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Employee Information System
Of
Habib Bank Corporate Center
Of
Pakistan

BY

SYED MOHAMMAD ALI SHAH

COMPUTER CENTER
QUAID-I-AZAM UNIVERSITY
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Islamabad
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Computer Science.

September 2003

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PAKISTAN

DESIGNED & DEVELOPED
BY
SYED MOHAMMAD ALI SHAH

In the name of Allah, The most compassionate, The merciful

All praise be to Allah,
Lord of all the Worlds,
Most beneficent, ever, merciful,
King of the Day of Judgment,
You alone we worship, and to You alone we turn for help.
Guide us (O'Allah) to the path that is straight,
The path of those You have blessed,
Not of those who has earned your anger,
Not those who have gone astray.

(Surah-e-Fatiah)

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I must thanks my parents who are most important for me in this world. They are always ready to help me , encourage me, listen me and love me what I am today because of there prayers and guidesness.

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Syed Mohammad Ali Shah

FINAL APPROVAL

This is to certify that we have read this project report
Submitted by SYED MOHAMMAD ALI SHAH and found it sufficient
Standard to warrant its acceptance by the Quaid-i-Azam University,
Islamabad for the Post Graduate Diploma in Computer Science.

COMMITTEE

EXTERNAL EXAMINER:

SIGNATURE----------

SUPERVISOR:

Mr. ABDUL SUBHAN
Computer centre
Quaid-i-Azam University
Islamabad

SIGNATURE----------

DIRECTOR:

Dr. Ghulam Muhammad
Quaid-i-Azam University,
Islamabad.

SIGNATURE----------

PROJECT BRIEF

PROJECT TITLE:	Employee Information System Of bib Bank Corporate Center Of PAKISTAN
DEPARTMENT:	COMPUTER CENTER
SUPERVISED BY :	MR. ABDUL SUBHAN COMPUTER CENTER Quaid-i-Azam University Islamabad
UNDERTAKEN BY:	SYED MOHAMMAD ALI SHAH
SOFTWARE USED:	ORACLE/DEVELOPER 2000
ENVIORMENT USED:	WINDOWS 98
SYSTEM USED :	PENTIUM 350 mhz

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CHAPTER # 1

INTRODUCTON TO ORGANIZATION

1) Brief Bank's History

On 25th of August 1941, Habib Bank inaugurated its operations with the bank's first branch is Bombay. In 1947 Karachi saw it first commercial Bank of the newly formed Islamic Republic of Pakistan, when the bank shifted its head office there, throughout the decades, HBL has held the mantle of a dynamic leader, by adding value to live of its customers.

It was HBL that introduced product's such as credit cards, ATMs, Travelers Cheques, etc. to the Pakistani Market. We at Habib Bank cater to the needs of millions with our quality products & services. Today Habib Bank is truly the Bank of the people providing its customers convenience and satisfaction all over the world. Habib Bank Plaza, the tallest Building in Pakistan, is the proud symbol of HBL's Leadership in Pakistan's corporate areas.

Today, HBL has more than 1700 branches all over Pakistan and Presence in 26 countries across five continents, with a revamped customer oriented philosophy, we are pursuing new avenues of leader ship through innovations as we gear up to face the challenges of the new millennium.

Habib Bank has its various braches with experienced and professional qualified staff for providing services and booting business activities to its customers in all over the world.

1.1) Restructuring:

Restructuring undertaken by the Bank in the last few years is now clearly reflected in improvement of the Bank's performance in all aspects of its business and operations, such as:

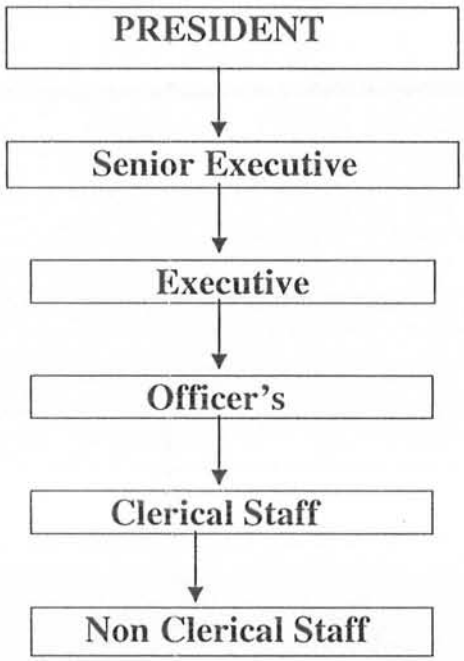
- Retail Banking
- Corporate & Investment Banking
- International Banking.

1.2) Habib Bank continued focuses are as under:

- Customer Services
- Information Technology
- Products
- Operational Efficiency
- Rick Management
- Corporate Governance
- Profitability

1.3) Tree Structure of Habib Bank Corporate Center

HABIB BANK LIMITED



1.4) Scope of the System

Before working on project, it is necessary to clearly define the scope of the system.
The boundary of the system is as follow:
Employee's and their dependent History Record
Detail information about all possible reference cases (Consultation / Leave Record / Investigation)

1.5) Objectives of the Project

- It is important to establish some objectives that a proposed system should meet.
- Following are the main objectives of the proposed system:
- The developed system should be more efficient and easy to use. It should give quick response to a user.
- It should be an accurate and error free system. For example, there should no chance of issuing same employee number to more than one employee.
- File maintenance should be fast and easy, i.e, records should be easily inserted, retrieved, deleted and updated.
- All required reports should be easily produced.
- It should meet all the requirement relating to the in Employee system.
- Generally information is scattered in different departments and access to integrate information is cumbersome. Implementation of this project would assist to manage integrated information at one place.

CHAPTER # 2

Exiting System

EXISTING SYSTEM

2.1) Drawbacks and Limitations of Present System.

A number of visits were made to different sections of HR Department of Habib bank to study the present manual training management system the major drawbacks and limitations of the exiting system are as follows:

2.2) Slow Processing During Data Handle

All operations for complication of Leave records are performed manually, so they require a lot of time for data retrieval. In a computererized system a variety of reports may be produced in very short time.
Exiting system is less efficient it is difficult to handle whole employee data manually present system is based on manual information flow. This information is not accessible to multiple user at the same time. Whole data is stored in files registers or loose paper so it is very difficult to maintain, handle, access, search and update the information this method makes office procedure very slow, and often it does not provide complete and accurate information.

2.3) Possibilities of Error of Calculations and Records Maintaining

Since all the calculations are done manually, so there is a possibility of errors in maintaining records. Infect manual record maintenance and calculations require lot of laborious work.

2.4) Redundancy

The present manual system requires the creation of many files with large number of duplicate records. Resulting in a high redundant data, that's why too much stationary is required to maintain this system due to unorganized, duplicated and distributed information there is a great chance of inconsistency in records.

2.5) Security of information

There is no security of measures in presently running leave record management system because employee data is stored on paper files which are open to all. The data can be lost, changed, destroyed or stolen form the files easily.

2.6) Inflexibility

The traditionally system cannot readily satisfy demands that was not anticipated in the original design.

2.7) Inefficient Updation

The insertion, deletion and updation are cumbersome and time consuming job.

2.8) Need of More Working Staff

Present system does have some computer facility but the staff is untrained to use those computers properly but only as an electronic typewriter. Mostly all activities are being performed manually. So this exiting system is no only cumbersome but also expensive.

2.9) Lack of Co-ordination

There is lack of co-ordination and communication among the staff. To seek any information about a particular function in office a person or a new comer in staff has to depend a lot upon others.

2.10) Decision Making

It has observed that show processing of information is creating several problems for the administration. However, a computerized approach may be beneficent to the management for quick decision making, as they would get required information in second or minutes rather than in days or months.

2.11) Non-Centralized Data Control

Due to non-centralized data different users cannot use it at the same time. There also inconsistency of records. Also it is very difficult to carry out any type of analysis on available data for decision making because manual computation of reports involves a lot of computations and hence is impractical.

In short the present employee record management system is quite slow and cumbersome so HR Department faces a lot of problems, during the period of dealing with information about employee, a lot of precious time is wasted and records maintain process will be affected. As the records are not being maintained properly, time to time information required by the higher authorities cannot be received right information at the right time, which create much compilation and problems for the concerned persons and also for department. Due to these problems and limitations the whole set-up the department is badly affected. So it is strongly felt to build a new computerized employee record management system for HR Department. Keeping in views of above drawbacks in existing system computerization of HR Department is indispensable.

2.12) Need for Computerization

Most of the people believed that computers were only to be used for mathematical or scientific purpose, but contrary to that belief it has been proved, they can be use even more efficiently for commercial applications. These are maximum organizations have been computerized so for. No one organization can be run without the computer based system particularly in this development era. Although the people hate the computer because he believe that computer caused a lot of employment by taking over most of clerical job, studies show that this is true in only one-tenth of the cases and in most cases the displayed workers are transferred to the computer field. Keeping all these things in view, it is now a days every person desire to do his work in less time. So automatically the head of an organization and for quick decision-making . Unfortunately, the handling of information is a big problem in large organizations. The head of an organization has to do a lot of paper work with leaves him less time for planning a new type of information is needed. The computerized system should be able to collect, store, update process and distribute the information easily. The ready solution that sprints to one mind is the use of computer.

CHPTER # 3

Proposed System

PROPOSED SYSTEM

3.1) INTRODUCTION

The Employee information system of Habib bank LTD there appeared many Problems like accuracy of information, in-efficiency, slow access and retrieval of information etc. At preset almost all procedures are functioning manually, not precise, time consuming and uneconomical. Before the system was developed, a number were pointed out, by the concerned people, in the present system to keeping the above aspects in mind a computerized training management system is suggested. Computerized means to change over from a manual system to computer based system. As stated earlier. The existing system is manual, so a new computerized system is proposed the department is facing keeping in mind all the problem.

The objective of the Habib bank can only be achieved if the computer-based system is satisfying the following conditions:

- The system should provide accurate and error free information, needed for decision making.
- Proposed should be acceptable to the organization design standards.
- System should be implementable in terms of technical feasibility and due to the available resources.
- The proposed computer based system should be more efficient than manual system.
- The system should be sufficiently flexible to cope with changes in terms of objectives volume, frequency and activity.
- Proposed system should provide a smooth flow of information form one step to the next there by avoiding needless back tracking and duplication.
- System should be compatible with other systems.
- The proposed computer based system should be most effective and cost beneficial.

The proposed system deals with the following three phases.

1. The study phase.
2. The design phase.

3. The development phase.

3.2) The study Phase Parameters

1. Problem definition.
2. Objectives of the proposed system.
3. Recommendation for a feasible system.
4. Development of system data flow.

3.3) The Design Phase Parameters

1. Identification of functions to be performed manually or by computer.
2. Development of input output & file design.

3.4) The Development phase Parameters

1. Development of computer programs.
2. Conversion from old to new system.
3. Testing of new system with dummy data.
4. Testing of system with real data.
5. Hand over the system.

3.5) Objective of proposed System

As stated earlier the existing system has got some drawback and there is a lot of room of improving it. In order to develop a system efficiently and economically it is necessary to chalk out the aims and objectives of the proposed system. This approach is helpful in the physical and logical designing of the system and also helps in finalizing the files structure and how they should be organized. The prime objectives of the proposed system are given below:

1. New system should be more efficient. There should be quick retrieval of information.
2. It should be error free & reliable.
3. It should be flexible enough to accommodate any sort of changes in the structure of files.
4. The system should be user friendly and self-explanatory.
5. Redundancy should me minimum.
6. Data independence should be achieved.

3.6) The Proposed Computerized Employee Information System.

On the basis of study phase, it is decided that there is only way to overcome the drawbacks of the present manual system are to computerize it. An integrated computerized system will relive the General Manger of the Region form routine clerical and analytical work. The General manager will be able to concentrate on other problems, with all the needed information generated by the System.

