

# Chief Pharmaceutical Inspectorate

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<https://archiwum.gif.gov.pl/en/inspectorate/organizational-units/office-of-director-gene/389>Contact-information.html>  
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## Contact information

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### Scope of activities

The Office's tasks encompass the maintenance of accounting books and financial management of the Inspectorate, including the preparation of draft budget plans within the scope of income and expenditure, reports and analyses, management of the Inspectorate's property, keeping records of assets and administrative and economical affairs, as well as fulfilling tasks related to public contract award procedures. The Office runs human resources matters resulting from the employment relationship of the employees and fulfils tasks related to the implementation of the Act on Civil Service. It manages the IT network and databases, and conducts works related to the computerisation of the Inspectorate. Moreover, the Office ensures protection of personal data processed in the Inspectorate and manages issues related to access to public information, internal control, civil defence and crisis management. Additionally, the Office is responsible for secretarial services and maintaining the company's archive

### Contact details

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#### **Director**

**Sandra Stawińska**