

The Administrative Department of the Prosecutor General's Office secures the functioning and other activities associated with the administration of the Prosecutor General's Office according to Section 13c (8) of the Act on Public Prosecutor's Office, operation of the Prosecutor General's Office in the economical, material and financial area according to Section 13e (3) of the Act on Public Prosecutor's Office and fulfils other tasks associated with administration of the Prosecutor General's Office in accordance with the instructions of the Prosecutor General pursuant to Section 13e (3) (c) of the of the Act on Public Prosecutor's Office.

From the organizational point of view, the Administrative Department is divided into two divisions, namely the Budget, Wages and Accounting Division and the Division of Technical Procurement and Property Management.

### **The Budget, Wages and Accounting Division secures:**

a) administration of budgetary resources designated for the operation of the Prosecutor General's Office, including wage resources, and according to the instructions of the Prosecutor General, Deputy or an authorized employee, taking steps in financial or property transactions,

b) organization, administration and execution of accounting and operational records, drawing up accounting and statistical statements and management analyses, including the elaboration of draft budget for the respective year,

c) execution of pay and wages agenda, including the agenda of health and pension insurance of public prosecutors and other employees,

d) keeping records and accounting for mobile calls and phone calls made from fixed lines of the Prosecutor General's Office,

e) keeping records of management of the Cultural and Social Needs Fund,

f) corporate catering,

g) financial control with the exception of tasks pertaining to the competence of the Prosecutor General and his deputy, eventually other public prosecutors or other employees of the Prosecutor General's Office.

**Department of Technical Procurement and Property Management secures:**

a) exercise of the right to manage property entrusted to the Prosecutor General's Office including its record keeping, due use, maintenance, renewal, security and safety, unless a special legal enactment stipulates otherwise,

b) fulfilment of tasks in the field of environment ecology,

c) fire safety,

d) car management services,

e) elaborates background documents for public tender announcements and organizes the course thereof.

The department is presided by the Director of Administration, who is appointed by the Prosecutor General.