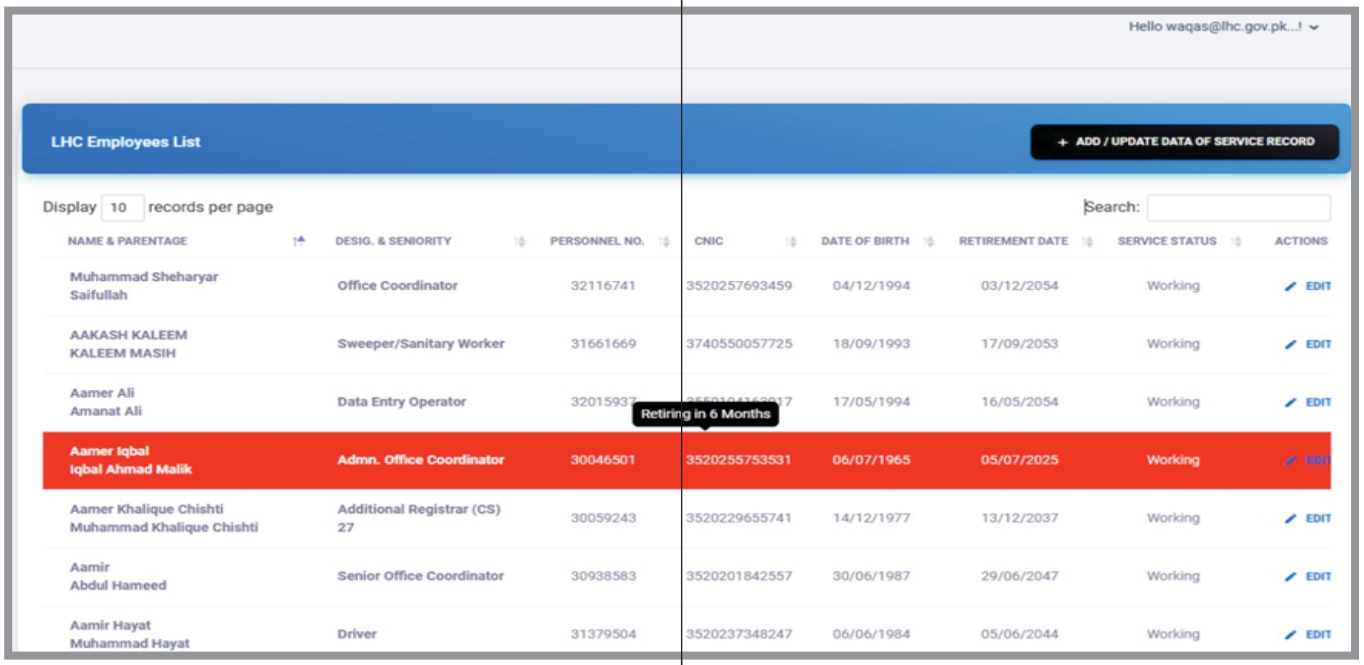
DASHBOARD SCREEN





IT INITIATIVES 2025



SERVICE RECORD MODULE IN HRMS



SERVICE RECORD MODULE IN HRMS

BACKGROUND & OBJECTIVE

- Tracking and updating employees' service records was handled manually, often leading to outdated or incomplete data.
- A Service Record Module was introduced as part of the digital transformation initiative.
- The module provides a centralized system for maintaining accurate service history and status records.
- It covers key information including retirement dates, deceased status, and termination records.
- The initiative supports informed HR decision-making and compliance with service regulations.

IMPACT, OUTCOME AND BENEFITS

- HR personnel can now view and update service records in real time.
- Errors in record-keeping were reduced, enhancing data reliability.
- Workforce planning and reporting accuracy were improved through digital records.
- Compliance with internal policies and retirement regulations was strengthened.
- Real-time updates ensure that service status changes are reflected immediately.
- Better compliance with service regulations and internal HR policies.
- Contributes to a more transparent and efficient HR management system.
- Supports timely processing of retirement, pension, and service-related matters.

PROJECT DURATION

- 28.09.2024 to 25.10.2024

LEADERSHIP



Justice Miss Aalia Neelum
The Hon'ble Chief Justice

OVERALL GUIDANCE

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