

A study to enhance the efficiency of human resource department through documentation process of the employees working in All e- technologies

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ABSTRACT

Human resource management in today's dynamic industrial environment is becoming more and more complex as well as important. Recognition of people in a set standard of the organization led to increase trend in maintaining employee's information. The human resource documentation is a crucial aspect in respect to information of employees and especially when it is of very technical nature at every stage and touch of humanity is involved. The present study was undertaken with an aim to establish a well documented file procedure system of employees working in All E- technologies. The study was conducted using "employee codes" with unique identification of each one of the company with their "joining docket". The information collection was initiated to at very first day, include payroll control, medical forms, appraisal sheets and provident fund details. All e- technologies employees belong to the different technical and non-technical branches across the country, working under one umbrella. The purposively samples size divided as AX (n=1000), N₁ (n=1200) and N₂ (n=1200). Chennai branch employees including trainees were given code as AX. Employees from various other cities of the country were coded as N₁ and N₂. The action was undertaken with the study of structured gap analysis and with identifying the deviation between the standard and actual documentation. In concluding the results, it was found that only 33 per cent of files were completed with all the relevant documents related to employee's information and 67 per cent were not fulfilling the criteria of complete information of the employees working in the company. In the course of auditing files of employees of AX, N₁ and N₂ files, it was observed that incomplete documents were available because there were no data recorded for the employees who were transferred to other branches and verticals of All e-technology. Secondly there were many employees who left the organization but their files were still maintained which created unnecessary load in maintaining the record, also many documents in the files were found as without any detail information of the employees.

KEY WORDS : Human resource, All e tech, Documentation, HR auditing, Employees analysis

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