

Training Course on Public Financial Management

01-05 November, 2020

Course Guideline



**National Agriculture Training Academy (NATA)
Ministry of Agriculture
Gazipur-1701
www.nata.gov.bd**

Training Course

on

Public Financial Management

01-05 November, 2020

Course Management

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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 at 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 Chowrastat 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), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication Staff College, and other government offices at 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:

1. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
2. Enhance linkage between education, research and extension to endow agriculture service delivery system
3. Network with reputed institution of home and abroad for organizational capacity building; and
4. 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:

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

6. Sessions

Everyday 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

Activities	Duration
Recapitulation	09.00-9.15
1 st Session	9.15-10.15
2 nd Session	10:15-11:15
Health break	11:15-11:30
3 rd Session	11:30-12:30
<u>Lunch & Prayer</u>	12:30-2.15
4 th Session	2:15-3:15:
5 th Session	3.15-4.15

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-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-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 1st 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

Financial management training course has a demand for different organizations now a day. Many DDOs/Managers have been facing problems in implementing financial rules due to having inadequate knowledge about financial rules, regulations, audit and budgeting. In order to improve financial proficiency of Government Officials in general and DAE personnel in particular the training course entitled financial management has been designed. As a result participants will equip with intellectual inputs and developing their skills on implementing financial rules and regulations. The objectives of the course is to improve participant's skills in preparing and analyzing national and organizational financial plans and apply financial rules correctly in day to day works.

Unit	Total lesson	Title of unit
1	5	Financial Rules, Audit procedures and TA/DA Rules
2	5	Public procurement Acts and Rules
3	6	Budget management acts, PPNB and Tax &VAT Management
4	5	MTBF, Delegation of Financial Power, Fund release Procedures, Audit Procedures
5	3	Pension and Gratuity ,GPF, CPF BF and GI. Different allowances for Govt. servant
6	3	Cross cutting issues

Course objectives

1. To improve skills of the participants on implementing financial rules and regulations.
2. To increase knowledge on Financial Management.
3. To solve the different problems during financial activities in working place.

Target population: Officers of 9 grade and above of 17 organizations 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 99% 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 during session.

Course Content

SL.No.	Topics
1	Salient features of general financial rules
2	Salient features of treasury rules
3	Accounting and auditing system in Bangladesh
4	Audit procedure: settlement and observation , objection & reply
5	TA and DA Rules, latest circular TA/DA rates and Roles of DDOs
6	PPA-2006 and PPR-2008
7	Preparation of Annual Procurement Plan (group work)
8	Delegation of financial powers development and non development
9	Fund release procedure of non-development & development expenditure
10	Preparing budget estimates including revised estimate, budget cycle, forecasting and profiling
11	The medium term budget framework (MTBF)
12	Pension & gratuity
13	Pension sohojikoron& Family Pension
14	GPF, CPF, benevolent fund , group insurance rules and different advance facilities
15	e-tendering
16	Preparation of PPNB
17	Income tax & VAT management in Bangladesh
18	Self- assessment of income tax (Group Work)
19	Different Kinds of Allowance for Govt. Servants
20	Overview of National Integrity Strategy (NIS) in Bangladesh
21	SDG for Agriculture
22	Maintenance of hygiene in COVID-19

Methods and Material:

Lecture and Discussion

Group Work

Demonstration

Field Visit

Question & Answer

Pre & Post Evaluation

Course Evaluation

Training Schedule on Public Financial Management
Duration: 01-05 November, 2020

First Day (Sunday) Date: 01/11/2020

Time	Topic	Resource Speaker
9.00-9.15	Registration	ACC & Sadiqunnahar Demonstrator (Lab)
9.15-9.30	Inauguration	DG/Directors/Faculties/ Course Coordinators
9.30-9.45	Pre-evaluation	ACC & Sadiqunnahar Demonstrator(Lab)
9.45-10.45	Maintenance of hygiene in COVID-19	Dr.Shahiduzzaman Shubo, Medical Officer, NATA
10.45-11.45	Salient features of general financial essential rules for DDOs	Mrityunjoy Saha JS, MoF
11.45-12.00	Tea Break	
12.00-1.00	Salient features of treasury rules essential for DDOs	Do
1.00-2.00	Prayer & Lunch	
2.00-3.00	Fund Release Procedure of Non-development &	Do
3.00-5.00	Audit Procedures Settlement, Observation objection & Reply	Do

