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D. Human Resource and Capacity Building

1. Human Resource/Manpower

It is planned to have a total of 731 employees out of which 400 will be additional and 331 replacements. According to this plan it is expected that the manpower will show an increase of 5,27% and the employees turn over rate is expected to be 4.14. The program that will help to implement this is shown in detail in table 5.

**Action Plan of Recruitment & Placement of Additional Manpower
for Head Office for the Budget Year 1995**

No.	Position	HO	Zone	Region	Total	1st Quar.			2nd Quar.			3rd Quar.			4th Quar.		
						July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
	Degree Graduate																
1	J/Engineer (Elec.)	9		1	10												
2	Engineer II or I	2			2												
3	J/Programmer	1			1												
4	J/HR expert		1		1												
5	J/Accountant			1	1												
	Sub Total	12	1	2	15												
	Diploma or equivalent																
1	Acct. Clerk	3			3												
	Sub Total	3			3												
	Skilled																
1	S/Technician	1			1												
2	Mechanic	2			2												
3	Eng. Asst.	1			1												
4	J/Technician	60			60												
	Sub Total	64			64												
	Semi Skilled																
1	J/Antenna Mechanic	2			2												
2	C/gang forman	1			1												
3	Damper Oper. (Driv. III)	1			1												

No.	Position	HO	Zone	Region	Total	1st Quar.			2nd Quar.			3rd Quar.			4th Quar.		
						July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
4	Driver	2			2												
5	Mechanic	1			1												
6	J/Mechanic	1			1												
7	Driver Mech (S/Ddriver)	1			1												
8	Draftsman	1			1												
9	Line man	10	32	34	76												
10	J/Planner		1	1	2												
	Sub Total	20	33	35	88												
	Clerical																
1	Admin. Asst.	1			1												
2	Purchaser	1			1												
3	Cashier	1			1												
4	Sales Person	1			1												
5	Counter Cashier	2			2												
6	Store Keeper	1			1												
7	Secretary Typist	1			1												
	Sub Total	8	8		8												
	Grand Total	107	34	37	178												

N.B:- The recruitment & Placement of the following positions for zones & Reg. Will be executed under H.O

Position.	Zone	Reg.
Line man	32	34
J/Planner	1	1,
J/Engineer (Electr.)		1
J/Acct.	1	
J/HR expert	1	

- Line man- first round training Sept. 1st - Nov. 30
- Second round training Dec. 16-Mar. 10
- Third round training Apr. 7-June 30

Key.

Man Power recruitment & Placement


 Training

**Action Plan of Recruitment & Placement of Additional Manpower
for Zonal Office for the Budget year 1995**

No.	Position	Plan		Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
		Zonal Off.	Area.						
	EEAZ								
	Dip. Or equiv.								
1	Acct. Clerk	1		1					
	Skilled								
2	S/Line man	1		1					
3	S/Cable Jointer	3	1	4					
4	Planner	1		1					
	Semi skilled								
5	Cable Jointer	2	1	3					
6	Driver	2		2					
7	Mobile Telephonist		2	2					
	Clerical								
8	J/Collector	3	2	5					
9	J/Acct. Clerk		1	1					
10	J/Clerk		1	1					
	Sub Total	13	8	21					
	SAAZ								
	Skilled								
1	S/Cable Jointer	1		1					
2	S/Line man		1	1					
	Semi Skilled								
3	Cable Jointer		2	2					

No.	Position	Plan			Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
		Zonal Off.	Area.							
8	J/Clerk		1	1						
	Sub Total	8	8	16						
	CAAZ									
	Semi Skilled									
1	Cable Jointer	1		1						
	Clerical									
2	J/Collector	3		3						
	Sub Total	4		4						
	SWAAZ									
	Dip & Equiva									
1	Acct. clerk	1		1						
	Skilled									
2	S/Line man	1		1						
3	S/Cable Jointer	2		2						
	Semi Skilled									
4	Cable Jointer	2	1	3						
	Clerical									
5	Clerk		1	1						
	Sub Total	6	2	8						
	Grand Total	44	24	68						

