

# Inter connectivity among the departments business essay

[Business](#)



**ASSIGN  
BUSTER**

Human Resource Management is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training. The Human Resource Group (HRG) is sub divided into six wings, namely, Personnel Wing, Compensation and Benefits Wing, Management Development Wing, Employee Relations Wing, Human Resource Planning Wing and Human Capital Management Wing. All the human resource management practices and activities are uniformly distributed amongst these wings. At HRG, the activities grow with a constant change, to incorporate the best and latest management practices to induct and retain the world class personnel and to further develop them.

## **Employee Motivation**

To retain good staff and to encourage them to give of their best while at work requires attention to the financial and psychological and even physiological rewards offered by the organization as a continuous exercise. Basic financial rewards and conditions of service (e. g. working hours per week) are determined externally (by national bargaining or government minimum wage legislation) in many local negotiations and details (e. g. which particular hours shall be worked) of conditions of service are often more important than the basics. Hence there is scope for financial and other motivations to be used at local levels.

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## **Compensation & Benefits**

BANK aims to provide employment which offers fair and equitable remuneration in relation to responsibility and performance. Remuneration for various categories and positions in the bank is determined and approved by the Board of Directors

**CONSUMER BANKING SERVICES**  
**PERSONAL FINANCE**  
Personal Finance is a parameter driven product for catering to the needs of the general public belonging to different segments. One can avail unlimited opportunities through Askari Bank's Personal Finance.

## **MORTGAGE FINANCE**

Askari " Mortgage Finance" offers the convenience of owning a house of choice, while living in it at its rental value. The installment plan has carefully designed to suit both the budget & accommodation requirements

## **BUSINESS FINANCE**

In pursuance of the national objectives to revive the economy of the country, ABL is providing loans to small and medium size business enterprises under askari bank's business finance scheme.

## **SMART CASH**

This personal line of credit would be set up with a specified credit limit up to Rs. 500, 000/-

## **AUTO FINANCING**

Yet another of our products, Askar offers the most convenient and affordable vehicle- financing scheme. With minimum down payment, lowest insurance

rates and widest range of available car makes and models, Askcar offers the best value to our esteemed customers

## **ASKARI CARD**

ASKCARD means freedom, comfort, convenience and security, so that you can have retail transactions with complete peace of mind. ASKCARD is your new shopping companion which enhances your quality of life by letting you do shopping, dine at restaurants, pay your utility bills, transfer funds, withdraw and deposit cash through ATM anywhere, anytime.

## **TRAVELERS CHEQUES**

The range of our products and value added services enhances with introduction of Rupee Travelers Cheques (RTCs) launched in March 2002

## **LOANS**

### **COMMERCIAL LOANS**

The loans which are related to industry are known as commercial loans.

### **AGRI LOANS**

The loans which are related to agriculture sector are known as agri loans.

### **CONSUMER LOANS**

The loans which are provided and given for personal needs are known as consumer loans. Governing body for every organization is state bank no bank can violate the policies and procedures of state bank

## **CAREER LADDER**

Carrier Ladder means how much opportunities are available in the organization for its employees. In Askari Commercial Bank, the promotion opportunities are available on seniority bases and for some extra ordinary performance.

## **PROMOTIONS**

### **PROMOTION ON SENIORITY**

There are 25 steps in grades and after covering each step . The grade as well as the salary of the employee is increased . The steps may be covered in minimum three years.

## **SENIOR LEVEL PROMOTIONS ANNOUNCED**

Askari Bank Limited announced senior level promotions

## **HOW THE EMPLOYEES CAN BE USED?**

Manpower planning is a technique usually associate with employers who employ large numbers of the same sort of people in one location or country. In essence it attempts to map supply and demands of skills as a basis for making strategic decisions on how to influence the supply side of the equation, and on whether and where to establish businesses.

## **STRUCTURAL DIMENSIONS OF THE ASKARI BANK LTD.**

Structural dimension provides label to describe the internal characteristics of an organization.

## **INTER-CONECTIVITY AMONG THE DEPARTMENTS**

There is a " pooled interdependence" in which each department is the part of the organization and contributes to the common good of the organization but works independently. The connection between branches is that they share financial resources from a common pool and success of each branch contributes to the success of the organization.

## **FORMALIZATION**

In Askari commercial bank, division of labor is characterized by small and specified tasks and there is written rules and procedure approved by Rawalpindi head office.

## **SPECIALIZATION**

Specialization is low in Askari bank so that the employee performs a wide range of tasks in their jobs.

## **SKILLS**

Work staff is highly educated and experience according to their post or job title. Staff has both formal education and job experience. For multi skill development management rotate the employees after time to time.

## **SPAN OF CONTROL**

Span of control is the number of employees who report to single manager or supervisor. In Askari commercial bank span of control differ from department to department according to task and requirement.

## **COMMUNICATIOON AND COORDINATION**

Communication activity and frequency increases as task varaiety increases.

Frequent problems require more information sharing to solve problems and ensure proper completion of activities. The direction of communication in Askari commercial bank is both horizontal and vertical. If task is highly analyzable, statically and written forms of communication is used such as reports, memos and rules. If the task is less analyzable information is conveyed through mails, telephone or in small meetings.

## **DEVELOPMENT OF EMPLOYEES**

Personnel ratio in this organization is according to requirement that includes administrative ratio, clerical ratio, and professional staff. Beside this deployment of employees to various functions and departments takes place.