Second day (Monday) Date: 02/11/2020

Time	Topic	Resource Speaker
9.00-9.15	Recap	CC/ACC
9.15-10.15	GPF, CPF Calculation, BF, GI Rules and benefits of them for Govt. servants	Md. Shah Alam Ex. Director (Adm. & Finance)
10.15-11.15	Different Kinds of Allowance for Govt. Servants	Do
11.15-11.30	Tea Break	
11.30-12.30	Overview PPA-2006 and PPR-2008 with Related Definition & Different Procurement Committee	Ahsanul Haque Chowdhury ADD, Khamarbari Dhaka
12.30-1.30	Domestic procurement Methods : Goods , Works and Intellectual Professional Services	Do
1.30-2.50	Prayer & Lunch	
2.50- 3.50	Preparation of Annual Procurement Plan (Group Work) & Presentation	Resource Speaker & Participants
3.50- 4.50	e-Tendering Methods	Ahsanul Haque Chowdhury

***Evening Tea 5 pm**

Third day (Tuesday) Date: 03/11/2020

Time	Topic	Resource Speaker
9.00-11.00	Preparing budget estimates including revised estimate, budget cycle, forecasting and profiling	Md. Amirul Islam Member Director (Finance), JS , BADC
11.00-11.15	Tea Break	Do
11.15-12.15	The medium term budget framework (MTBF)	Md. Amirul Islam Member Director (Finance), JS , BADC
12.15-1.15	VAT management in Bangladesh	Md. Mahfuz Alam, AC, Custom Excise & VAT Commissonerate, Dhaka, North
1.15-2.00	Prayer & Lunch	
2.00-3.00	VAT management in Bangladesh	Md. Mahfuz Alam, AC, Custom Excise & VAT Commissonerate, Dhaka, North
3.00-4.00	Tax management in Bangladesh	Md. Abdullah Yousuf AC Tax, Gazipur
4.00- 5.00	Self- assessment of income tax (Group Work)	Do

Fourth day (Wednesday) Date: 04/11/2020

Time	Topic	Resource Speaker
9.00-9.15	Recap	CC/ACC
9.15-10.15	Pension & Gratuity	Md. Shahiduzzaman DS, MOH & FW
10.15-11.15	Pension sohojkoron & Family Pension	Do
11.15-11.30	Tea Break	
11.30-12.30	Accounts and Bank Reconciliation	Md. Shahiduzzaman DS, MOH & FW
12.30-1.30	Leave Salary, full & half average pay and Joining Time	Do
1.30-2.50	Prayer & Lunch	
2.50-3.50	Delegation of financial powers Development & Non- development	Dr. Md. Akhlas Uddin Deputy Director, NATA
3.50- 4.50	NIS (National Integrity Strategy)	Dr. Md. Jamal Uddin DD, NATA

***Evening Tea 5 pm**

Fifth day (Thursday) Date: 05/11/2020

Time	Topic	Resource Speaker
9.00-9.15	Recap	CC/ACC
9.15-10.15	TA/DA Rules & Functions of DDOs	Dr. Md. Akhlas Uddin, DD, NATA, Gazipur
10.15-11.15	Different Loans & Advances	Dr. Md. Abdul Mazed DD(LR), NATA, Gazipur
11.15-11.30	Tea Break	
11.30-12.30	Integrated Budgeting & Accounting System in Bangladesh (IBAS++)	Dr. Md. AkhlasUddin Deputy Director, NATA
12.30-1.30	SDGs (Sustainable Development Goals)	Dr. Md. Akhteruzzaman, Director (Admin) NATA, Gazipur
1.30-2.30	Prayer & Lunch	
2.30-3.30	Post Evaluation & Course Evaluation	CC/ACC/Participants
3.30-4.30	Awarding of Certificate and Closing	DG/Directors/Faculties/Course Coordinators

***Evening Tea 5 pm**

List of Speakers

SL NO.	Name of the speakers	Designation	Mobile NO.
01	Md. Shah Alam	Ex. Director (Adm. & Finance) DAE, Khamarbari, Dhaka	01718162584
02	Dr. Md. Akhteruzzaman	Director (Admin), NATA, Gazipur	01711884191
03	Md. Amirul Islam	Member Director(Finance)JS, BADC	01917752007
04	Mr. Mrityunjoy Saha	JS, MOF	01715038533
05	Md.Shahiduzzaman	DS, MOH & FW	01718226280
06	Dr. Md. AkhlasUddin	DD (Planning & publication), NATA, Gazipur	01716257354
07	Dr. Md. Abdul Mazed	DD (LR), NATA, Gazipur	01814849190
08	Dr.Md.JamalUddin	DD, NATA, Gazipur	01712272859
09	Md. Ahsanul Haque Chowdhury	ADD, Khamarbari, Dhaka	01688330330
10	Md. Mahfuz Alam	AC, Custom Excise & VAT Commissonerate Dhaka, North	01721527572
11	Md.Abdullah Yousuf	AC Tax, Gazipur	01743607164
12	Dr. Shahiduzzaman Shubo	Medical Officer.NATA	0167169020

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