



សវនកម្ម ក្រសួងយុត្តិធម៌ សវនកម្ម

ក្រសួងយុត្តិធម៌: រដ្ឋមន្ត្រីស្នងការរដ្ឋមន្ត្រីសវនកម្ម ក្រសួងយុត្តិធម៌ ភ្នំពេញ

លេខសវនកម្ម: (IUL)195-A-GA/1/2020/02 (08 ខែសីហា 2020)

3	<p> မိမိတို့၏ အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.1	<p> မိမိတို့၏ အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း (အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း) </p>
3.2	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.3	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.5	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.6	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.7	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.8	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.9	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.10	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>
3.11	<p> အကျိုးအမြတ်ကို ထိခိုက်စေခြင်း </p>

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<p>4.1. 4.1.1. 4.1.2. 4.1.3. 4.1.4. 4.1.5. 4.1.6. 4.1.6.1. 4.1.6.2. 4.1.6.3. 4.1.6.4. 4.1.6.5. 4.1.6.6.</p>	<p>4.1.1. 4.1.2. 4.1.3. 4.1.4. 4.1.5. 4.1.6. 4.1.6.1. 4.1.6.2. 4.1.6.3. 4.1.6.4. 4.1.6.5. 4.1.6.6.</p>
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<p>5.1. 5.2. 5.3. 5.4. 5.5. 5.6.</p>	<p>5.1. 5.2. 5.3. 5.4. 5.5. 5.6.</p>
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<p>6.1. 6.2.</p>	<p>6.1. 6.2.</p>

3. The proposed software must have multi-lingual language settings (English / Dhivehi)
4. The features and workflow of the proposed software should generally be based on the laws and regulations of Civil Service Commission.
5. Must be able to adjust to specific laws and regulations related to Judicial Service Commission.
6. Must be Cross Browser Compatible
7. Must provide an interface to integrate multi proximity / biometric readers with the software in order to generate time and attendance data.
8. Must be able to generate real time and manual staff attendance data as per the attendance policies and provide necessary amendments to the software as per the Organization's policies and procedures
9. Must be able to define an Organization based default roster and should be able to replicate department-based rosters as per specified period by the Organization based on department roles
10. Must be able to manage multiple duty shifts
11. Must be able to create Normal, Rotational, Ramadan & Flexi Rosters
12. Must be able to amend attendance data based on staff attendance amend requests
13. Must be able to generate below reports based on attendance data:
 - a. Attendance Report (Management / Department / Section / Staff)
 - b. Late Data Report (Management / Department / Section / Staff)
 - c. Overtime Data Report (Management / Department / Section / Staff)
 - d. Attendance Summary Report
 - e. Attendance Log Report
14. Must be able to create a fully comprehensive Organizational Structure with Entity settings aided with visual diagram of the Organization Structure
15. Must be able to provide a Job Registry as per Civil Service Commission guidelines
16. Must be able to define Job / Staff quota as per Organization's policies
17. Must provide an Authentication feature in order to adapt changes to the Organization Structure
18. Must be able to define below details for Designation entry
 - a. Rank

- b. Classification
- c. Designation Identification
- d. External Designation
- e. Role Assignment

19. Must be able to generate Organization Structure report

20. Must be able to provide a comprehensive Employee Information Management portal with below features as minimum requirement:

- a. Full Name
- b. Bank Account Number
- c. User Name (Active Directory Authentication)
- d. SAP Number
- e. Record Card Number
- f. NID Number
- g. Employee Chit Number
- h. Designation / Title / Department
- i. Job Description
- j. Allocated Leaves & Management
- k. Working hour management
- l. Address Details
- m. Contact Details etc...

21. Must be able to provide Staff Contract Management

22. Should be able to manage Expatriate staff members. (Recruitment, Medicals, Insurance, Leave Management and Terminations)

23. Should be able to provide mix-mode authentication

24. Must be able to integrate the authentication process to active directory and provide software generated native user authentication.

25. Should be able to define Organization assigned Leaves

26. Should be able to apply leave restrictions and overtime restrictions for a department, section, unit or an employee and manage work handover.

27. Should be able to manage National, Organization defined holidays

28. Should be able to manage Islamic Holiday Management

29. Should be able to generate a Leave Plan Calendar & Set Reminders for Events

30. Should be able to provide a full staff related Transaction Management portal which can automate the below features:
- Hibernation Management
 - Designation Management
 - Transfer Management
 - Probation Management
 - Termination Management
 - Duty Travel Management
 - Caution Management etc...
31. Employee should have an Employee Portal where they can manage below aspects:
- View Daily / Monthly Attendance
 - View Out of Office and Overtime Data
 - Request & Track Attendance / Overtime Approval Process
 - View Leave Status
 - Request & Track Leave Approval Process
 - View Duty Schedule
 - View Assigned Supervisors & Workflow
 - View Hibernation
 - View Reactivation
 - View Job Rotation / Promotions and Demotions
 - Individual Events / Task Management
 - Supervisors should be able to Edit & Manage assigned Staff Requests
 - View Pay Slips (Staff Only) etc...
32. Should be able to manage multiple staff benefit plans
33. Manage Employer – Employee Contributions
34. Must be able to manage Hire Purchase Schemes (STO, MIB, MFLC etc...)
35. Must be able to manage Staff Incident Compensations
36. Must be able to manage staff Qualifications, Awards, Skills, Licenses Memberships, Language etc...
37. Must be able to manage Qualification Institutes and Awarding Bodies

