

Finance, Administration and MIS (FA & MIS)

- Human Resource management and administration of BBS
- To prepare budget estimates and proper maintenance of Accounts for BBS
- Publication of all reports and Documentation in RDP Section
- To make liaison with different wings and development projects of BBS and act as a coordinator with different government and non-governmental organizations
- Responsible for recruitment, posting and transfer of BBS staffs and officers
- To facilitate common service and transportation
- To perform annual audit of BBS on a regular basis
- To update PDSs of BBS's officers and staffs
- Administration, co-ordination and monitoring of field offices
- Facilitate local and international training for the BBS personnel's to develop human resource of BBS
- Responsible for printing, publication, documentation, library and archiving
- To innovate library automation system of BBS
- To make the library of BBS as digital library
- To ensure institutional repository