

General Administration Department

The General Administration Department is the focal point of the Central Office. This department is responsible for determining the daily needs, office management, personnel management, organizing programs, providing the necessary needs of various departments, communicating with guests, communicating with publishing houses, managing dining in the central office, staff leave, staff travel schedule, organize workshops, monthly meetings, organize annual workshops, chair-tables, repair electronics equipment, ensure office security and many other tasks. These works are regular work of this office. There is no targeting here. Ensured a clean and functional office environment and overall cooperation in implementing and enabled the official activities of PROSHIKA to be carried out well. The General Administration Department plays an effective role in keeping PROSHIKA management and administrative areas operational by providing overall support to all departments and programs of the central office.



The details of the work of this department during the last financial year (2021-2022) are given below.

- Preparation of staff attendance register of the central office to check attendance and absence of the staff daily;
- To record and store the approved travel itineraries and leave arrangements of head office staff in the attendance book;
- Managing PROSHIKA dispatch section, dining hall and photocopying section;
- Purchasing, distributing and storing of various materials for PROSHIKA central office;
- All office maintenance works, such as repairing, renovation and changing electrical equipment, sanitary ware, water filter;
- Providing necessary materials in connection with the celebration of National and International Day;
- Responsible for the overall security of the central office and assisting the incoming guests;
- Organizing annual workshops on PROSHIKA assessment and planning;
- Arranging and hosting various internal meetings of the central office;
- Supervising daily office cleaning;
- Assisting the Human Resources Department in the recruitment of PROSHIKA development area staff;
- Arranging communication and delivery of correspondence to various public and private offices;
- Arranging the supply of annual calendar, diary, annual program reports of PROSHIKA to various development areas including various public and private institutions, etc.; and
- Storing properly all necessary goods in head office store.