38. Must be able to manage In-house Trainings, Training Attendance & Nominate Staff for Trainings
39. Must be able to provide a comprehensive Performance Appraisal System where staffs can be evaluated Score Based as well as KPI based or Mix Mode
40. Should be able to Manage Ministries, Team, Individual Goals & Objectives
41. Must be able to monitor overall performance by using Staff Feedback System and Staff Self Review & Self Assessments
42. Should have flexible Authentication and Authorization process.
43. Should have flexible approval process (for all Human Resource processes undergoes with-in the software) without limitation in the levels of approval.
44. Employees should be able to raise queries and issues to Human Resource Department with-in the software.
45. Should be able to request for Staff Reference Letter through the Software
46. Should provide a seamless Recruitment Automation where we can manage
 - a. Vacancies
 - b. Applications
 - c. Candidate Evaluations
 - d. Aptitude Tests
 - e. Interview Questionnaires
 - f. Interview Panel
 - g. Score Composition
 - h. Candidate Competency
 - i. Candidate Shortlisting
 - j. Workflow based Recruitment Approval
 - k. Should be able to send Job Acceptance/Rejection Notification to submitting candidates
47. Should be able to manage the entire Payroll Management process
48. Able to notify relevant staff before Payroll Posting
49. Manage Individual & Staff Wage Settings
50. Manage Wage Types & Modes
51. Should be able to Process & Simulate Payroll
52. Able to generate Payroll Sheet & Related Reports
53. Able to automatically distribute Pay Slips to respective staff upon Payroll Posting

- 54. Should be able to process Approval Workflow Automation
- 55. Supervision Management multiple staff regardless of departments
- 56. Section Specific Restrictions using Administrative / HR Associates
- 57. Manage and Monitor Attendance Devices
- 58. The software should support no less than 2000 staff.
- 59. Software should support SMS Feature using SMS gateway, which support both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.
- 60. The database should be on MS SQL.
- 61. Software must support Windows Environment
- 62. Should be able to instantly raise Error Logs to developers
- 63. Should be able to download and extract Software Update Features
- 64. IT Personnel must be able to execute bug fixes
- 65. Manually upload attendance logs from remote sites
- 66. Staff based in remote sites should be able to access software through online portal
- 67. Should be able to host through internet
- 68. Role based menu controlling and restrictions
Should provide a centralized dashboard based on staff roles

3.3 ڄاڻاڻ ۽ رڪارڊ

- 3.1 ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن. انهن صلاحيتون ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن.
- 3.2 ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن. انهن صلاحيتون ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن.
- 3.3 ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن. انهن صلاحيتون ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن.
- 3.4 ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن. انهن صلاحيتون ڄاڻاڻ ۽ رڪارڊ جي سڃاڻپ ۽ ڏيکڻ جي صلاحيتون هجڻ گهرجن.

سۆيىمىز 4 : جەزىمەت

جەزىمەت 1- ئۆزگەرتىش ھۆكۈمى

1. ئۆزگەرتىش ھۆكۈمى تەييارلىغۇچى تەرىپى ئۆزگەرتىش ھۆكۈمى 10.52 نى (ۋ) ھۆكۈمىدە تەييارلىغۇچى تەرىپى جەزىمەت ئۆزگەرتىش ھۆكۈمى.

1.1 تەييارلىغۇچى تەرىپى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.2 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.3 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.4 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.5 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.6 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.7 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.8 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.9 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.10 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.11 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.12 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.13 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

1.14 ئۆزگەرتىش ھۆكۈمى ئۆزگەرتىش ھۆكۈمى.

<p>កម្រិត ប្រចាំសប្តាហ៍ គ្រប់ថ្ងៃ</p>	<p>កម្រិត</p>
	<p>1. រដ្ឋបាលស្រុក/ស្រុក</p>
	<p>2. រដ្ឋបាលខេត្ត/ក្រុង/ស្រុក/ស្រុក/ស្រុក/ស្រុក</p>
	<p>3. រដ្ឋបាលស្រុក/ស្រុក/ស្រុក/ស្រុក/ស្រុក</p>
	<p>4. រដ្ឋបាលស្រុក/ស្រុក/ស្រុក/ស្រុក</p>
	<p>5. រដ្ឋបាលស្រុក/ស្រុក/ស្រុក/ស្រុក/ស្រុក (កម្រិតសរុប 3 ថ្ងៃ រៀបចំ)</p>
	<p>6. រដ្ឋបាលស្រុក/ស្រុក/ស្រុក/ស្រុក</p>
	<p>7. រដ្ឋបាលស្រុក/ស្រុក/ស្រុក/ស្រុក/ស្រុក (កម្រិតសរុប 2019 ថ្ងៃ រៀបចំ)</p>
<p>6. កម្រិតសរុបសរុប (កម្រិតសរុបសរុប កម្រិតសរុបសរុប)</p>	
<p>កម្រិតសរុបសរុប</p>	
	<p>7. កម្រិតសរុបសរុបសរុប</p>
	<p>8. កម្រិតសរុបសរុបសរុប</p>
<p>កម្រិតសរុបសរុប</p>	
	<p>9. កម្រិតសរុប</p>
	<p>10. កម្រិតសរុបសរុប</p>
	<p>11. កម្រិតសរុបសរុប</p>
<p>សរុប</p>	<p>12. កម្រិតសរុប</p>