

Human Resource Department

PROSHIKA Human resources department usually performs various functions as per the decision of the Chief Executive of the organization including determining all the information of the office staff and managers. This section can be called a 'Database' about the employees as well as the management of the organization. Human Resource Department is a major department for all organizations.



All information of employees and managers are stored in this section. It is an information repository related to personnel. Employee profiles and designations, performance evaluations and data storage are among its functions. The work of this department is no exception in the case of PROSHIKA Human Development Center. Briefly, the functions of this department are: determining the needs of the staff of PROSHIKA, recruitment, transfer, replacement of staff, termination, providing incentives and maintaining the profile of all the staff etc. There are currently 7 employees working in this department.

In the last financial year (2021-2022), 580 workers were appointed in the development areas. Also 42 old workers are appointed as regular contractual workers. A total of 622 employees have been added to Central Information Management in the last financial year. The total number of employees, who have been terminated, resigned, discharged, and dismissed is 302. At present the total number of employees in development areas and central office is 2,169. Further detailed information is given in the following tables.

Table: Information regarding the last financial year

Recruitment			Retirement and other			Appointment cancellation, resignation, retrenchment, dismissal and other			Current number of employee		
Women	Men	Total	Women	Men	Total	Women	Men	Total	Women	Men	Total
162	418	580	18	24	42	83	219	302	716	1,453	2,169

It should be noted that 42 regular workers have been appointed on contractual basis. Among them 14 is women and 28 men.

In fiscal year 2021-2022, a total of 124 workers were given the responsibility of manager in the development area. This information is given in the table below.

Table : Assigning responsibilities to managers

Central Manager		Zonal Manager		Area Manager		Branch Manager		Total
Women	Men	Women	Men	Women	Men	Women	Men	
1	7	1	14	04	33	17	47	124

In this financial year (2021-2022), total 287 staff have been permanentized in various posts. This information is given in the table below.

Table : Permanentization of staff

Deputy Director	Program manager	SPO	PO	JPO	SFO	FO	Total
1	1	4	10	20	224	27	287

The number of staff in development areas and central office during the last financial year (2021-2022) is given in the table below.

Table: Total number of employees

Staffing in Development Area			Staffing in Central Office			Staffing in SEED trust and IAF Projects		
Women	Men	Total	Women	Men	Total	Women	Men	Total
693	1278	1971	19	130	149	04	45	49