3.7) Some advantages of computerized system are:

- Mass storage of data.
- Data storage is done in a fashion, which reduces redundancy.
- Expansion accommodated without much problems.
- Storage data can be shared.
- Consistency of data.
- Data integrity can be maintained.
- Rapid data processing.

With the advancement in the computer software it is possible to design a database system, which is flexible and easy to maintain. The time to produce reports can be decreased from days/weeks to a matter of minutes.

3.8) The proposed system involves:

- Input forms design
- Code design
- Creation and maintenance and data files
- Reports generation

3.9) Input forms

Form is a tool with message; it is the physical carrier of date—the information. It also can constitute authority for action. With this in mind, it is hard to imagine a business operating without using forms. Forms are the vehicles for most communications and the blue print for many activities.

To input the data in the system, input form has been designed. The input for easy to understand by the user. There are three basic input forms for employee. Well-designed forms reduce the probability of error during data entry.

3.10) Use of codes

Codes are efficient means of storing information, which is repeated and takes extra space. Different codes are used to minimize the difficult work for data entry. These codes are defined and designed by the system. When codes are asked to enter, online help is provided for user convenience. Codes also provide faster and efficient retrieval of information. All the codes used by the system are permanent.

3.11) Creation and Maintenance of Data Files

Once the data files are created, there is need to maintain them. This maintenance of files may involves:

- Insertion of a record
- Modification of record
- Deletion of records

a) Insertion of a Record.

Insertion means the addition of a new record in the file. Whenever a new employee is reported his record has to be inserted in files. A number of screens have been designed for data entry in the system. All the files in the proposed system are indexed sequential, so every record in the file has a unique identification called the key of that record. When a new record is added, it's key is compared with all the records present in the file. If a much is found, the system warns that "Record Already exist". The facility of overwriting is also available.

All the possible checks (on different fields) are included in the insertion programs/modules to minimize the chances of wrong data entry.

b) Modification of a Record

This system offers some user-friendly many driven facilities in order to incorporate any change the existing data, whenever it is needed. After choosing the modification menu and the

concurred file, the system requires key of the record to be modified. Necessary information about that record is displayed on the screen. The user can access any field by moving menu bar or directly entering the hot key of that filed. After modification the option is still there to save the modified record of not. Facility of modifying more fields of this record is also present

c) Deletion of a Record

If a record is no more needed, it should be removed from the file. So a part of maintenance program I reserved for this task. For deletion, after choosing the deletion menu and the particular file, the system requires to input the key of that record which is to be deleted. Necessary information about that record is displayed on the screen. An option is still there to delete the record or not. If the user is positive the record is deleted from the file otherwise not. Option of deleting more record is also available.

3.12) Report Generation

Report generation is another major part of this project. Different reports that are generated in this software are as follow:

- Employee number wise report
- Posting place wise report
- Grade wise report
- Designation wise report
- Leave record report

3.13) Proposed file Organization

Since data concerning to this project sometimes needs sequential access and sometimes it calls random access. So keeping in view the requirements, indexed sequential file organization is proposed due to the following advantages.

- The ability to retrieve records randomly as well as sequentially.
- To make addition to the file without having to sort and merge the addition while copying the entire file.
- Duplication is completely eradicated.
- No extra search is required if a desired record is absent.
- Arm motion is minimized during sequential or random retrieval.

3.14) Advantages of Proposed System

- Duplicate work, paper work and inefficient storage work will be eliminated. Direct saving like elimination of certain cost of stationary and space. Also cutting of expenses by hiring less manpower.
- New system has great flexibility of modification.
- Efficient data access by the users.
- Reliability and consistency are the significant factors, which have been enhanced in the system.
- Transportation of mini diskette will be easy and safe.
- In the computerized system the information required by higher authorities is available to them with in no time. The decision made with the right data at the right time, has positive effect on the organization.

3.15) Hardware Selection

Recommendation for type and quantum of hardware for optimum unitization can only be finalize after detailed review of operations to the computerized and the detailed definition of coverage of each package following hardware selection is recommended for this particular software:

- Pentium 133 MHZ computer as file server (minimum).
- Dot matrix printer for reports.
- Ram 32 MB.
- Hard Disk 2.1 GB.

CHAPTER # 4

System Design

System Design

4.1) Introduction

System designing is the most important of all phases in a system life cycle. System design presents specific information for the designing of the input forms, output forms, codes and table structure.

4.2) RDBMS

A DBMS (data base management system) is basically a computerized record keeping system i-e it is a computerized system whose overall purpose is to maintain that information and to make that information available on demand.

A relational database is a database that is perceived by its user as a collection of time-varying, normalized relations of assorted degrees. The software that manages the relations of assorted degrees. The software that manages the relational database is known as relation database management system (RDBMS)

4.3) DEVELOPER/2000

After considering a number of relation of relation database management systems available these days, DEVELOPER/2000 was selected the product from ORACLE Corporation that make it easy to build database applications it handles most of the issues elegantly and well using the features of ORACLE 7.

DEVELOPER/2000 provide a number of sophisticated tools for the development of applications. Some of these tools are given as:

4.4) ORACLE SQL * PLUS

Oracle SQL * PLUS is an interface through which SQL commands may be entered and executed. We can use SQL * PLUS program in conjunction with SQL data base language and its procedural language extension PL/SQL. The SQL database language allows us to store and retrieve data in the ORACLE.SQL * PLUS, SQL, and PL/SQL command language are powerful enough to serve the needs of users with some database experience. Yet straight forward enough for new users who are just learning to work with ORACLE.

4.5) ORACLE * FORMS

The form component of DEVELOPER/2000 is the environmental component in which you develop, not surprisingly form modules. It also provides the development framework for developing menu and PL/SQL library modules. These forms provide fast and easy access data entry updating, deletion and queries to an ORACLE database.

4.6) ORACLE * REPORTS

The report component of DEVELOPER 2000 is used to create different reports in a variety of styles. The report designer also includes libraries and data object. It can be used to produce a report derived from a single oracle table with column headings, columns of database information system and totals as desired.

4.7) ORACLE * GRAPHS

The graph component of DEVELOPER 2000 is used to create different types of graphs (e-g pie chart, bar chart, etc) based on the one or more tables of a database.

Number of utilities is also available which allow easy manipulation of data. Structures along with the data stored in these structures. For example DEVELOPER 2000 provide import/export utilities with the help of which it is possible to move structures along with the data contained in these field, from one to another.

4.8) SYSTEM DEVELOPMENT

Each system comprises of one or more components relation to one specific branch of system, a description of system components are given below.

4.9) EDITORS

DEVELOPER/2000 provides editors, which are:

- Layout Editor
- PL/SQL Editor
- Object Navigator

4.10) LAYOUT EDITOR

It is used for creating, formatting and arranging interface items and boilerplate graphics. It provides us with complete set of drawing and editing tools. It provides quick access to frequently used commands.

4.11) PL/SQL EDITOR

It is use to write triggers, program units, procedure etc.

4.12) OBJECT NAVIGATOR

It is used to display editors. It provides work area for creating and modifying objects.

4.13) FORMS

A form application represents data in an on line format consisting of a series of fields laid out in one or more windows. They also provide a good way of executing and changing that information. You can type data in to the form fields or change that is in them, depending upon what the form designer let you does.

There is a particular kind of form called a master/detail form that divides the form in to a master record and several detail records.

Once a form has been designed, data entry operators need not to know the SQL commands.

4.14) CANVAS

A canvas is the "surface" on which you paint objects like text item, push buttons and check boxes etc. the window is the "frame" or "border" which forms a "view port" for the user. The user may not sell all of the canvas at any one time, only as mush as the windows on the canvas allows him to. This view is some time refereed to as the canvas view.

4.15) BLOCK

Block is the intermediate building unites for forms. You can think of a block in two ways: as a collection of items or as a collection of records, each of which has the same structure of items.

Blocks usually correspond to one table in the database. A form may have one or more blocks. A block contains a groups of related fields that are used store some specific information.

4.16) BASE TABLE

A data base table, which is associated to a block, is called the base table for that block. This block contains all or some of the fields defined in that particular base table.

4.17) FIELD

A block item is the primary building unit of the form. Represent columns or data entry areas and describe hoe the data should be displayed and validated and how an operator should interact with the data while it is entered. At the most basic level, field serves as container for data with in a form. A field is always owned by or associated with a block. Each block normally owns one or more fields.

4.18) MASTER DETAIL RELATIONSHIP

A form may contain more than one block. These forms may have independent status or they may have master detail relationship. A block is called master block if in mater, there exists one or multiple records in detail blocks. There is primary to foreign key relationship between blocks.

4.19) TRIGGER

A trigger is a block of PL/SQL code you write to customize your application. You use triggers to respond run time events with appropriate processing. Triggers are set of processing commands. Triggers can be impose at field level, block level and form level.

4.20) SYSTM DESIGN

The system design phase can be classified into two categories:

- Logical database design
- Physical database design

4.21) LOGICAL DATA BASE DESIGN

This phase simplifies the approach to design large relational data base by reducing the number of data dependencies that need to be analyzed. Logical database design consists of:

- Output Design
- Input Design

4.22) OUTPUT DESIGN

The output design constitutes and important part of the system. The out put may either be in soft form (displayed on screen) or in hand form (print out)
The output design of the proposed system consists of the following:

- Query: normally screen oriented.
- Report: normally printed out.
- Graphics display: normally printed out for decision purpose.

4.23) INPUT DESIGN

Input design in the main source of interaction between the user of the system and DEVELOPER. The out come of the system is based upon this design. More efficient and accurate would be the out put design.

4.24) FORM DESIGNING

The input screens for the system are designed so as to handle exceptional cases, checks for possible errors are provided and resulting into an error free output. The general characteristics of the inputs screens are:

4.25 Password

The password system would be implemented for the successfully purpose, whenever a user logs in. such user are called registered users.

4.26) Validation Checks

These checks are imposed at different hierarchical levels. For instance at tem level, block level, form level which do not allow the user to move ahead until a valid data is entered

4.27) Duplicate codes

The possibility of entering of entering a duplicate code has been totally eliminated.

4.28) List Of Values

LOVs are provided for various items, on line helps, this help is provided for a better understanding of the system and for ease of the user.

4.29) Error Messages And Alerts

These are the handled in the forms and as soon as the user commits the mistake, an error message or an alert is displayed on the screen.

4.30) Data Types Checks

These checks are taken care of by oracle itself and in case of type mismatch, error messages are shown on the message line at the bottom of screen.

4.31) Modification And Deletion

These strategies are defined in such a way that under certain circumstances no modification or deletions are allowed.

4.32) Physical Database Design

A database is the physical design matured from the local design, it is based upon the relationship among the data rather than the conveniences of the storage structure. A remarkable feature of the database is that, the data is organized in systematic way, such that a tabular format depending upon the structured defined for it. The systematic organization of data, applied in a computer based system, makes a database distinct form of record keeping.

While designing the database the facts such as data sharing, data integration, consistency, no redundancy and data standardization have taken care of.

