

**Training Course  
on  
Modern Office Management**

**19- 23 December, 2021**

**Course Guideline**



**National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
Gazipur-1701  
[www.nata.gov.bd](http://www.nata.gov.bd)**

# **Training Course on Modern Office Management**

**19 -23 December, 2021**

## **Course Management**

Course Adviser : Dr. A K M Nazmul Hoque  
Director General (In charge)  
NATA, Gazipur

Course Director : Mahmudul Hasan  
Director Training ((In charge)  
NATA, Gazipur

Course Coordinator : Mohammad Omar Faruk  
Deputy Director (Entomology)  
NATA, Gazipur  
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Asst. Course  
Coordinators: 1. Lialatul Rokshana Lima  
Senior Assistant Director  
NATA, Gazipur  
2. Sharmin Sultana  
Senior Assistant Director

# NATA, Gazipur

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# **Introduction to National Agriculture Training Academy (NATA)**

## **1. The Academy**

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programmes related to agriculture throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started as a training academy.

Initially, the Academy started its functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

## **2. Location**

The Academy is 25 km away from Dhaka city and 3 km away from Joydevpur Chandana Chowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **3. Vision**

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

## **4. Mission**

We are pledged to achieve the shared vision through:

- i. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhance linkage between education, research and extension to endow agriculture service delivery system;
- iii. Network with reputed institution of home and abroad for organizational capacity building; and
- iv. Foster a culture of continuous learning for development of knowledge-intensive agriculture service.

## 5. Functions

The NATA has been entrusted to perform the following functions:

- i. Human resource development of the government, semi-government, autonomous organization under MoA through training of modern and sustainable agriculture technology;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for the development of socio-economic conditions of farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy 2003; and
- ix. Perform all kinds of duties directed by the government.

## 6. Sessions

Every day the session is started at 9.00 am in the morning and ends at 4:30 pm in the afternoon. There are two breaks started at 11.00 am and 12.30 pm for tea and lunch with prayer respectively. Participants are advised to attain the class in time without fail for avoiding any kinds of disciplinary action.

### Daily Schedule

<b>Activities</b>	<b>Duration</b>
<b>1<sup>st</sup> Session</b>	<b>09:15-10:15</b>
<b>2<sup>nd</sup> Session</b>	<b>10:15-11:15</b>
<b>Tea Break</b>	<b>11:15-11:30</b>
<b>3<sup>rd</sup> Session</b>	<b>11:30-12:30</b>
<b>4<sup>th</sup> Session</b>	<b>12:30-1:30</b>
<b>Lunch and Prayer</b>	<b>1:30-2:45</b>
<b>5<sup>th</sup> Session</b>	<b>2:45-3:45</b>
<b>6<sup>th</sup> Session</b>	<b>3:45-4:45</b>

## 7. Norms to be followed during the training

- No casual leave is allowed during training period.
- Participants living in the dormitory are advised to follow the norms of the dormitory.
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy.
- Participants are not allowed to enter the dormitory after 11:00pm at night

## **8. Evaluation**

Course Director and other faculty members are given responsibility to evaluate the participants. The course is evaluated during pre and post training situation within 100 marks. On the other hand the participants are also given chance to evaluate the faculties and guest speakers by using a prescribed format.

## **9. Facilities**

### **9.1 Physical Facilities**

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

- Office building-4
- Training Complex-1
- Residential Building-15
- Class room- 7
- Laboratory (Subject wise technical)-4
- Plant protection museum- 1
- Conference room- 2
- Auditorium-1
- Library- 2
- Dormitory- 6
- Cafeteria- 2
- Greenhouse- 3
- Workshop-1
- Store-1
- Mosque-1

### **9.2. Digital Computer cum Language Lab. and IT facilities**

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1<sup>st</sup> floor of the Administrative building. IT facilities include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

### **9.3 Recreational Facilities**

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are available in recreation room for the participants.

### **9.4. Linkage with other Training Organizations**

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM and FIMA and so on. NATA has plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations in research in agriculture sector.

## **Course at a glance**

Need based training programs are organized by NATA for sixteen organization under MoA. In the present day scenario establishment and maintenance of an office are an art in itself. A great sense of professionalism is required for running an office efficiently to meet the ever increasing demand of trained executives for various administrative levels. To increase efficiency of office manager, a modern office management courses have been designed by NATA. The course serves as a suitable career oriented course, keeping in view the latest technological advancement and modern trends. By perusing modern office management course, candidates become professionally trained in various aspects of modern office management. It also provide professional expertise for the candidates and result in increased productivity and efficiency for the organization.

## **Course objectives**

1. To equip the participants with necessary knowledge of office management.
2. To enhance the participants' problem solving skills so that they can efficiently manage their office.

## **Target population**

Grade-9 and above officers of sixteen organization under MoA.

**Duration of each Session:** 60 minutes

## **Prerequisite of the course**

- To attend in the training class in time;
- To be present at least 100% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in silent mode.

