

HUMAN RESOURCE DEPARTMENT

PROSHIKA's human resources department usually performs various functions according to the decision of the chief executive of the organization including determining all the information of the office staffs as well as management. This department can be called a 'Database' about the staffs as well management of the organization.

Its vital role is filing up the information of the staffs, and the profile, post-position and evaluation of the staff's skills level. PROSHIKA's Human Resources Department usually performs various functions determining the needs of the workers, recruiting new staff, replacing and retaining the workers. In a whole, the regular work: recruitment and permanent employees,, existing staff transfers, promotions, incentives, resignation /retirement, voluntary retirement, dismissal, extension of contract, leave without salary, transfer of responsibilities are done.



Table17: The numbers, recruitment, departure, re-joining, and total staff numbers of the year 2020-2021 are given below in the table:

Recruitment			Retirement			Re-joining			Present Staffs (up to June '21		
Women	Men	Total	Women	Men	Total	Women	Men	Total	Women	Men	Total
81	264	345	19	76	95	7	12	19	588	1135	1723

From July '20 to June '21, the employees of 108 were assigned as managers. The following is the number of information according to their responsibilities:

Table 18: The table shows the related information

Head of Department		Center Manager		Zonal Manager		Area manager		Branch manager		Total
Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	
0	1	1	1	1	10	9	31	11	42	108