4.33) Table Design

The system contains 14 tables. Some of them are code tables while others are transaction processing tables. An over view of structure of each table is given below:

Table Name Award

Primary Key Award_Id

Description type This table contains the information of the Award of an employee

Column Name	Data Type	Length	Constraint	Description
Award_id	Number	08	Not Null	Award id number
Award_Detail	Char	30	----	Award Detail

Table Name Award Record

Foreign Key Des_srn, dep_id, Emp_id, award_id

Description This table contains the information of the Employee How achieve the Award

Column Name	Data Type	Length	Constraint	Description
Sno	Number	08	----	Serial No
Dep_id	Number	---	----	Department id number
Des_srn	Number	---	----	Designation Serial No
Emp_id	Number	---	----	Employee No
Award_id	Number	---	----	Award Id number
Date_0f_award	Date	Date	----	Date of Award

Table Name Department

Primary Key Dep_id

Description This table contain the information of the Department in Habib Bank Ltd

Column Name	Data Type	Quantity	Constraint	Description
Dep_id	Number	08	Not Null	Department Id Number
Dep_detail	Char	30	----	Department detail

Table Name Designation
Primary Key Des_Srn
Foreign Key Staff_id
Description This table contain the information of the Employee's Designation

Column Name	Data Type	Quantity	Constraint	Description
Des_Srn	Number	08	Nut Null	Designation Serial Number
Staff_id	Number	---	---	Staff Id Number
Des_detail	Char	30	---	Designation detail

Table Name Employee
Primary Key Emp_id
Foreign Key Des_Srn, Dep_id, Posting_id
Description This table contain the information of the Employee's Profile

Column Name	Data Type	Length	Constraint	Description
Dep_id	Number	---	---	Department id Numbe
Des_Srn	Number	---	---	Designation Serial No
Emp_id	Number	08	Not Null	Employee id Number
Name	Char	30	----	Employee Name
Father_Name	Char	30	----	Employee Father Nam
Date_of_birth	Date	----	----	Employee date of birtl
Date_of_joing	Date	----	----	Employee date of join
Posting_id	Number	----	----	Employee posting id N
City_Name	Char	15	----	Employee City Name
Province_name	Char	15	----	Employee Province N:
Country_name	Char	15	----	Employee Country Na

Table Name Leave_Balance_Cr

Foreign Key Dep_id, Emp_id, Leave_id

Description This table contain the information of the Employee's Leave Balance Show

Column Name	Data Type	Length	Constraint	Description
Sno	Number	08	----	Serial No
Dep_id	Number	----	----	Department id No
Emp_id	Numbr	----	----	Employee id No
Leave_id	Number	----	----	Leave id No
Balance	Number	08	----	Leave Balance of any kind
Date_Issue	Date	Date	----	Leave Date of issue
Date_due	Date	Date	----	Leave Date of due
Days	Number	05	----	LeaveDays
Credit	Number	08	----	Current Bal of Leave

Table Name Leave_Record

Foreign Key Dep_id ,Emp_id, Des_Srn

Description This table contain the information of the Employee's all type of Leave Balance Show

Column Name	Data Type	Length	Constraint	Description
Sno	Number	08	----	Serial No
Dep_id	Number	----	----	Department id No
Emp_id	Number	---	-----	Emplyee Id No
Des_Srn	Number	----	----	Designation id No
Casual_Leave	Number	14	----	Casual Leave detail
Privilege_Leave	Number	15	-----	Privilege Leave detai
Sick_Leave	Number	15	----	Sick Leave detail
Frozen_Leave	Number	15	----	Frozen Leave detail

Table Name Leave_Type

Primary Key Leave_id

Description This table contain the information of the Leave's Type

Column Name	Data Type	Length	Constraint	Description
Leave_id	Number	08	Not Null	Leave Id Number
Leave_detail	Char	30	----	Leave Detail

Table Name Place_of _Posting

Primary Key Posting_id

Description This table contain the information of the Employee's Work place

Column Name	Data Type	Length	Constraint	Description
Posting_id	Number	10	Not Null	Posting id No
Place_Detail	Char	30	----	Employee Place of work

Table Name Punishment

Primary Key Punishment_id

Description This table contain the information of the Employee Punishment Information

Column Name	Data Type	Length	Constraint	Description
Punishment_id	Number	14	Not Null	Punishment id No
Punishment_Detil	Char	30	-----	Punishment detail

Table Name Punishment_Record

Foreign Key Dep_id, Des_Srn, Emp_id, Punishment_id

Description This table contain the information of the Employee Punishment Information

Column Name	Data Type	Length	Constraint	Description
Sno	Number	08	----	Serial No
Dep_id	Number	----	----	Department id No
Des_srn.	Number	---	----	Designate Serial No
Emp_id	Number	---	----	Employee Id No
Punishment_id	Number	----	----	Punishment id No
Date_of_Punishent	Date	Date	----	Date of Punishment

Table Name Reason_of_Reject

Primary Key Reason_id

Description This table contain the information of the Employee Leave Application Reject Information

Column Name	Data Type	Length	Constraint	Description
Reason_id	Number	10	Not Null	Reason id No
Reason_detail	Char	30	----	Reason detail

Table Name Staff_Type

Primary Key Staff_id

Description This table contain the information of the Staff type

Column Name	Data Type	Length	Constraint	Description
Staff_id	Number	08	Not Null	Staff id No
Staff_Detail	Char	30	----	Staff Detail

Table Name User Application

Foreign Key Dep-id, Emp_id, Leave_id, Reason_id

Description This table contain the information of User Application

Column Name	Data Type	Length	Constraint	Description
Sno	Number	08	-----	Serial No
Dep_id	Number	----	----	Department id No
Emp_id	Number	---	----	Employee id No
Leave_id	Number	---	----	Leave id No
Status	Char	14	----	Approved or Not App
Current_date	Date	Date	----	Date of User Application
Reason_id	Number	----	-----	Reason id No
Leave_Strenget	Number	----	-----	Leave Strength

CHAPTER # 5

System Development and Implementation

System Testing And Implementation

5.1) Introduction

The salient feature in the development of an efficient computerized system is software development. The purpose of software development is to transfer the complete purposed system into the executable system.

Programming is not just a science. It has rather growing into an article of much esthetic values. These are number of clearly identifiable steps that are always involved the programming phase, and these proved a convenient framework. These steps are:

- Defining the problem
- Planning a solution
- Maintain the program

Thus the purpose of programming task is to code, debug and test each program module before and after integrating them into software.

The development of modules is the most complicated and time consuming stage the system development. The programs are developed in order to have consistency compatibility with the proposed system. Each module has to do its job properly, according to the input and output requirements of the system.

5.2) System Testing

Even if the system is developed using correct Algorithms, its reliability remains doubtful Testing is the process of executing a program, with the intent of determine, whether it is correctly functioning or not. The system testing is performed in the following three steps

1. Unit testing
2. Integrating testing
3. System testing

5.3) Unit testing

In unit testing different modules of the developed system are tested, independently of each other. The purpose of this testing is to ensure that each individual module is properly working and to locate coding and logical errors.

5.4) Intergrading Testing

After testing the system on unit level, combined testing of all the modules is being carried out. The purpose is to determine that the modules are correctly interacting with each other. Also, to ensure that correct forms are invoked by different menu options , as they developed separately from the application.

5.5) System Testing

System testing is performed to ensure that it is operating according to desired specifications and requirements. The main aim is to detect inconsistency in the developed system. For example, it is possible that in one module, a field is declared as number while in another module it may have declared as a character.

5.6) System evaluation

The system should be evaluated to determine whether the stated objectives have met or not. Evaluation is necessary to keep the system updated for business and economic environment, as well as technological changes in the electronic data processing. System evaluation is also important because it judges the compatibility of developed system with the existing system, information that incorporates properties such as accuracy, time lines , completeness, conciseness etc is declared to be successful.

However, comparisons are often made in one or more of these properties for economic reasons. The user of a new system is in the best position to determine, on an ongoing basis, effectiveness of the system.

5.7) Accuracy

Accuracy is ratio of correct information to the total volume or information produced over a period. The accuracy level depends upon the type of information produced. Validation checks have been made to ensure accuracy and fool proofing the system.

5.8) Time Lines

In the previous manual system the major problem faced by the management was that if somebody needed some information, he had to wait a few days for the result, till the information has no longer needed. One of the important characteristics of new system is that it provides query management, which responds instantaneously and accurately.

5.9) Conciseness

Concise information that summarizes the relevant data, makes various types of searches and comparative analysis easier and point out areas of interest, enables a general user and specially the management to make the better, effective and timely decisions.

5.10) Efficiency

The new system is efficient not only because it contains all the three information characteristics stated above, but also due to some reasons it is more user friendly is menu driven provides ready online help and does it all while maintaining security of users and remember entries already made. A single keystroke pops up a list and user can browse and select a derived value their relative information above all, it ensures integrity and enhanced reliability.

5.11) List of Values

A list of values is provided whenever needed, that's the user doesn't need to remember entries already made. A single keystroke pops up a list and user can browse and select a derived value.

5.12) Physical And Logical Independence of Software

Physical data independence is the separation of the way, the data is physically stored from the arrangements of the data presented to user. So if the physical data storage changes, there is no need to modify the applications facility of indexing helps in this regard.

Logical data independence results from the arbitrary order of columns and rows on a table. One finds a column by its name, row by the value of its primary key, even though the order of columns and rows in a table are changed a query on that table will are irrespective of the order.

5.13) System Security

First there is operating system user name and a password is required to log into system. Further to gain access to application users name and password are also required. This is done to provide maximum security to the system.

5.14) Demerits of the system

During design and development phase, every possible effort was made to overcome deficiencies of the system but in spite of this, there may be more room for improvement, The system has been developed in **Windows 95/ NT** based **DEVELOPER/2000,** so it will work in windows environment, not in any other operating systems environment.

5.15) Implementations

Implementation means the process of actually running the tested and debugged software on user premises. The actual process of conversion from a manual system to an automated one starts right at thisphase

Implementation of a project involves the following activities:

- Planning and scheduling of the implementation process.
- Organizational planning and personal administration. Final system design and testing.
- Establishing standards of performance and control procedures
- Conversion from old to new system.

The most considerable process concerning implementation phase is the conversion plane which is discussed in detail below.

5.16) Conversion

In data processing, conversion is defined as the process of changing:

From one data processing to another

Form one form of representation to the other

There are several conversion options available that will reduce the risk of mishap the new system. There are four basic patterns while

Direct conversion method
Gradual change over method
Parallel conversion method

The main purpose is conducing comparative study is to argue for one method of conversion over the other by keenly studying the advantages and limitations in either of the conversion methods. An implementation phase is rigidly based upon this comparatively study.

5.17) Direct Conversion Method

Direct conversion method stresses upon introduction of a completely new system without any reference to the existing system. The old system is abandoned and the new system becomes operational. This method is suitable when the new system is entirely different from the existing one.

5.18) Gradual Conversion Method

Gradual conversion technique allows one program at a time to replace an activity of the existing system. Gradually the present system is substituted by the newly designed system. Small scale operations' are conducted first to confirm that this changeover is successful. When the new system is completely tested the old system is gradually discarded and the process continues until the new system is totally functional.

5.19) Parallel Conversion Method

parallel conversion method both the old and the newly developed systems are run simultaneously. Data is processed or moved through systems concurrently and when data is properly installed, the new system has thoroughly been checked the users are familiarized only then is suitable time to abandon altogether the operating older system. Safest approach for conversion is to run both new and old systems at the time. Until it is satisfactorily established that the new system is producing reliable results. It keeps the good - old familiar system handy, in case anything goes wrong with the newborn.

5.20 Pilot Conversion Method

pilot conversion method, new system is implemented in parts the system is implemented in modules often known as pilot projects.

5.21) Proposed Conversion Method

parallel conversion appears to be the most appropriate technique for our project. We recommend it because it provides an opportunity to compare results of the existing with those of the developed system. Another advantage of this approach is that the risk of failure is covered. Although this implementation approach is more expensive and increase the workload, however the old system will ensure safety and familiar routine

procedures will be followed for some time until the new system isJully operational.

5.22) Training Of Personal

The developed system is quite user friendly, so that person can obtain the required information efficiency out of the database, after few weeks training & practice. Further Self-Explanatory Menu and online help will keep guiding the user.

CHPTER # 6

User Guide

User Guide

6.1) INTRODUCTION

The proposed system has been designed for IBM PC and compatible. The system is user friendly, provides help and displays appreciate messages for the user's convince.

6.2) LOGGING IN AND OUT

Since the system operates in a multi user environment, so it requires the services of a D.B.A to perform several such as:

- Creating new users
- Giving privileges to the users
- keeping backup of data
- Ensuring the efficiency of the system

Windows 98 or higher version is the first step forwards system implementation. Next step is the Oracle7 / Development 2000 installation. Oracle 7 is the database engine where as developer 2000 is its front end development tools, which consists of Oracle Forms 4.5 and Oracle Reports 2.5.

