



General Administration

If you want to understand more,
Book an Appointment with us,
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GENERAL ADMINISTRATION

General Administration, as an area of Management, is often neglected by the Companies. However, it plays a very crucial role in overall success of Organizations. Effective Standard-Operating Procedure based Administration Functions ensure that there are no unpleasant surprises in the back-offices and it ensures favorable environment for business of the organization to grow by serving the most important stakeholders of the company 'Customers'.

KFA will ensure that Comprehensive and Process Oriented Administrative Policy must be developed, approved and implemented. Components of 'General Administration' Consulting are:

- Development and Implementation of General Administration Policy' including Procurement/Purchase Policy
- Fixed Assets Management:
 - Maintaining of scientifically-designed Fixed Assets Register
 - Fixed Assets Coding and Timely Verification
 - Management of Fixed Assets Verification Process
 - Fixed Assets Disposal Policy
- Inventory/Stock Management System
- Frequency-Wise (Daily, Weekly, Monthly, Bi-Monthly, Quarterly, Half-Yearly, Annual and 'Need-Basis') Departmental Functions Review Check Lists (DFRCLs) for systematic review of all Administration Contracts:
 - Lease Contract
 - Annual Maintenance Contracts for Computer Softwares
 - Janitorial Contract
 - Security Contract
 - Courier Contract
 - Supplier's Contract
 - Maintenance Contracts for:
 - Office Electrical Items such as Air Conditions, Solar System, Lifts, Generators and other Equipment
 - Other Contracts

- Vehicles Monitoring and Review by a Log-Sheet Method
- Maintenance of Office Premises by a Check-List Method
- Ensure connectivity of Telephone, Internet Lines are working properly by a Check-List Method
- Ensure Water, Light, Fuel Requirements are adequately fulfilled (Also, ensure a Log-Sheet Method that there are no wastages/leakages)
- Help other departments for Professional Storage and Filing of Office Documents
- Implement 'Stock Management System' Software
- Preparation and maintenance of Computerized Stock Register
- Review of Stock Requirements and Re-Order Level
- Management of Liveries/Staff Uniforms
- Coordinate with Finance Department for effective and accurate implementation of Fixed Assets & Depreciation Register.
- Maintenance of all Internal and External Office Signage in coordination with 'Corporate Communication' Department.
- Other Administration Functions.

KFA is contributing through Training, Education and Consulting Initiatives since July 2001 AD.

