Welcome to The Presentation of Administration & HR Division

Staff Information (October to December 2019)
- Staff Joining and Release:
  - Staff Joining: 297 (F-164, M-133)
  - Release: 175 (F-46, M-129)
- Term of Employment:
  - Contractual: 2758 (F-1312, M-1446)
  - Scale: 1561 (F-439, M-1122)
  - Daily Basis: 269 (F-106, M-163)
- Gender Wise Regular Staff:
  - Female: 1857 (40%), Male: 2731 (60%), Total: 4588
- Part Time (Frontline Workforce): Female-915, Male-4, Total: 919
- Total Employee: 5507

Level Wise Staff:
- Senior (G11 to above): 206 (F-25, M-181)
- Mid (G10 to G12): 999 (F-311, M-688)
- Junior (G5-G7): 2715 (F-1314, M-1401)
- Support Staff (G1-G4): 668 (F-207, M-461)

Major Activities of Admin & HR

HR Unit
- Recruitment & Selection.
- Service Extension & Yearly Increment, Promotion based on the Performance Appraisal.
- Investigation.
- Leave Management.
- Disciplinary Action as per Rules.
- Transfer and Release.
- Salary Fixation.
- Personal File Management.
- Policy Review and Develop.
- Staff Attendance Monitoring and take necessary actions.
- Update and provide quarterly MIS Report.
- Conduct Induction Programme.
- Internship

Activities of Admin Unit as on Dec 2019:
- Approval of EC Committee after a long time by Department of Social Welfare.
- Amendment of Constitution of DAM.
- Observance of all national and international days.
- Ensured shifting of offices of WASH, Education Sector & Haj Mission H.Q.
- Installation of 500 KVA sub-station and reduced electricity cost.
- Security, Vehicle management and cleaning service, all utility bills.

Future Plan of Admin Unit:
- Provide safety and security digital door at the Mission Head Office.
- Automation Policy Implementation.
- Digital database of Inventory of Assets and Materials at Mission Head Office, Institutions, and Projects.
- Ensure Fire Fighting Training of employees.

Development Activities/Services as on Dec, 2019
- Review and develop Recruitment & Selection Process.
- Age Limit, Retirement Age and Extension.
- Equal Employment Opportunity (EEO).
- Rules on Managing Grievance, Mistreatment, and Discipline.
- Travel Policy Review and Revised.
- Over time Rules.
- Increment for the staff, whose basic reaches at the last stage of his/her salary scale.
- KPI based Employee's Performance Management System (EPMS Form, JD Form, DAM Competency Menu).
- Employee Learning, Training and Development Policy.
**Development Activities/Services as on Dec, 2019**

- Developed Anti-Harassment Policy and Whistle Blower Protection Policy.
- Reviewed Gender Policy.
- E-Module Development on Gender and Harassment and provide Orientation (HQ, DFED) under the technical support of UNOPS.
- Authority Delegation rules for Unique, Shouhardo, AMCC, DFED, Education Sector, Wash Sector.
- Develop HR Database System.
- Induction Programme Development along.
- ACR Form Develop and Implementation for AMCGH and AITVET.
- Service Rules for DFED.
- Employee Code of Conduct.

**Future Plan (Jan - June 2020 and 2021 - 2025)**

- Annual plan for HR Development.
- Regular Induction Programme at Head Office level.
- Orientation to the Focal Persons of Projects/Institutions on Induction Programme Package.
- Develop E-Learning system on Induction Programme.
- Orientation of the Focal Persons to establish HR Database system in the Central Office of all sectors/Projects/Institutions as per their budget allocation.
- Access into individual portion of HR Database to all employees
- Orientation and Implementation of Employee Performance Management System at Project and Institution level as per budget allocation.
- Bangla version of Employee Code of Conduct

**Main Challenges**

- Shortage of capable manpower.
- No position of capable HR personnel at Projects/Institutions.
- Inadequate budget for Induction/orientation of staff capacity development.
- Competent candidates are not interested to join in DAM due to existing salary package.
- Staff drop out.

**Questions and Suggestions**

**Collaboration**

**Thanks.**