After installing Oracle 7/Developer 2000, the Database Administrator (D.S .A) will create user and its password.

First of all user should start database. He should start database in personal Oracle for Windows 98. A

message appears:

Oracle instance started

Database mounted

oracle of database started successfully

Press O.k.

In main menu, there are Seven options are displayed

1. Employee Profile
2. Leave Record

3. Department Detail
4. Employee award
5. Employee Punishment
6. Reports
7. Exit

In Employee Profile options, a sub menu is displayed having different forms for data entry and updation.

In Leave Record options , a sub menu is displayed having different forms for leave record of employee's.

In Department Detail options, it is show the detail of department in Habib Bank Corporate Center.

In Employee Award options, a Sub menu is displayed having different forms for employee's award records.

In Employee Punishment options, a sub menu is display having different forms for employee's Punishment records.

In Reports options, a sub menu of reports is displayed with different types of reports. Any selections the appointment option, that specific report with be generated.

Here user can describe the database tables and can project on database tables.

6.3) IMPORTANT CONSIDERATIONS

Before using the system, the following definitions should be kept in mind. Various form layouts have been designed. A form layout uses this to store and retrieve data from the database. They form the basis for the database

- Editing Fields

It is a basic unit in the form designed. A form layout uses this store and retrieve information from the database.

- **Status Line**

It is the bottom of the screen in which status is displayed. It indicates the number of records retrieved.

- **Message Line**

The message line is displayed at bottom of input forms in which messages and help additional is displayed.

6.4) RECORDS MANIPULATION

There are four operations on a record i.e. insertion, Modification and retrieval.

- **Insert Record**

If user wants to insert new record, he will adopt the following procedure.

- The format in which he wants to insert the record must be displayed
- Click on < Record> key in the form menu.
- The select < insert> blanf form will appear on the screen.
- The new record will be saved in the work space by clicking the < save> button.
- The cursor will be going to the first again, another record can be inserted and saved.
- If the user does not want to insert another record, he should click on < Exit> to return to main menu.
- The system will generate a warning on entering a duplicate primary key value.

❑ Delete / Remove Records

If a user wants to delete record, he will adopt the following procedure:

- The form for which records are to be deleted must be displayed.
- Click on < Query> button.
- Select the Record with the < Previous> or < Next> key unit the desired records appear.
- Click on < Record> and then click on < Remove> , the desired record is deleted or removed from the database.
- Then click on < Save> to save the record.
- If user wants more records to be deleted, repeat the same procedure.
- Click on < Exit> to return to main menu.

❑ Modify Record

To modify the records that were committed previously, the following procedure is adopted.

- The form must be displayed first from which records are to modify.
- Click on < Query> button.
- The first record will be displayed, keep on pressing < Next Record> key until the desired record appears. Enter new data displayed editing fields, where values are to be modified.
- Click on < Save> to save the changes in the database.
- Repeat the above procedure if more records are to be modified.
  Press < Exit> to return to main menu.

❑ Retrieve Record

- The form from which we want to retrieve records must be displayed first.
- Click on <Query>

- First record is displayed, keep on pressing the <Next> key to scroll the records. The desired record can be retrieved by scrolling up or down.
- Click on <Exit> to return to main menu.

6.5) REPORT GENERATION

Selecting the report option from the main menu. Screen displays the sub-menu, which consist of the system report by moving the cursor, then click on the desired report. The collected result will be displayed on the screen from where can be printed on the printer.

6.6) SECURITY IMPLEMENTATION

Security is promptly handled by D.B.A. one of the D.B.A. is to enable the user of the computer system to use an ORACLE database. In order to use ORACLE database, One must first have an access to the computer and the operating system i-e through an identification name and a password in order to ensure no invalid access t the system.

To gain access an oracle database he/she must have an ORACLE user name and password that are valid for a given database.

The data dictionary stores the information about every user name i-e whether the user has CONNECT, RESOURCE and D.B.A. privileges. At any time a D.B.A. can create new ORACLE user name using the SQL statement GRANT with the CONNECT option.

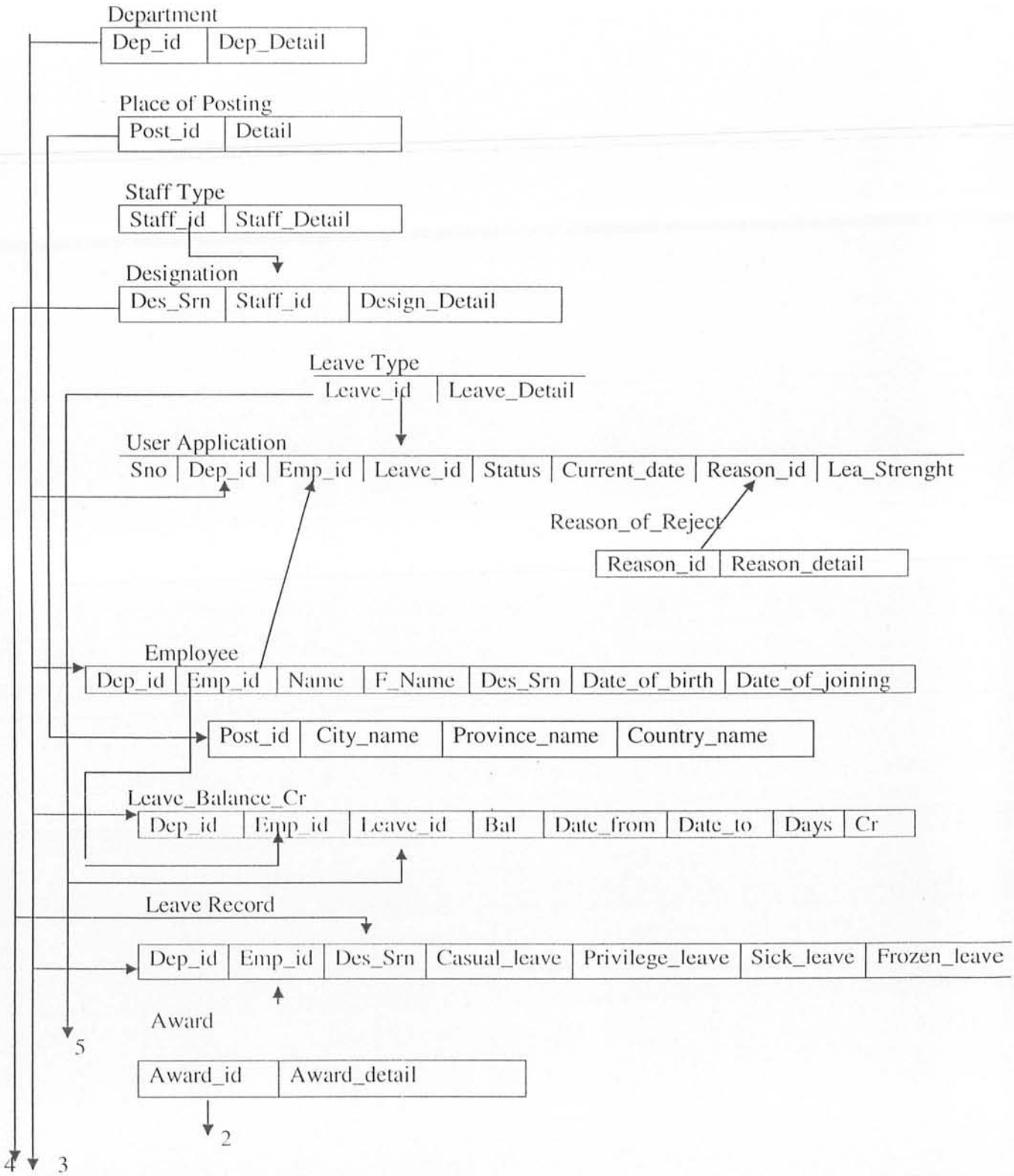
6.7) SPECIAL CONSIDERATION

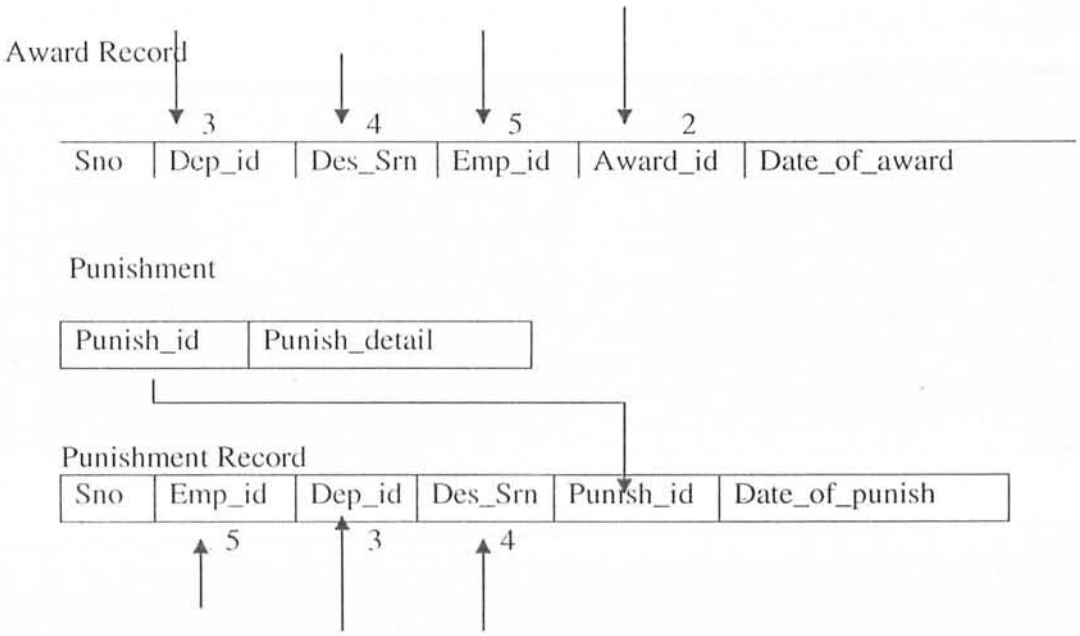
The system has been developed in Windows 98 based **ORACLE.**

Thus user must have a sound knowledge of this system.

Every user have log- in account and password assigned to him/her by the system administrator. Then only he/she has the authority to access the system. The system should be carefully shutdown. The **ORACLE** database should be dismounted before switching off the system. Otherwise the system might be corrupted, which may either result in the loss of data of inconsistent data.

