# CHIP Training & Consulting Islamabad

# QUARTERLY PROGRESS REPORT (Narrative)

**Name : Ahad Ahmed Taji**

**Designation : Software Developer**

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| **Key Achievements During the Quarter** |
| * 1. **Long-list Application Module (insert)** * **Edit of Long-list Application Module** * **View of Long-list Application Module** * **Checks and validation of previous history and duplicate CNIC** * **Apply functionality to Calculate total experiences and polio experience in years, months and days**   **(Update this module by time to time on the feedback of users. Apply different checks and validation, Improve the functionality on behalf of KPO request to work in more user friendly way)** |
| * 1. **Give download buttons of Long-list Applicants in excel** * **Detail format** * **Summary format** |
| * 1. **Long-list Application Process Module** * **Short list applicant** * **Test interview marks** * **Selected pool applicant** * **Provide Excel-CSV-PDF plugin to each stage** * **Improve Searching** * **Create view applicant and previous history if is the there** |
| * 1. **Update Job Application module as per change in database** * **Modify check and validation** * **Update calculate experience functionality** * **Improve searching** * **Update edit of job application** |
| * 1. **Update Job Application Process Module** |
| * 1. **Update Reserved employee Module** * **Update view of reserved** * **Give download option of reserved list** |
| * 1. **Recruitment Module** * **Edit of Recruitment Module** * **Enhance the searching of Recruitment Module as per feedback of staff** |
| * 1. **Employee Module** * **Update edit module of employee** * **Update view of employee** * **Create deletion of employee** * **Create section of experiences** |
| * 1. **Update view of Employee Action module** |
| * 1. **Update All employees module** * **Give download button for All employees** * **Incorporate excel plugin** |
| * 1. **Update Transfer Employee Module(Initiate)** * **Remove check of job type for data correction** * **Update district level transfer position** * **Enhance of position abolish transfer cases** |
| * 1. **Update Transfer endorsement module** |
| * 1. **Update field joining module** * **Update check according to contract type** |
| * 1. **Update daily entry user of region reports** * **Disciplinary region report** * **Contract region report** * **Card region report** * **Design the structure of DOJ region reports** * **Design the structure of employee list w.r.t decision note** |
| * 1. **Give download button of master file in employee module** |
| * 1. **Deploy all type contract template for the new contract module i.e. system generated contracts** * **Probation, Regular, Extension Contract of all job type** * **Thoroughly testing of new contract module** * **Resolving all facing issues** * **Enhance searching of contract** |
| * 1. **R&D on temporary contract** |
| * 1. **Give Training to staff of different module** |
| * 1. **Provide technical support to staff for using HRIS** |

NOTE: from October 2017, to December 2017 I developed some new module and update pending module which are not using and has been deployed time by time in LIVE HRIS to make it operational. And from January 2018 onwards updating module on requirement change and create new module also.

From October 2017 to December 2017, I developed and update

* Job Application module
* Campaign days module
* Transfer initiate module
* Transfer Endorse module
* Region reports of daily user entry of Disciplinary, Cards, Contracts and Job Application
* Old Contract module
* Training Attendance module

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| Three months development plan (22 March, 2018 – 22 June, 2018 |
| Sir Noman Development:   1. Higher Management Dashboard (9 Days due date = 31 March, 2018)    1. Recent Joiners ( Province Wise /District wise )    2. Recent Employees Left (Province Wise /District wise )    3. Recruitments in Progress    4. Vacant Positions Summary    5. Employee Lefts    6. Recent joiners from Reserved pool    7. Summary of Employee, applicant, jobs, reserved, local   (Note: all reports are available in tabular and graphical view)   1. System generated weekly report -- (21 Days due date = 5 May, 2018)    1. Generation of report in excel format    2. Report include CBV and COMNet summary 2. Long list Application(5 Days due date = 14 May, 2018)    1. Bulk application creation at UC below level       1. You feel like you work in excel       2. Auto filling remaining data of existing applicant 3. Employee Attendance and Leave Management (10 Days due date = 30 May, 2018)    1. Optimize Employee Attendance    2. Incorporate leave management 4. Automated disciplinary module and system generated letters(15 Day due date = 18 june, 2018)    1. System generated disciplinary action letters    2. Auto generated letter no.    3. Design of different type of letters template i.e. Warning, Explanation, Show Cause, Termination, Contract Closure, Resigned and Refusal.   Ahad Development:   1. Testing of Dashboard simultaneously 2. Long-list Application    1. Auto filling data which already entered as applicant or employee 3. Apply check and validation on different module against vacant code (1 week)    1. Job position checking    2. Recruitment checking    3. Exit staff checking    4. Transfer staff checking 4. Implement of electronic signature in contract module. (1 week) 5. Optimize Training Attendance Module 6. Testing of automated disciplinary module 7. Deploy disciplinary templates 8. Optimize Test/interview marks grid 9. Salary slip Module, which is not a part of HRIS. It’s a separate module    1. Salary History    2. Employee can access salary slip    3. For insurance, 3 month salary slip can print out from system 10. Improving Searching criteria of employee, contract, recruitment, and application module. 11. Support and bug fixing and software maintenance     1. Bug fixing of every module if occur and give technical and training to other staff |