**Technical Services and Planning Division**

**Authority and Function**

According to the Ministerial Regulations for the Department of Provincial Administration B.E. 2545, the Technical Services and Planning Division has the following authority and responsibilities.

1. Making policy recommendations, preparing action plans to follow-up and assess achievement of maintenance organization and internal security.
2. Developing an administration system and procedures to enhance maintenance organization and internal security.
3. Preparing departmental plans for appropriate coordination with ministerial policies and master plan while monitoring the outcomes of implementation.
4. Working on departmental budgeting.
5. Organizing systems for surveys and information gathering for further usage as a departmental data center.
6. Supporting or coordinating with other relevant agencies as assigned.

**Distinguished achievements**

1. *Amphoe Yim* Project (Smiling District)
2. Revision of Strategic Plans for Department of Provincial Administration
3. The Master Plan of the Department of Provincial Administration toward ASEAN.

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 Asadang Road, Wat Ratchabophit Sub-district, Bangkok

**Technical Services and Planning Division** is composed of the following internal groups and sections namely:

1. General Administration Subgroup : Responsible for general administration, electrical work, documentation management system. Project planning and budgeting. Finance and accounting. Maintaining transportation, facilities and equipment. Information gathering, publishing and recording. Conference recording. Coordination with relevant agencies, data collection and public relations. Analysis of news and articles to bringing them to the attention of supervisors. Support administrative and secretarial duties as well as other assigned activities.

2. Strategic Planning Group : Responsible for study and analyze departmental obligations and related policies for preparing strategic action plans. Develop district administration plans to enhance connections with provincial development plans, community and local plans according to the National Government Organization Act B.E. 2534 and as has been amended. Appropriate implementation of government and ministerial policies and strategies at local levels under the responsibility of the divisions and other government agencies at the district level. Support the work carried out by district officers while supervising and assessing outcomes. Coordinate with other relevant agencies and assigned duties.

3. Budgeting Group : Responsible for budgeting preparation for the department. Prepare requests, explanations, transfers and changes. Control expenditure plans. Ensure that the spending plan is in line with the ministerial master plan. Follow-up and evaluate development of the IT budgeting system under departmental control.

4. Technical Promotion and Dissemination Group : Responsible for developing and publicizing technical works through all media channels as a tool to promote administrative functions of control and regional personnel. Carry out R&D work to develop guidelines to gain the maximum benefit. Prepare strategic data to enhance administration capacity of districts based on social and economic analysis. Publish municipal magazines. Oversee departmental library work and other assignments.

5. Foreign Relations Group : Responsible for acting as a coordination center for support and negotiation, mutual agreement and participation in international meetings regarding order maintenance and security with international organizations and NGOs. Provide training scholarships and funding for participants at international conferences and various other projects. Carry out other assigned duties.

6. Research and Evaluation Group : Responsible for R&D, and administration system development with required indicators. Develop monitoring and evaluation mechanisms for outcomes. Act as a data center to gather and make use of collected data. Link with the IT system to benefit both public and private sectors. Promote district offices as co-service providers for the public at large. Develop strategies on how DOPA should provide public services. Develop strategic approaches to enhance various services that meet local needs in cost effective ways. Supervise, monitor and assess other assigned duties.

 Technical Services and Planning Division

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|  General Administration Subgroup   |  Strategic Planning Group    |  Budgeting Group   |  Technical PromotionAnd DisseminationGroup  | Foreign RelationsGroup  |  Research and  Evaluation Group |