## **CONTEXTUAL DIMENSIONS OF THE ASKARI BANK LTD.**

### **SIZE**

Size can be counted as number of employees in the organization or through total assets or total sales. There are 36 branches of Askari commercial bank in which a large number of employees, administrative staff, clerical staff and others are performing different functions accordingly.

### **THE ENVIRONMENT**

It includes all the elements present outside the boundary like customer, government suppliers and financial community. They all have a clear influence on scb and act to satisfy all of them.

## **GOALS AND STRATEGIES**

Askari bank has clear cuts goals and strategies to have an edge on its competitors and to be a market leader and always at the top to serve.

## **ORGANIZATIONAL CULTURE**

A culture is the underlying set of key values, beliefs, understandings and norms shared by the employees. Askari commercial bank has a good corporate culture having a touch of clan culture. It has a good family friendly environment that pertains to ethical behavior, commitment to employees, efficiency or customer services and they provide the glue to hold organizational members together.

## **PERFORMANCE – PLANNING & ASSESSMENT**

Askari commercial bank recognizes that motivating people to achieve high levels of performance in alignment with business goals is essential to gaining competitive advantage. The bank has outlined this approach to performance planning and assessment in plan for people performance. The information is designed to ensure that people identify and focus on those activities that are really important for the success of the bank. It also provides individuals with opportunities for personal challenge growth and recognition by ensuring that everyone contributes to their highest level and to the best of their capabilities.

## **PERFORMANCE CYCLE**

There are three key activities in plan for people performance: Objective setting  
Performance planning and tracking  
Performance assessment



## **OBJECTIVE SETTING**

Business and performance objectives are set annually and ensure that: Employees' efforts are focused on key priorities: The work is co-coordinated with that of others: The employees understand exactly what is expected of them. The employees are required to prepare and draft the annual performance objectives for discussion and agreement with the manager. A standard form has been designed for this purpose. Every employee should have a set of annual objectives that have been agreed with their line manager.

## **PERFORMANCE PLANNING & TRACKING**

Staff members and their managers meet to informally view progress against objectives a at least once every quarter. These are called interim performance assessments. Their purpose is to check that the objectives are still valid, to give the opportunity to revise them if appropriate and to agree on how well staff is doing. The employees need to access their performance against their objectives regularly, to decide what action to take to ensure their achievement.

## **PERFORMANCE ASSESSMENT**

The performance against agreed objectives is formally assessed at the end of the performance year during a performance assessment interview with the manager. A performance rating is given to each employee that reflects his/her performance against the objectives allocatedEmployee is assessed on following: Quantity and quality of workProblem solving and analytical skillsLeadership and decision makingInitiative and driveAbility to achieve

targets Professional knowledge and experience Proficiency and Personal Computer Behavior, loyalty and commitment Punctuality Regularity These scores are then added up and given grades A= Excellent B= Good C= Average D= Needs Improvement After this grading, comments of head of department about promotion of the employee are also asked.

## **ACCOUNTABILITY**

If any employee is in a criminal offense or who knowingly does any thing detrimental to the interest of corporation or display negligence or inefficiency for such person inquiry is made for the same period, like for two or three months the salary of employee is stopped for two or three months, but for serious cases legal actions are taken against the employees and penalties are made imposed.

## **MATCHING BENEFITS**

### **CHILDREN EDUCATION ALLOWANCE**

For the education of children of employee allowances are given per child. d. This amount is given up to three children.

### **TRAVELING ALLOWANCE:**

Traveling allowances are given to the employees.

## **MEDICAL FACILITY**

Medical facility is given to the employees unto the 33% basic salary of the employees. Dental care and pregnancy is not included in the medical facility.

## **SPECIAL ALLOWANCE**

10% of the basic salary is given as special allowance to all employees. MD may allow special allowance limit to 29% of pay to the worker engaged in a special duty and working for longer hours.

## **CAR LOAN ALLOWANCE**

25% of the basic salary is given as car loan allowance. It is given to the employees who need a car.

## **HOUSE RENT ALLOWANCE**

70% of the basic salary is given as house rent allowance to each employee of the corporation.

## **PETROL AND DRIVER FOR DMD AND SEVP**

Two cars of 1300cc and 1000cc along with driver are given. 500 liters of petrol are also provided. If someone doesn't take a driver he/she receives Rs. 3500 for the salary of driver.

## **CASH REWARD**

Cash reward is given to employees who perform a major role in recoveries of stuck-up loans. Cash reward is also given to the employees on passing the exams of IBP.

## **HOUSE BUILDING ADVANCE**

House building advance is given equal to 100% of basic salary (annually). 50% of this amount or 300,000 whichever is higher is free and on the remaining amount mark-up is charged @ 7.5%.

## **ENTERTAINMENT FACILITY**

Tea and coffee is provided to all employees during office hours and lunch is also delivered at very nominal rates e. g. for SVP it is 10% of basic salary.

## **UNITS OF UTILITY**

Units of utility are provided in the following ranges: Electricity charges Gas charges Water charges

## **DAILY ALLOWANCE**

Daily allowance is given within the range of Rs. 800-250 to the employees.

## **SPECIAL WELFARE ALLOWANCE**

For each social occasion Rs. 10, 000 are given to the employees of non-clerical staff. In case of death of employee Rs. 10, 000 is given to the spouse member of non-clerical

## **LEAVES**

The categories of leaves given to the employees is as follows : There are 20 casual leaves 30 privileged leaves among the 30 privileged leaves 50% are excusable.