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Observation No: 13
Audit area: Human Resource
Issue title: Copies of Recruitment letter, Education certificates and Tazkira not maintained in personnel files

Condition

During the course of our review of personnel files of staff at UNDP office and Jalalabad office we noted certain instances where copies of C.V, recruitment letters, educational certificates and copies of tazkira were not maintained in the personnel files of staff.

UNDP LOTFA Project Office;

Name of staff	Designation	Joining Date	Remarks
Inayat Ullah Kazimi	Database Associate	3-Jan-09	Copy of Tazkira and Educational/ Academic certificates not available
Sayed Bawar Israr	Finance Officer	22-Oct-08	
Salim Shah Mushfiq	Finance Specialist	10-Jan-05	
ObaidUllah Sahibzada	Deputy Project Manager	4-Jan-08	
Abdul Karim Zamani	Admin/Translator	10-May-11	Copy of Tazkira not available

Jalalabad office;

Instances where copies of recruitment letters, educational certificates and Tazkira were not maintained in the personnel files of staff;

Name	Department	Designation	Copy of recruitment letter	Copy of Tazkira	Copies of educational certificates
Hafeez Ullah	Toolii Qarargah	Kharman	x	x	x
Khair Muhammad		2 nd Kharman	x	x	x
Nasrat Ullah		2 nd Kharman	x	x	x
Roshan		Lumri Satanman	x	✓	x
M.Jameel		2 nd Satanman	x	x	x
Moh. Gul		2 nd Satanman	x	x	x
Rizwan Ullah		2 nd Satanman	x	x	x
Sher Afzal		3 rd Satanman	x	✓	✓
Babar Zai		3 rd Satanman	x	✓	x
Farhad		Lumri Satanman	x	✓	✓

Criteria

As per UNDP HR policies and best practices, the HR department is required to maintain complete record of employees in terms of;

- Experience;
- Academic and Professional education;
- Personnel identity; and
- Recruitment process and its results; etc.

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Cause

- Lack of/or inadequate guidance/supervision at project level
- Inadequate training

Impact or risk

In the absence of the above information the sufficiency and adequacy of the recruitment process cannot be ensured.

Recommendation

We recommend that HR department should ensure that proper records of staff be maintained in their personnel files.

Priority

Medium

Management comments

The mentioned documents were misplaced, now they are ready for verification at HR office [REDACTED]

Responsible Manager

Expected Completion Date