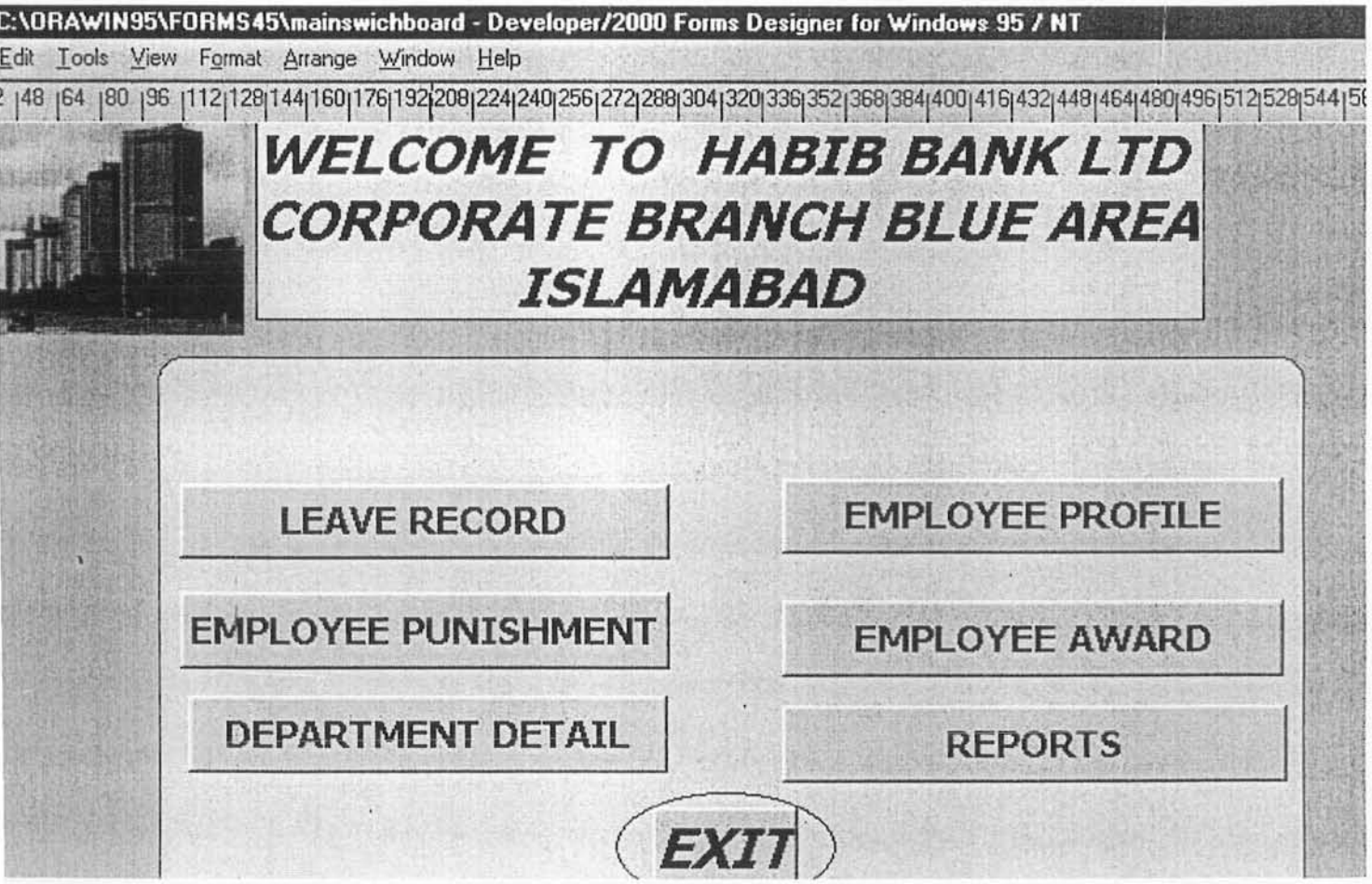
BACHMANN DIAGRAM




Award Record
3
4
5
2
Sno
Dep_id
Des_Srn
Emp_id
Award_id
Date_of_award
Punishment
Punish_id
Punish_detail
Punishment Record
Sno
Emp_id
Dep_id
Des_Srn
Punish_id
Date_of_punish
5
3
4

APPENDIX –A

INPUT FORMS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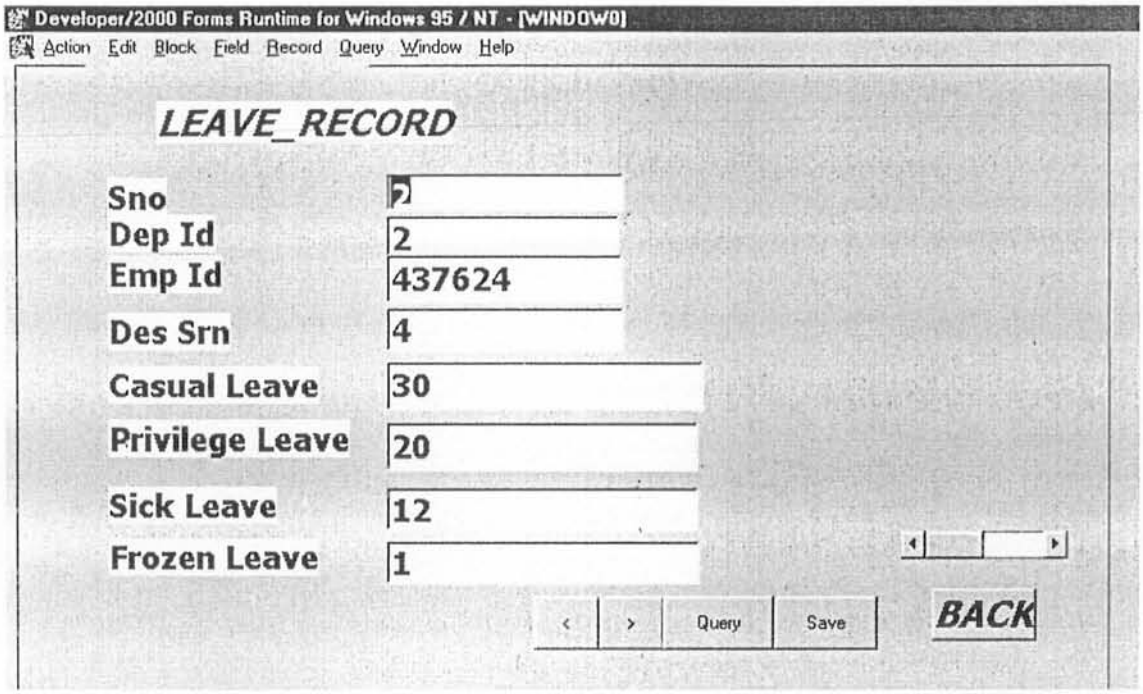
Edit Tools View Format Arrange Window Help
WELCOME TO HABIB BANK LTD
CORPORATE BRANCH BLUE AREA
ISLAMABAD
LEAVE RECORD
EMPLOYEE PROFILE
EMPLOYEE PUNISHMENT
EMPLOYEE AWARD
DEPARTMENT DETAIL
REPORTS
EXIT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Sno
Dep Id
2
Emp Id
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Des Srn
4
Casual Leave
30
Privilege Leave
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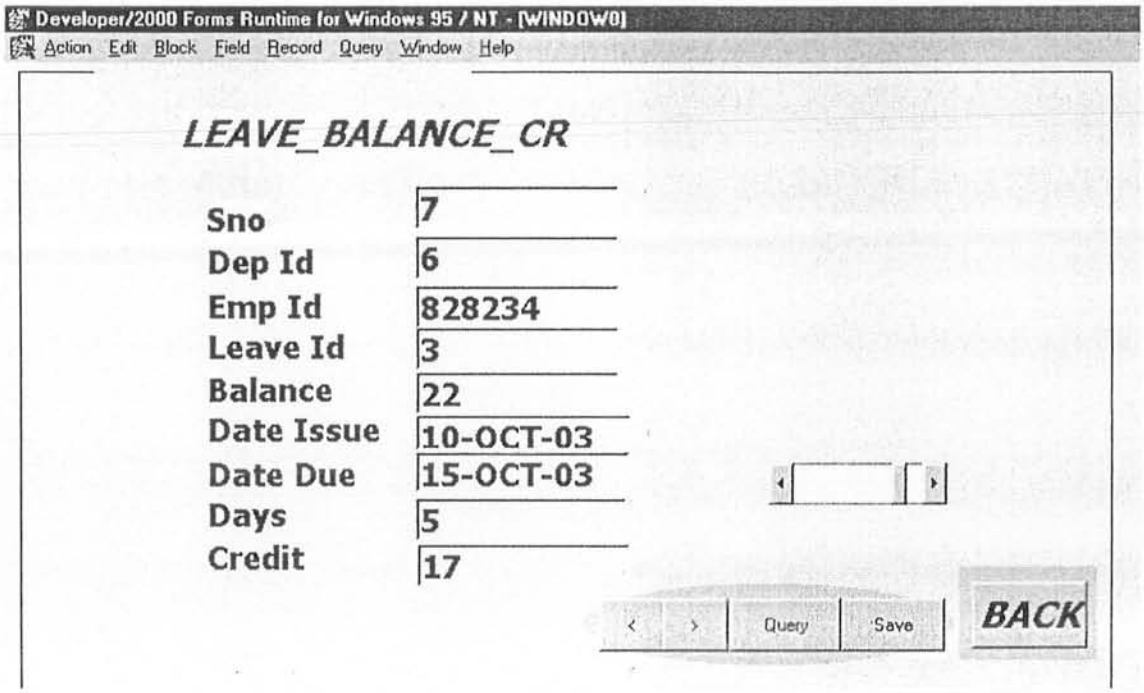
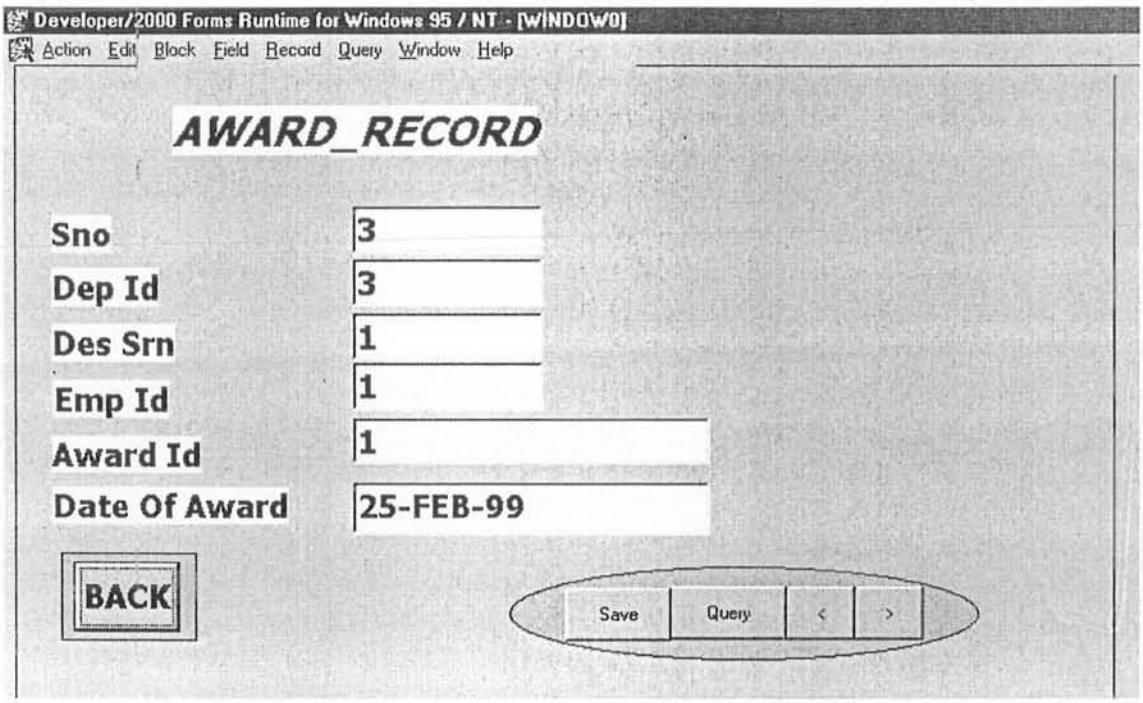
Sick Leave
12
Frozen Leave
1
Query
Save
BACK


