

GENERAL ADMINISTRATION DEPARTMENT OF VPA WILL LOOK AFTER THE FOLLOWING ACTIVITIES

- RECRUITMENT ACTIVITIES OF ALL EMPLOYEES OF VPT
- RTI
- PR ACTIVITIES
- ADMINISTRATION RELATED ACTIVITIES ASSISTANCE FOR MANAGEMENT
- DRAFTING HR POLICIES FOR VPT EMPLOYEES
- BOARD MEETING ACTIVITIES
- WELFARE ACTIVITIES OF EMPLOYEES
- DRAFTING POLICIES FOR WAGE SETTLEMENT ACTIVITIES
- SECURITY ACTIVITIES OF VPT
- CANTEEN ARRANGEMENTS FOR VPT
- GUEST HOUSE MAINTENANCE ACTIVITIES
- LEGAL ASSISTANCE FOR MANAGEMENT AND LOOK AFTER LEGAL ISSUES
- DRAFTING POLICIES FOR LEGAL REQUIREMENTS OF VPT
- HINDI CELL