificates is in full swing. Several employees have been verified. So far, 9 educational degrees have been found to be bogus and employees with bogus degrees have been terminated.

SUCCESSORS, GET READY!
On the basis of JDs, a criteria was established to identify the criticality of all management level positions. This is the basis of the framework for succession planning that would enable us to categorize all positions in terms of criticality and prioritize the successions accordingly.

ADP TALENT MAKES IT TO BAHRAIN
Two Management Trainees of 2012 batch, Hassan Ghaus and Aneeb Yasin were selected for a 2 year assignment at ASC-Bahrain as Section Managers Modern Trade

THANK A COLLEAGUE



“Last month on 28 Feb-13, I got married and needed monetary support. My senior M.Arif Ghauri put a lot of energy and made efforts to get loan from the company. So I am really thankful to my senior for this effort for me because of which I was able to receive loan from ADP”

Rana Shahbaz
Section Supervisor-Sub D
Bahawalpur

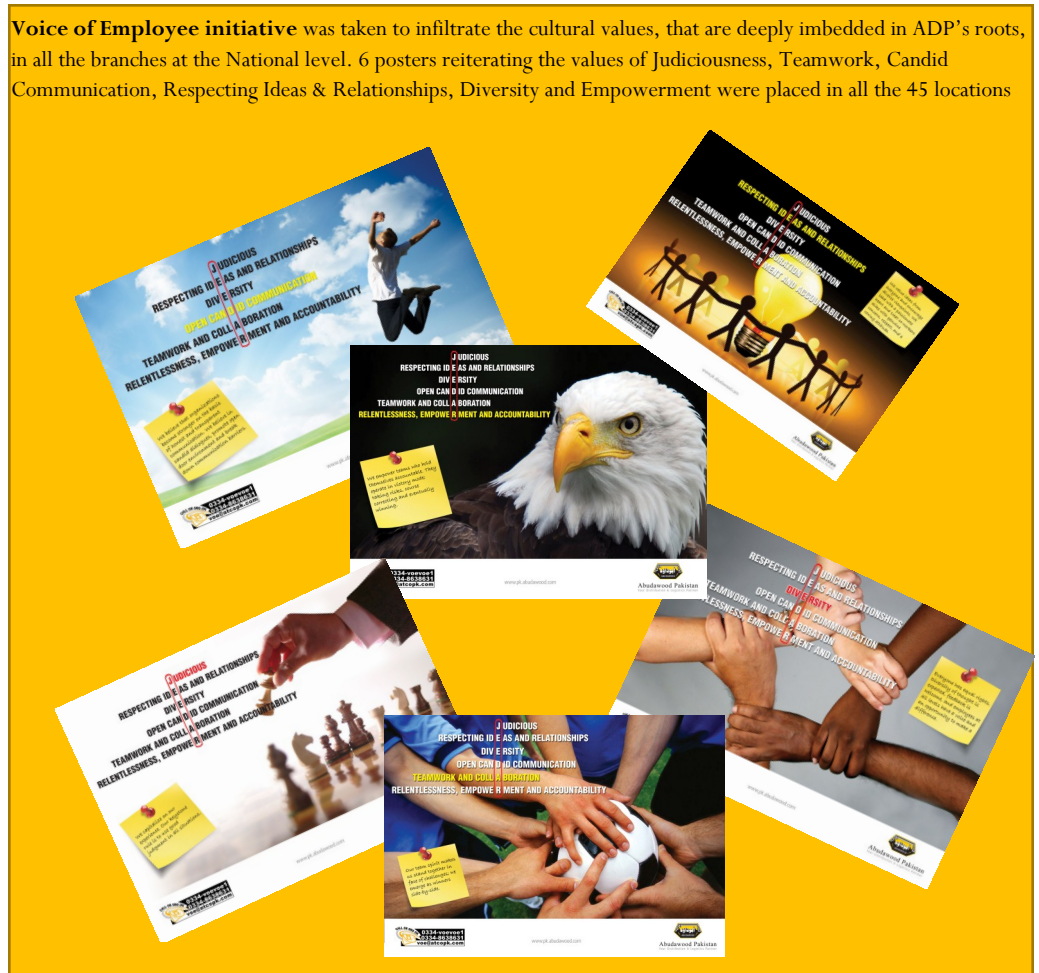
Health Tip of the Month



KEEP YOUR BODY HYDRATED AT WORK:

Always have your bottles of water stored at work. Do not settle for less than 8 glasses a day. People often tend to forget about drinking water in the midst of a busy working day. Keep your water within reach at all times to avoid dehydration, lack of energy and eventually inefficiency at work. Worn-out bodies and souls are naturally not as productive as healthy energetic ones!

Voice of Employee initiative was taken to infiltrate the cultural values, that are deeply imbedded in ADP’s roots, in all the branches at the National level. 6 posters reiterating the values of Judiciousness, Teamwork, Candid Communication, Respecting Ideas & Relationships, Diversity and Empowerment were placed in all the 45 locations



GROUND'S COVERED

* EMPLOYEE FILING

Non-management has entered its second phase of filing which involves updating employee documents in the employee files. Employees were requested Pan-Pakistan to re-submit their documents.

* SALARY DISBURSEMENT OF 3PL EMPLOYEES

HR took ownership to disburse salary of all third party contractual staff on last working day of each month (while ADP will give the cheque to vendor after salary disbursement). An understanding has also been developed that on special occasions like Eid, Easter etc. (if taking place in last week of any month) the 3PL vendor will disburse the salaries two days before the occasion

* EXIT INTERVIEWS OF NON-MANAGEMENT EMPLOYEES

In order to understand the attrition in non-management, HR worked upon developing an exit interview form that would cover almost every information needed. The first batch of interviews was conducted in the month of March.

* MID- YEAR ADJUSTMENTS FOR SALES REPS AND SUPPLIER OFFICERS

A comprehensive working was done on mid-year level and salary adjustments effective January 1st for 56 SRs and SOs to appreciate their efforts towards degree completion from Bachelors to Masters. This effort was made in order to commend those employees who have strived to raise their educational standards.