## Course Content

### Module-1: Personnel management & Service Rules

- 1.General Condition of Services
- 2.Recruitment, Training and Promotion Procedure
- 3.The Government Servants (Conduct) Rules,1979
- 4.The Government Servants (Discipline and Appeal) Rules, 2018
5. Prescribed Leave Rules,1959
6. The Public Employees Discipline (Punctual Attendance) Rules, 2019
7. Performance Evaluation and Annual Confidential Report (ACR) writing
8. Office Inspection

### Module-2: File and Record Management

1. Office management procedure: docketing, filing, Referencing, Flagging and Digital File Numbering, Guard file.
2. Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook, Leave Registrar.

### Module-3: e-filing

১. ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে খারনা, ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরওয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা;
২. ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির খরন তৈরি, নথি তৈরি, নথিতে পারমিশন দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা) ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা;
৩. নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা; ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা;
৪. নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি

### Module-4: Administrative Communication

- 1.Office Correspondence: Forms of written communication (Official letters, DO and Office memorandum).
2. Conduct Meeting, Prepare notice, working paper and minutes
- 3.Writing note,Draft and summary, Report writing
- 4.Delegation of Administrative and Financial Authority

### Module-5: Leadership and change management

- 1.Managerial Leadership and Conflict Management.
- 2.Human Resource Management.



- 3.Motivation, Supervision and Coordination.
- 4.Mindset, attitude and aptitude.

### **Module-6: Cross Cutting Issues**

- 1.National Integrity Strategy (NIS)
2. Annual Performance Agreement (APA)

### List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1.	Dr. Md Abdul Momen Miah,	Ex Professor, Dept. Agril. Extension, BAU	01712734143	mammiah_bau@yahoo.com
2.	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
3.	Dr. A K M Nazmul Hoque	Director General (In-charge)	01819-277114	dgnata14@gmail.com
4.	Md. Jamal Uddin	Ex-AD, DAE ,Khamarbari, Dhaka	01718214607	jamaldae62@gmail.com
5.	Dr. Md. Shaikh Shamim	Professor, Head of Dept. Extension, BSMRAU, gazipur	01920156373	shamim.aer@bsmrau.edu.bd
6.	Mahmudul Hasan	Deputy Director (Admin & Support Service)	01715-101818	hasandae@yahoo.com
7.	Dr. Md. Sayedur Rahman	Deputy Director, DAE, Narsingdi,	01552495564	sayedur.63@gmail.com
8.	Abu Sayed Md. Jobaidul Alom	DD (Genetics & Plant Breeding) ,NATA, Gazipur	01712603248	shaheenbinod@gmail.com
9.	Md. Nurul Islam,	Chief Instructor, NAPD, Nilkhet, Dhaka	01552363381	islamnurul2002@yahoo.com
10.	Abul Kalam Azad,	DD(Agril. Extension & Rural Economics), NATA, Gazipur	01940-652412	azadipm@gmail.com
11.	Mohammad Omar Faruk	DD (Entomology), NATA, Gazipur	01716920425	mdomarfarukdae@gmail.com
12.	Banani Karmaker	SAD (Soil Physics), NATA, Gazipur	01674866673	bananikarmaker@gmail.com
13.	Dr. Moniruzzaman Tarafder	Upazila Livestock Officer (LR), DLS, Dhaka	01717608622	mtarafder86@gmail.com

**Training Course on Modern Office Management**  
(Duration 05 Days)  
**Course Schedule**

**1<sup>st</sup> Day (19-12-2021) Sunday**

Time	Subject	Resource Person
9.00- 9.30	Inaugural Ceremony	DG, NATA and Faculty members
9.30-10.00	Pre-evaluation	CC, ACC
10.00-11.00	Prescribed Leave Rules, 1959	Md. Jamal Uddin, Ex-AD, DAE ,Khamarbari, Dhaka
11.00-11.15	Tea Break	
11.15 -12.15	Do	Md. Jamal Uddin, Ex-AD, DAE ,Khamarbari, Dhaka
12.15 - 1.15	The Government Servants (Discipline and Appeal) Rules, 2018	Mohammad Omar Faruk, DD (Entomology), NATA, Gazipur
1.15 - 2.30	Lunch and Prayer	
2.30 - 3.30	Human Resource Management	Dr. Md. Shaikh Shamim, Professor, Head of Dept. Extension, BSMRAU, Gazipur
3.35 – 4.35	Do	Dr. Md. Shaikh Shamim, Professor, Head of Dept. Extension, BSMRAU, Gazipur
4.35 - 5.00	Evening Tea	

This Schedule is Subject to Change

**2<sup>nd</sup> Day (20-12-2021) Monday**

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	Mindset, Attitude, and Aptitude & Time management	Dr. Md Abdul Momen Miah, Ex Professor,BAU
10.15 -11.15	Managerial Leadership and Conflict Management	Dr. Md Abdul Momen Miah, Ex Professor, BAU
11.15 - 11.30	Tea Break	
11.30 - 12.30	Inventory Management	Dr. Moniruzzaman Tarafdar , Upazila Livestock Officer (LR), DLS, Dhaka
12.30 – 1.30	Do	Dr. Moniruzzaman Tarafdar , Upazila Livestock Officer (LR), DLS, Dhaka
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Performance Evaluation and Annual Confidential Report (ACR) writing	Mahmudul Hasan, DD (Admin and Support Service), NATA, Gazipur
3.45 – 4.45	Official Telephone, Cellular, Fax and Internet Policy, 2018	Abu Sayed Md. Jobaidul Alom, DD (Genetics & Plant Breeding) ,NATA, Gazipur
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

