



# IGI FSI

## Plug & Play HR Management Service

### First of its kind solution in Pakistan

### Now Help, Develop or Manage your HR without HR!!



# Who we are:

IGI FSI is a Packages Group company, pioneering in emerging technologies driven Sales, Production and Customer Services interventions, HR and Technical solutions. Equipped with State of the art technology, IGI FSI can become your growth partner anywhere around the world.



# YOUR CHALLENGES

- Are you looking for the answers to technical HR questions like HR KPIs, or why sales incentive plan or what will be the quantum turnover is your sales team next year or how to formulate HR strategy.
- Do you recognize the need to dedicate more effort on HR matters but find it hard to justify employing HR personnel?
- Do you find that your HR personnel spend most of their time engaged on administrative HR issues rather than focusing on those critical matters which add value and mean most to you?



# Benefits of Plug & Play HR Management Service

- Access to best practices and thought leadership
- Simplification and standardization
- Quality service
- Support for future growth
- Allows management to focus on core business
- Cost reduction
- **Get it when you need it. Leave it when you don't**



# HR Plug and Play Management Service (Remote solutions)

## Option-1

1 hour (Zoom)  
dedicated per  
week

- Only for 10,000 PKR + tax or USD 60 + tax per month

## Option-2

2 hours (Zoom)  
dedicated per  
week

- Only for 20,000 PKR + tax or USD 120 + tax per month.

## Option-3

3 hours (Zoom)  
dedicated per  
week

- Only for 30,000 + tax PKR or USD 180 + tax per month

## Option-4

4 hours (Zoom)  
dedicated per  
week

- Only for 35,000 + tax PKR or USD 210 + tax per month

## Option-5

5 hours (Zoom)  
dedicated per  
week

- Only for 40,000 + tax PKR or USD 240 + tax per month



# Plug and Play HR Management Service (Remote solutions)

## Option-6

### HR advice through email

- Only for 15,000 + tax PKR or USD 90 + tax per month
- Closed ended questions only
- Response within 24 hours
- Scope of work covers the entire range of HR services

## Option-7

### HR advice through email and phone

- Only for 30,000 PKR + tax or USD 180 + tax per month
- Scope of work is limited to any one of your selected HR function.
- 10,000 PKR or USD 60 per function will be added.
- Client will appoint a senior level coordinator to implement our advice.
- Phone and email will only be answered during office hours.

## HR functions to choose from (Option 7)

1. Human resource planning & Budgeting
2. HR Strategy
3. Work force planning
4. Performance management
5. Functional and individual KPIs
6. Reward and recognition program
7. HR Strategy
8. Learning and development
9. Succession planning
10. HR Functional Audit
11. Employment laws
12. Employee engagement
13. Restructuring and work force optimization
14. Compensation and benefits
15. HR Manual & HR Policy development
16. Third party administration
17. Union management relations
18. Unionized workers
19. Organization design & Org. Structures
20. Job grading
21. Recruitment & selection



# Plug and Play HR Management Service (Remote solutions)

## Option-8

**Dedicated operational services Half day (4 hours) for 100k + tax or USD 580 + tax**

1. Operational HR services will be made available remotely 5 days a week.
2. Technical HR Support and administrative guidance will be provided by IGI FSI. Internal functional guidance will be provided by the client.
3. Advisory service will be provided to compile service level agreements and KPIs of the operational activities.
4. Dedicated phone number and email address will be provided to respond to the queries of the employees of the client. (org. size not more than 500)

## Option-9

**Dedicated operational services full day (8 hours) for 150k + tax or USD 880 + tax**

1. Operational HR services will be made available remotely 5 days a week.
2. Technical HR Support and administrative guidance will be provided by IGI FSI. Internal functional guidance will be provided by the client.
3. Free learning management system (LMS) will be provided to the client to make in house online trainings in Urdu or English languages. (conditions apply)
4. Free Recruitment services will be provided to the client. (Conditions apply)
5. Advisory service will be provided to compile service level agreements and KPIs of the operational activities.
6. Dedicated phone number and email address will be provided to respond to documented policy related queries of the employees of the client. (org. size not more than 500)



# Plug and Play HR Management Service (On site solution)

## Option-10

**Dedicated strategic & operational services half day  
(4 hours) for 250k + tax or USD 880 + tax**

1. IGI FSI representative will be made available on site for 4 hours every day 5 days a week.
2. Operational HR services & strategic advice will be made available remotely & on site 5 days a week.
3. Technical HR Support and strategic guidance will be provided by IGI FSI. Internal functional guidance will be provided by the client.
4. Free learning management system (LMS) will be provided to the client to make in house online trainings in Urdu or English languages. (conditions apply)
5. Free Recruitment services will be provided to the client. (Conditions apply)
6. Advisory service will be provided to compile service level agreements and KPIs of the operational activities.
7. Dedicated phone number and email address will be provided to respond to documented policy related queries of the employees of the client. (org. size not more than 500)

## Option-11

**Dedicated strategic & operational services full day  
(8 hours) for 300k + tax or USD 880 + tax**

1. IGI FSI representative will be made available on site for 8 hours every day 5 days a week.
2. Operational HR services & strategic advice will be made available remotely & on site 5 days a week.
3. Technical HR Support and strategic guidance will be provided by IGI FSI. Internal functional guidance will be provided by the client.
4. Free learning management system (LMS) will be provided to the client to make in house online trainings in Urdu or English languages. (conditions apply)
5. Free Recruitment services will be provided to the client. (Conditions apply)
6. Advisory service will be provided to compile service level agreements and KPIs of the operational activities.
7. Dedicated phone number and email address will be provided to respond to documented policy related queries of the employees of the client. (org. size not more than 500)





# Terms and conditions

- 100% payment in advance
- All prices are exclusive of taxes

## Contact us

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