Developer/2000 Forms Runtime for Windows 95 / NT - [WINDOW0]
Action Edit Block Field Record Query Window Help
LEAVE_BALANCE_CR
Sno
7
Dep Id
6
Emp Id
828234
Leave Id
3
Balance
22
Date Issue
10-OCT-03
Date Due
15-OCT-03
Days
5
Credit
17
Query
Save
BACK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Dep Id
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Des Srn
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Emp Id
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Award Id
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Date Of Award
25-FEB-99
BACK
Save
Query
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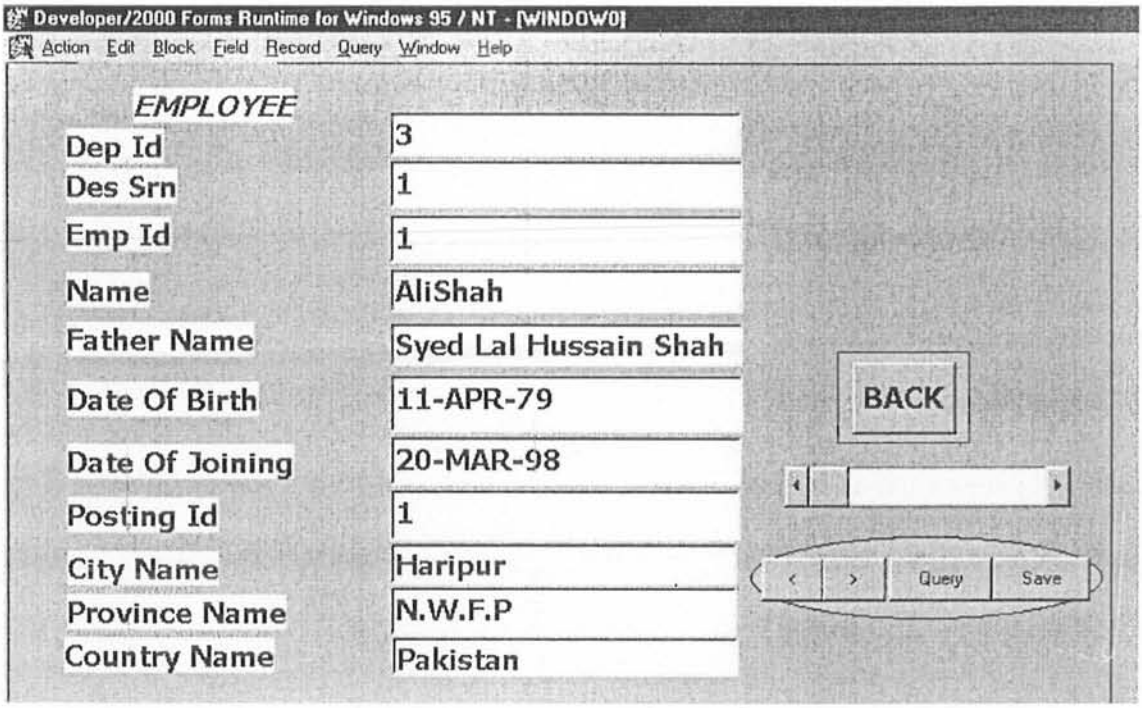
>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Dep Id
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Des Srn
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Emp Id
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Name
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Father Name
Syed Lal Hussain Shah
Date Of Birth
11-APR-79
Date Of Joining
20-MAR-98
Posting Id
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Province Name
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Country Name
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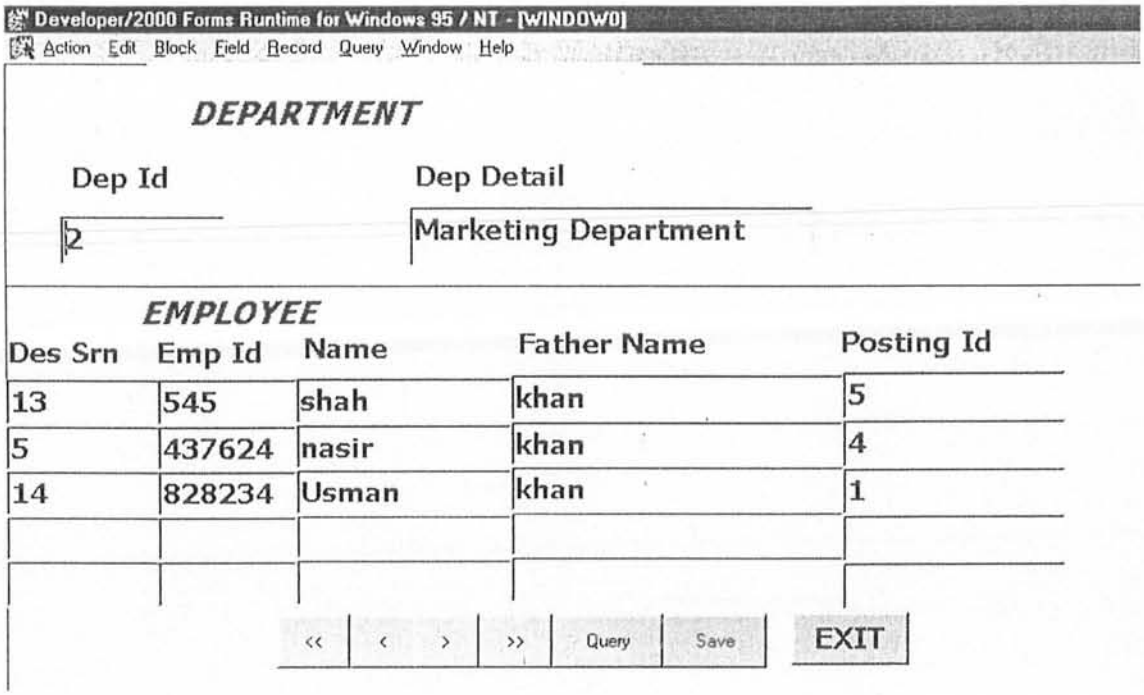
Query
Save

APPENDIX- B

MASTER DETAIL FORMS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DEPARTMENT
Dep Id
Dep Detail
2
Marketing Department
EMPLOYEE
Des Srn
Emp Id
Name
Father Name
Posting Id
13
545
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khan
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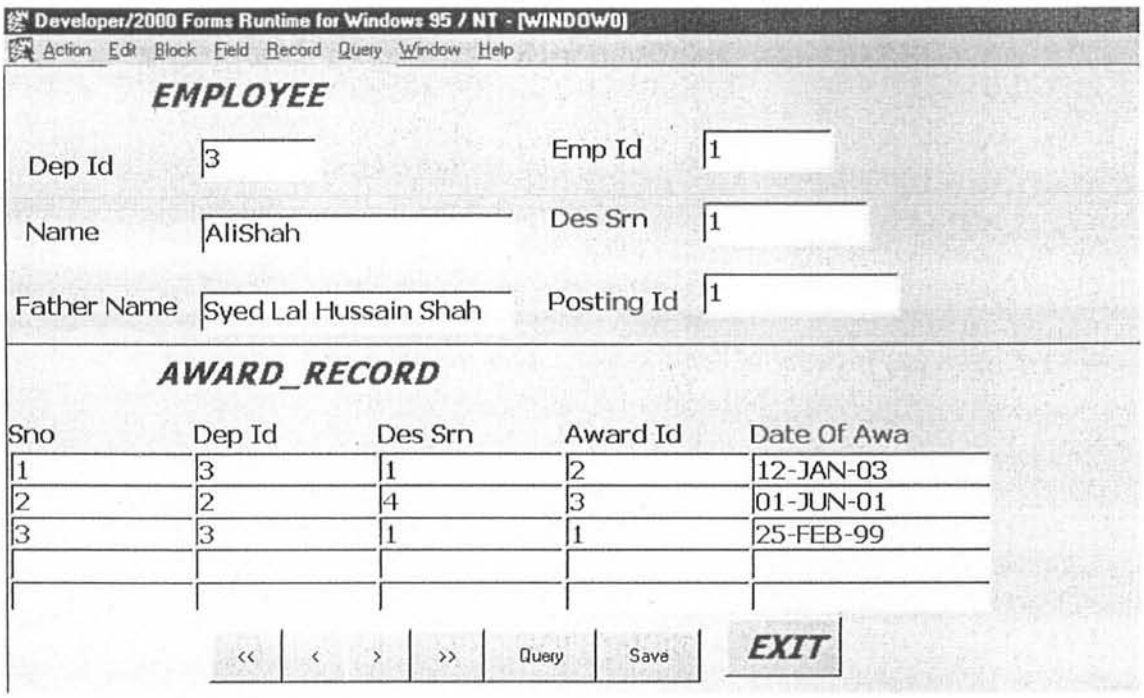
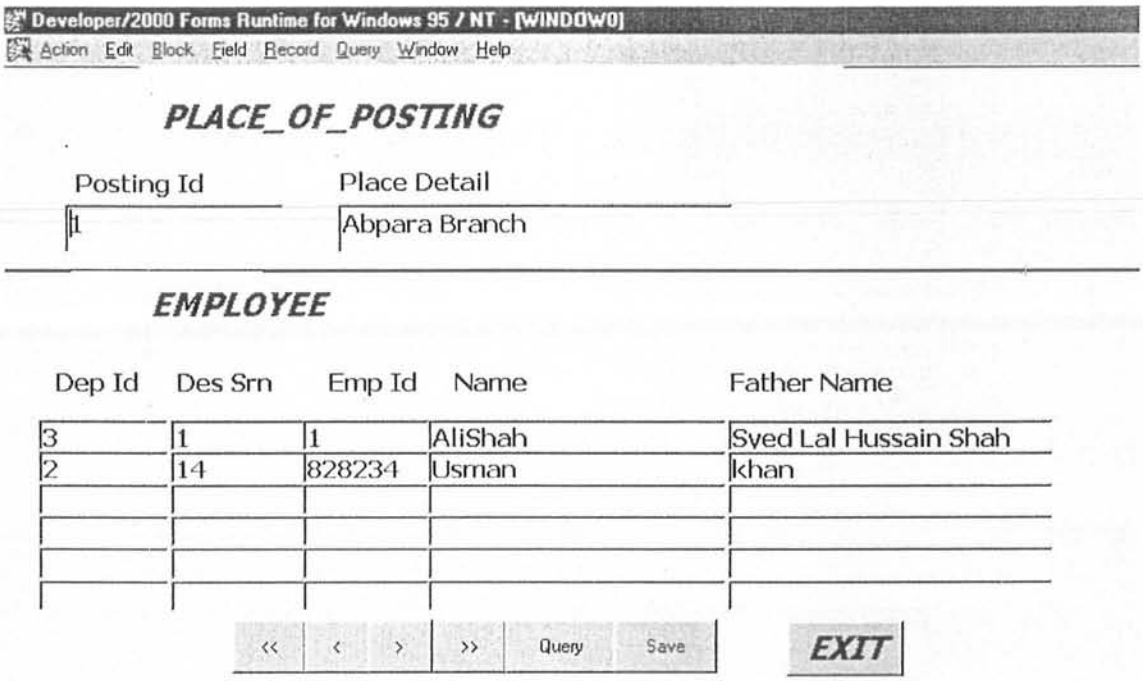
Query
Save
EXIT