N.B Recruitment & Placement of J/Planner, J/Technician and Lineman will be undertaken by H.O

**Action Plan of Recruitment & Placement of Additional Manpower
for Regional Office for the Budget year 1995**

No.	Position	Plan		Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
		Reg. Off.	Area.						
	ER								
	Skilled								
1	S/ Line man	1	1	2					
	Clerical			0					
2	J/Acct. Clerk	4	4	4					
3	Cashier		5	5					
	Sub Total	5	6	11					
	SER								
	Dip. Or equivalent								
1	Acting Clerk	1		1					
	Skilled								
2	Const. Gang forman	1		1					
3	S/Cable J.	1	2	3					
4	S/Line man		2	2					
5	Cable forman	1		1					
6	S/Cable recorder	1		1					
	Semi Skilled								
7	Cable Jointer	1		1					
8	Technical Operator	2		2					
9	J/Cable recorder		4	4					
	Clerical								
10	J/Acct. clerk	1	2	3					
11	J/Clerk		1	1					
12	Data encoder	1		1					

No.	Position	Reg. Off.	Area.	Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
13	Store keeper	1		1					
14	Admin. Asst.								
	Sub Total	11	11	22					
	SWR								
	Dip. Or equivalent								
1	Acct. clerk	1		1					
	Skilled								
2	S/Cable Joiner	1	2	3					
	Semi Skilled								
3	Cable Joiner	1		1					
4	Cable recorder		1	1					
	Clerical								
5	J/Acct. Clerk		2	2					
6	Cashier	1	2	3					
	Sub Total	4	7	11					
	NER								
	Dip. Or Equiv.								
1	Acct. clerk	1		1					
	Skilled								
2	S/Cable Joiner		1	1					
3	S/Line man		2	2					
	Plan								
4	Cable joiner	1		1					
5	Telephonist	14	4	18					
6	Driver	2		2					
	Clerical								
7	Acct. clerk	1	3	4					
8	J/Clerk		2	2					
9	Cashier		1	1					
	Sub Total	19	13	32					

No.	Position	Reg. Off.	Area.	Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
	NR								
	Deg. Graduate								
1	Engineer (electrical)	1		1					
	Dip. Or equivalent								
2	Acct. clerk	1	4	5					
	Skilled								
3	S/Cable Jointer	1		1					
4	Line forman	1		1					
5	S/Line man		5	5					
	Semi Skilled								
6	Cable Jointer	1		1					
7	Telephonist	14		14					
8	Technical Operator	1		1					
9	Cable recorder	1		1					
	Sub Total	21	9	30					
	WR								
	Dip. Or equivalent								
1	Acct. clerk		2	2					
	Skilled								
2	S/Cable Jointer	2		2					
3	S/Line man	1		1					
4	S/Technician	1		1					
	Semi skilled								
5	Driver	1		1					
6	Telephonist	10		10					
	Clerical								
7	clerk	1	1	2					
8	Counter Cashier		1	1					
9	J/Store keeper		1	1					
	Sub Total	16	5	21					

No.	Position	Plan				Total	1st Quar.	2nd Quar.	3rd Quar.	4th Quar.	Remark
		Reg. Off.	Area.								
	SR										
	Skilled										
1	S/Cable Joiner	1			1						
2	S/Line man	1			1						
3	Cable forman	1			1						
	Semi Skilled										
4	Cable Joiner	1			1						
5	Telephonist	11			11						
	clerical										
6	J/Acct. Clerk		1		1						
7	J/Clerk		1		1						
8	Clerk		3		3						
9	Cashier		1		1						
10	Counter Cashier		1		1						
	Sub Total	15	7		22						
	NWR										
	Skilled										
1	Const. Gang forman	1			1						
2	S/Cable Joiner	1			1						
3	Cable forman	1			1						
	Clerical										
4	J/Acct. Clerk	1			1						
5	J/Clerk	1			1						
	Sub Total	5			5						
	GRAND TOTAL	96	58		154						

N.B Recruitment & Placement of J/Planner, J/Technician and Lineman will be undertaken by H.O