**3<sup>rd</sup> Day (21-12-2021) Tuesday**

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	General Condition of services	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka
10.15 -11.15	Office Inspection & The Public Employees Discipline (Punctual Attendance) Rules, 2019	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka
11.15 - 11.30	Tea Break	
11.30 - 12.30	Delegation of Administrative and Financial Authority	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
12.30 – 1.30	Do	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Motivation, Supervision & Coordination	Dr. A K M Nazmul Hoque Director General (In-charge), NATA, Gazipur
3.45 – 4.45	Annual Performance Agreement	Banani Karmakar , SAD, NATA, Gazipur
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

**4<sup>th</sup> Day: (22-12-2021) Wednesday**

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
10.15 -11.15	Writing note Draft and summary	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
11.15 - 11.30	Tea Break	
11.30 - 12.30	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
12.30 – 1.30	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
3.45 – 4.45	Recruitment, Training and Promotion procedure	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

**5<sup>th</sup> Day: (23-12-2021) Thursday**

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	National Integrity Strategy (NIS)	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
10.20 -11.20	ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারণা, ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরোয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
11.20-11.40	Tea Break	
11.40 - 12.40	ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে পারমিশন দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা) ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
12.40 - 1.40	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
1.40 – 2.40	Lunch and Prayer	
2.40 - 3.40	নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক, ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
3.40 – 4.20	Post - evaluation	CC, ACC
4.20 - 5.00	Closing Ceremony	DG, NATA and Course Management

This Schedule is Subject to Change

(Mohammad Omar Faruk)  
Deputy Director (Entomology)  
NATA, Gazipur  
& Course Coordinator

## Faculty Members of NATA

Sl.	Name	Designation	Phone/Cell/ e-mail
1	Dr. A K M Nazmul Hoque	Director General (In-charge)	01819-277114 dgnata14@gmail.com
2	Mahmudul Hasan	Director Training ((In charge)	01715-101818 hasandae@yahoo.com
3	Mahmudul Hasan	Deputy Director (Admin & Support Service)	01715-101818 hasandae@yahoo.com
4	Dr. Md. Jamal Uddin	Deputy Director (Plant Pathology)	01712272859 jamaldae@yahoo.com
5	Abu Sayed Md. Jobaidul Alom	Deputy Director (Genetics & Plant Breeding)	01712603248 shaheenbinod@gmail.com
6	Mohammad Abdul Hamid	Deputy Director (Siol Science)	01712943514 mabdulhamid1972@gmail.com
7	Abul Kalam Azad	Deputy Director (Agril. Extn& Rural Economics)	01940-652412 azadipm@gmail.com
8	Md. Eskandar Hossain	Deputy Director (Agronomy)	01938-615225 eskandarhossain@yahoo.com
9	Nilufa Aktar	Deputy Director (Planning and Publication)	01719-174775 nilufaa@yahoo.com
10	Mist. Sharmin Akhter	Deputy Director (Environment & Agroforestry)	01711-736571 slaboni1980@gmail.com
11	Mohammad Omar Faruk	Deputy Director (Entomology)	01716920425 mdomarfarukdae@gmail.com
12	Dr. Md. Taufique Arefin	Deputy Director (Horticulture)	01711116032 taufiquedae25@gmail.com
13	Tahazul Islam	Senior Assistant Director (Cereal &Cash Crop)	01717-287940 tahazul@yahoo.com
14	Md. Sharif Iqbal	Senior Assistant Director (Flower & Fruit)	01716986339 sharif_dae27@yahoo.com
15	Mahmuda Haq	Senior Assistant Director (Genetics & Plant Breeding)	01718425311 mahmudahuq15@gmail.com
16	Shamsun Nahar	Senior Assistant Director (Field Crop Disease)	0168-7030684 shamsun27@gmail.com
17	Muhammad Shahadat Hossain Siddiquee	Senior Assistant Director ( Horticulture Crop Disease)	01753-896598 muhammadsiddiquee@gmail.com
18	Md. Aklimuzzaman	Senior Assistant Director (Pulse & Oil Crops)	01719303797 akzaman237@yahoo.com
19	Banani Karmaker	Senior Assistant Director (Soil Physics)	01674866673 bananikarmaker@gmail.com
20	Md. Anowarul Islam jewel	Senior Assistant Director (Agril. Extension)	01710-586075 juwelbau@gmail.com
21	Mousumi Paul	Senior Assistant Director (Biotechnology)	01712680844 mplbcsag31@gmail.com
22	Lialatul Rokshana Lima	Senior Assistant Director (Soil chemistry & microbiology)	01714-612029 lima.l.geb@gmail.com

Sl.	Name	Designation	Phone/Cell/ e-mail
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32	Lupu Rahman	Librarian	01679090390 lupu05du@gmail.com