LRM LIBRARY Quaid-i-Azam University Reference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Action Edit Block Field Record Query Window Help
PLACE_OF_POSTING
Posting Id
Place Detail
1
Abpara Branch
EMPLOYEE
Dep Id
Des Srn
Emp Id
Name
Father Name
3
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1
AliShah
Syed Lal Hussain Shah
2
14
828234
Usman
khan
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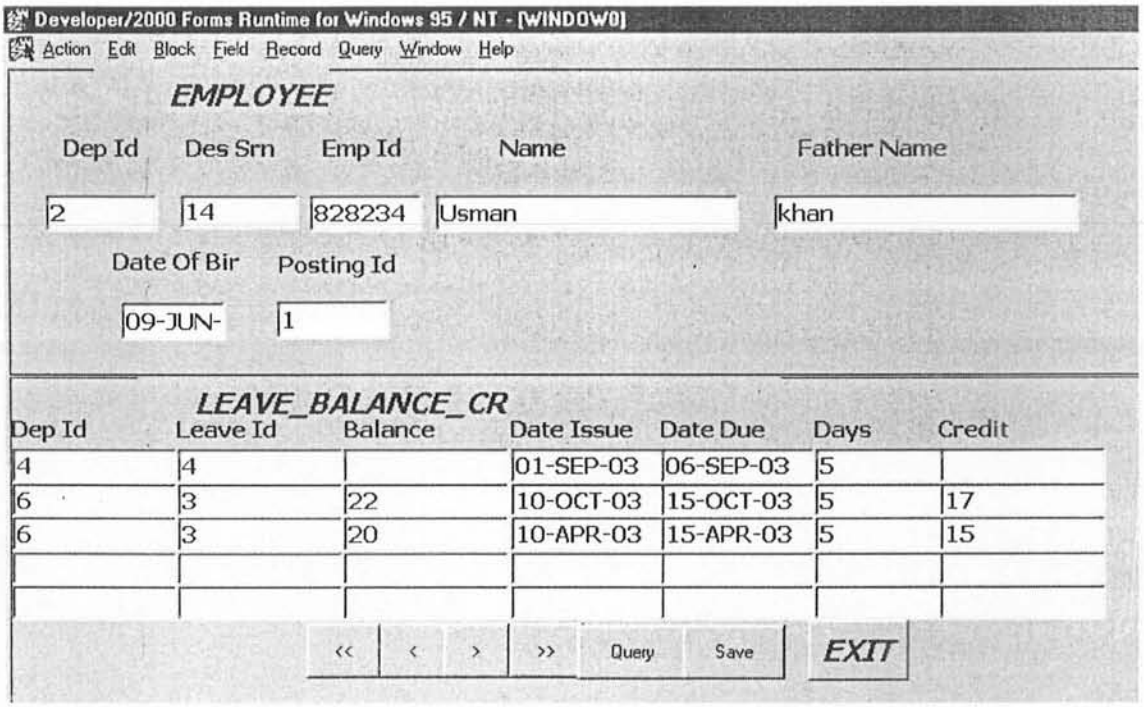
Query
Save
EXIT


Developer/2000 Forms Runtime for Windows 95 / NT - [WINDOW0]
Action Edit Block Field Record Query Window Help
EMPLOYEE
Dep Id
Des Srn
Emp Id
Name
Father Name
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14
828234
Usman
khan
Date Of Bir
Posting Id
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1
LEAVE_BALANCE_CR
Dep Id
Leave Id
Balance
Date Issue
Date Due
Days
Credit
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01-SEP-03
06-SEP-03
5
6
3
22
10-OCT-03
15-OCT-03
5
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20
10-APR-03
15-APR-03
5
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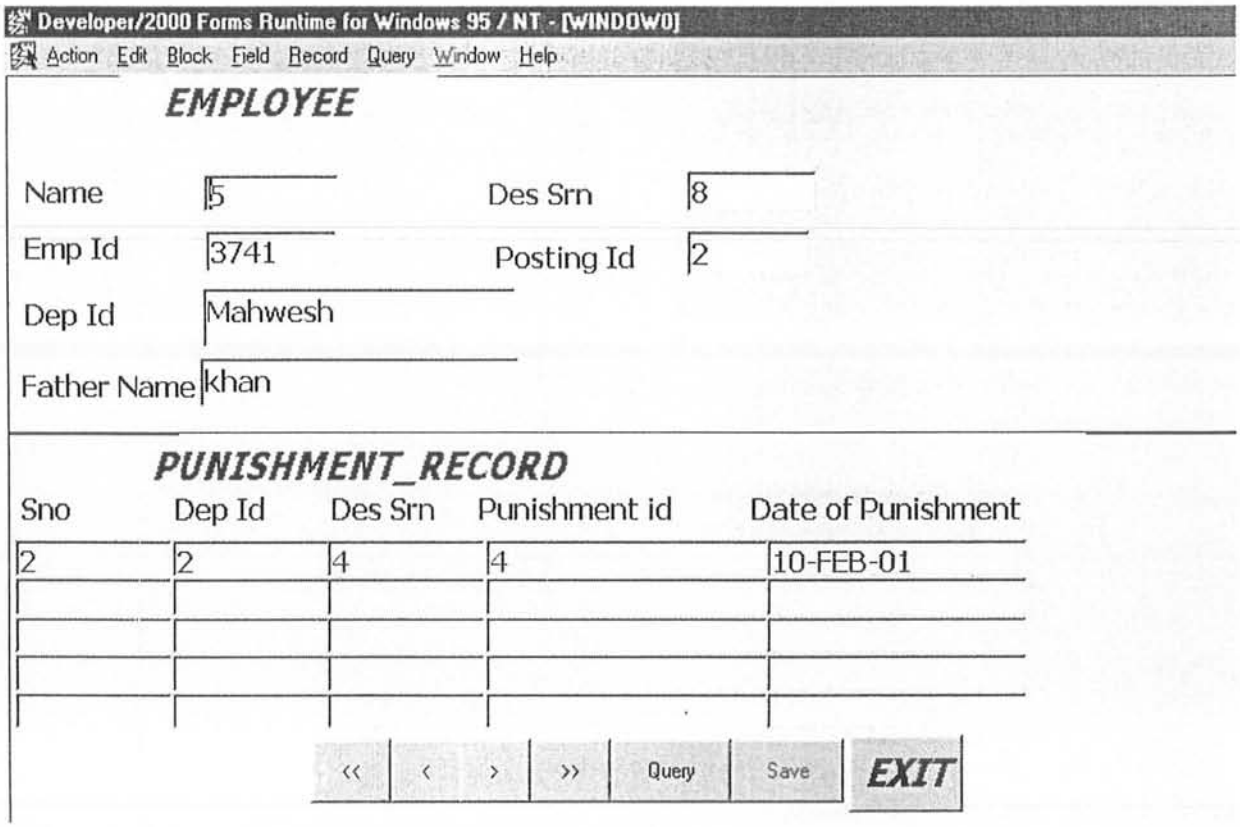
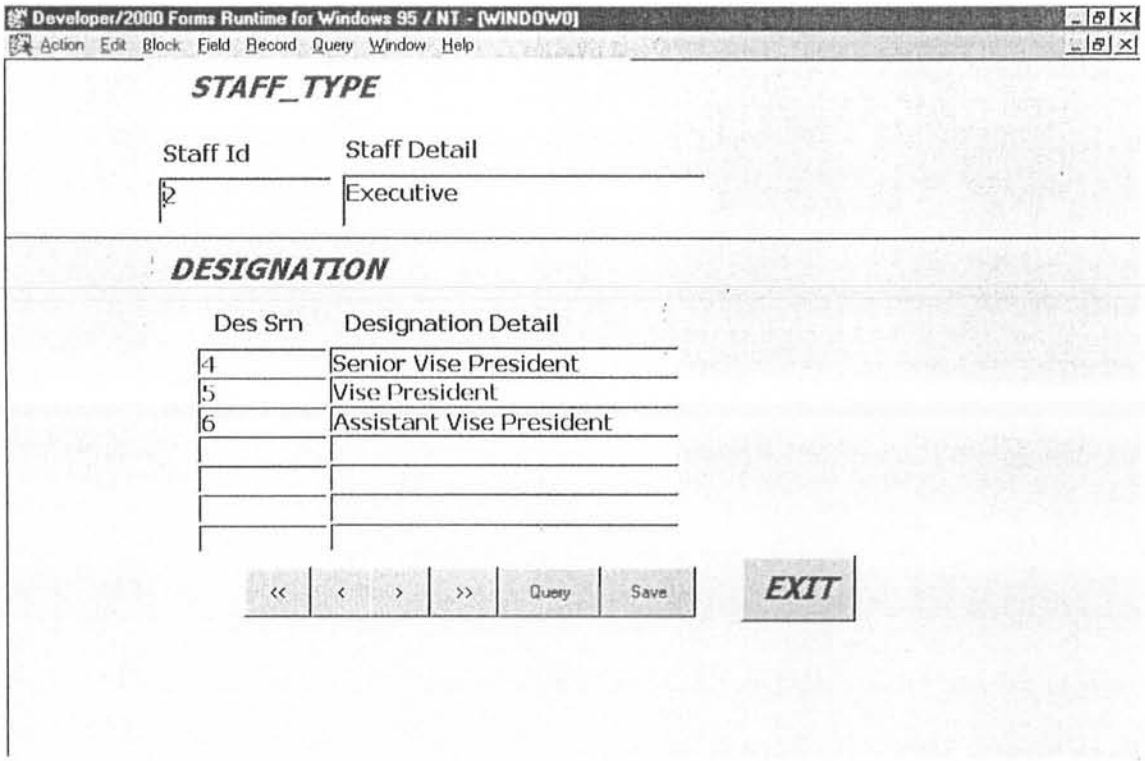
>>
Query
Save
EXIT


Developer/2000 Forms Runtime for Windows 95 / NT - [WINDOW0]
Action Edit Block Field Record Query Window Help
EMPLOYEE
Name
5
Des Srn
8
Emp Id
3741
Posting Id
2
Dep Id
Mahwesh
Father Name
khan
PUNISHMENT_RECORD
Sno
Dep Id
Des Srn
Punishment id
Date of Punishment
2
2
4
4
10-FEB-01
<<
<
>
>>
Query
Save
EXIT


Developer/2000 Forms Runtime for Windows 95 / NT - [WINDOW0]
Action Edit Block Field Record Query Window Help
STAFF_TYPE
Staff Id
Staff Detail
2
Executive
DESIGNATION
Des Srn
Designation Detail
4
Senior Vise President
5
Vise President
6
Assistant Vise President
<<
<
>
>>
Query
Save
EXIT

APPENDIX – C

REPORTS

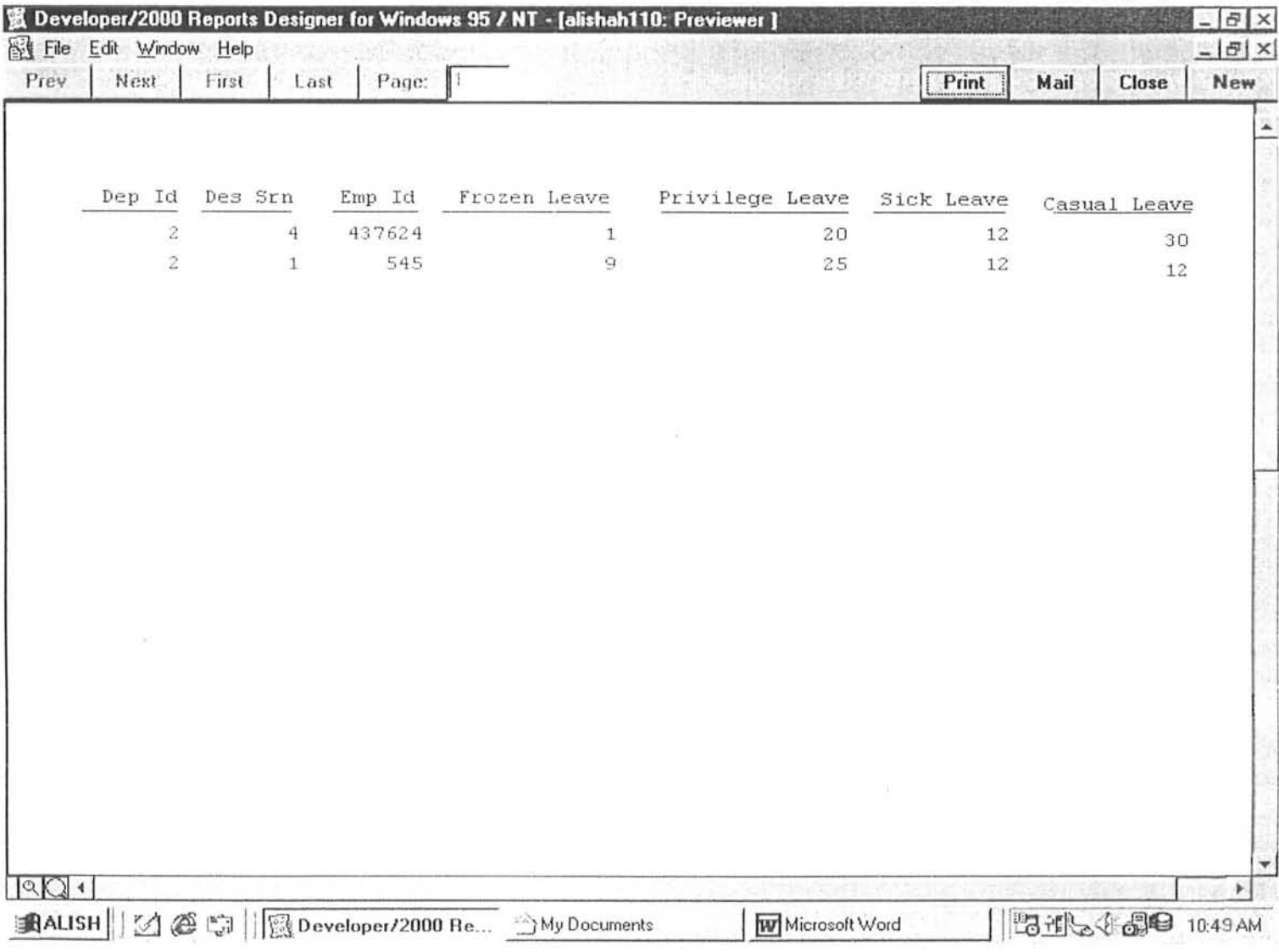
Developer/2000 Reports Designer for Windows 95 / NT - [alishah: Previewer]

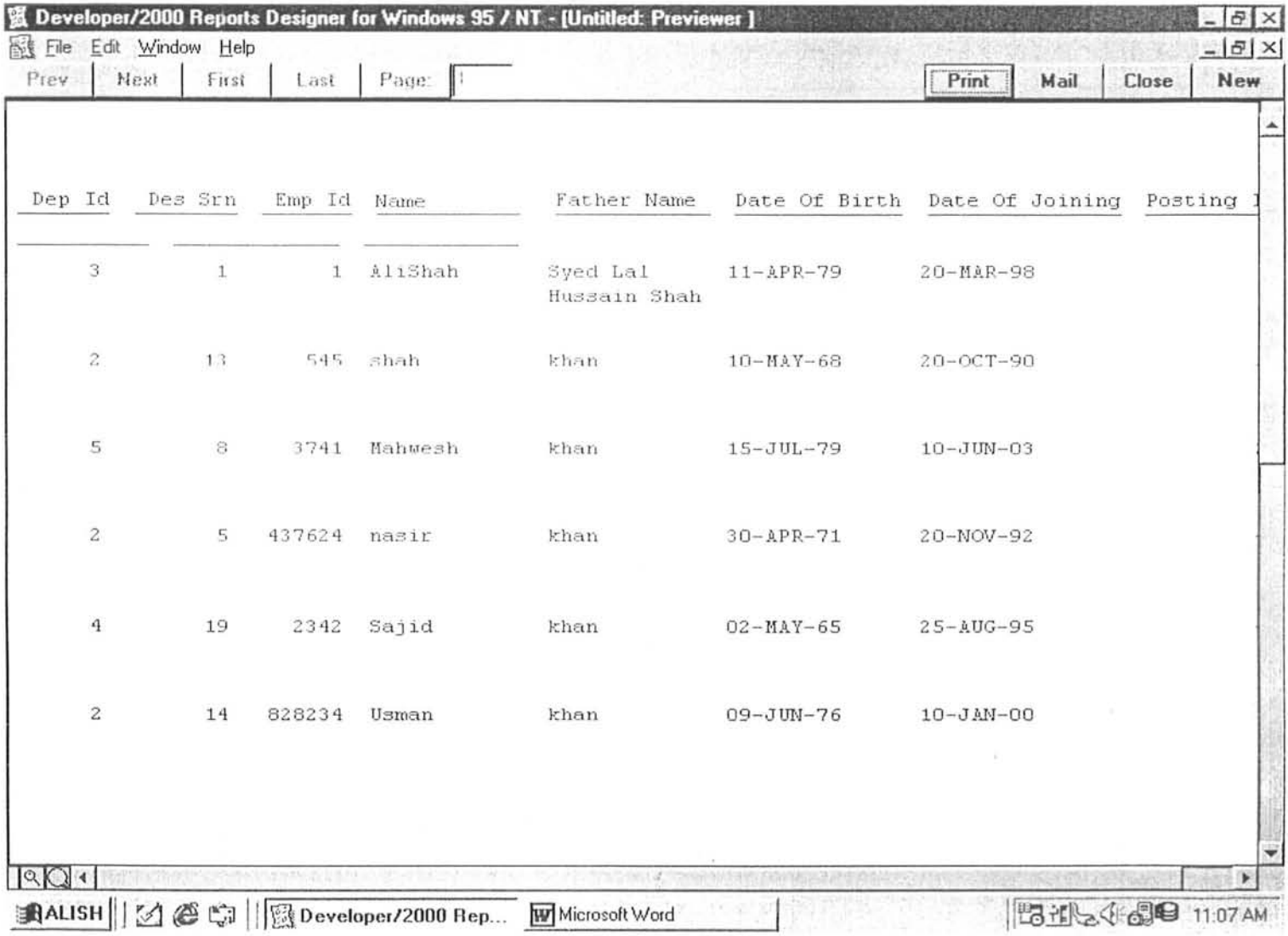
File Edit Window Help

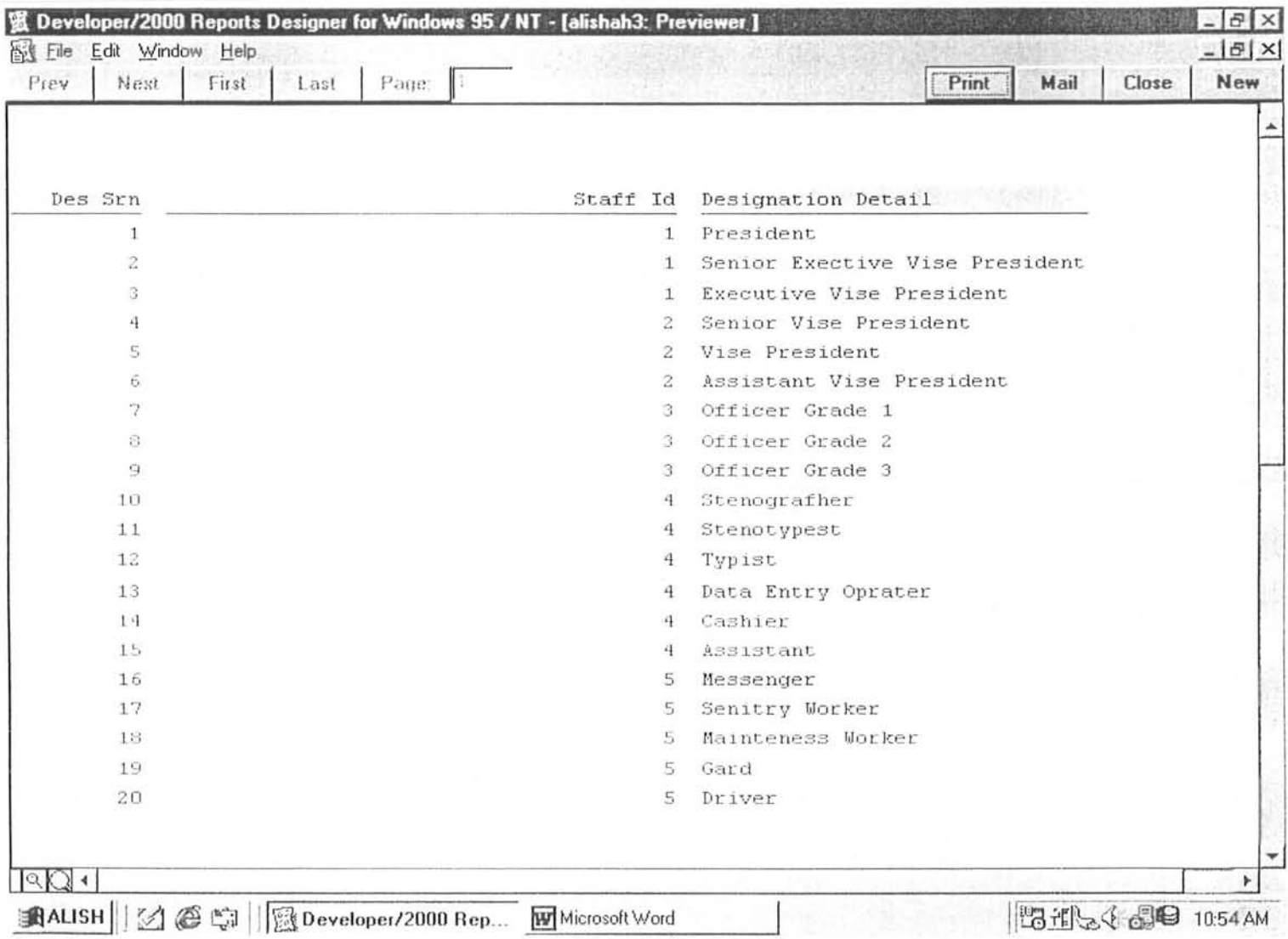
Prev | Next | First | Last | Page: 1 | Print | Mail | Close | New

Sno	Dep Id	Emp Id	Leave Id	Balance	Date Issue	Date Due	Days	Credit
1	3	437624	3	20	01-SEP-03	06-SEP-03	5	15
2	4	3741	3	15	02-SEP-03	08-SEP-03	6	9
3	4	828234	4		01-SEP-03	06-SEP-03	5	
4	3	1	2	2	01-NOV-03	08-NOV-03	7	-5
5	5	437624	4	-34	09-JAN-03	12-MAR-03	62	-96
6	2	545	3	30	02-SEP-03	06-SEP-03	4	26
7	6	828234	3	22	10-OCT-03	15-OCT-03	5	17
8	6	828234	3	20	10-APR-03	15-APR-03	5	15

ALISH | Developer/2000 | Developer/2000 Reports Designer for Windows 95 / NT - [alishah: Previewer] | 11:23 AM


Developer/2000 Reports Designer for Windows 95 / NT - [alishah110: Previewer]
File Edit Window Help
Prev Next First Last Page: 1
Print Mail Close New
Dep Id Des Srn Emp Id Frozen Leave Privilege Leave Sick Leave Casual Leave
2 4 437624 1 20 12 30
2 1 545 9 25 12 12
ALISH
Developer/2000 Re...
My Documents
Microsoft Word
10:49 AM


Developer/2000 Reports Designer for Windows 95 / NT - [Untitled: Previewer]
File Edit Window Help
Prev Next First Last Page: 1
Print Mail Close New
Dep Id Des Srn Emp Id Name Father Name Date Of Birth Date Of Joining Posting I
3 1 1 AliShah Syed Lal Hussain Shah 11-APR-79 20-MAR-98
2 13 545 shah khan 10-MAY-68 20-OCT-90
5 8 3741 Mahwesh khan 15-JUL-79 10-JUN-03
2 5 437624 nasir khan 30-APR-71 20-NOV-92
4 19 2342 Sajid khan 02-MAY-65 25-AUG-95
2 14 828234 Usman khan 09-JUN-76 10-JAN-00
ALISH
Developer/2000 Rep...
Microsoft Word
11:07 AM



Des Srn	Staff Id	Designation Detail
1	1	President
2	1	Senior Exective Vise President
3	1	Executive Vise President
4	2	Senior Vise President
5	2	Vise President
6	2	Assistant Vise President
7	3	Officer Grade 1
8	3	Officer Grade 2
9	3	Officer Grade 3
10	4	Stenografher
11	4	Stenotypest
12	4	Typist
13	4	Data Entry Oprater
14	4	Cashier
15	4	Assistant
16	5	Messenger
17	5	Senitry Worker
18	5	Mainteness Worker
19	5	Gard
20	5	Driver