

# Rules & Regulations for Organizational Management

07- 11 November 2021

## Course Guideline



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

# 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 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

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 <sup>st</sup> Session	9.15-10.30
Health break	10:30-11:00
2 <sup>nd</sup> Session	11:00-12.00
3 <sup>rd</sup> Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 <sup>th</sup> Session	2.15-3.30
Health break	3.30-4.00
5 <sup>th</sup> Session	4.00-5.00

## 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- 2
- Auditorium-1
- Dormitory- 5
- 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 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. This type of training course is a crucial need for the officers of different organization under MoA. SDG, NIS, APA, RTI etc. are contemporary issues of the present Government for sustainable development. But there is no sufficient plan and practice on Govt. contemporary issues in the working place for inadequate training. At present sub judicial cases of different departments and organizations under MoA are lingering due to lack of proper knowledge on legislation. The different departmental cases are unsolved also. This training course will helpful to solve the departmental case and other related problems. Participants will able to know about SDG, NIS, APA, RTI etc and prepare the papers on legislation regarding different types of case.

### **Course objectives**

1. To improve skills on filling and solving of different cases.
2. To increase knowledge on SDG, NIS, APA, RTI etc
3. To solve the different related problem in the working place.

### **Target population**

Case related officer and focal point 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 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.

## Contents

Sl. No.	Subject/ Topics
<b>Module-1: Civil Case</b>	
1	Different type of civil cases/Suits in different courts and various stages of a case/Suit.
2	Procedure for institution of civil cases/Suits
3	Timing of appeal in different court and filing system of appeal
4	Discussion on procedure of filing cases/appeals before the Administrative Tribunal (AT) and Administrative Appellate Tribunal (AAT). Detail discussion on writ petitions
5	Civil petition for leave to appeal and procedure of filing civil appeal
6	Essential documents for review petition and its procedure
7	Drafting of written statements containing Para wise reply of the plaintiff and Memorandum of appeal and its valuation
8	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.
9	Preparation of written statements containing para wise reply of plaintiff and transmission thereof
10	Steps to be taken by the Government in cases filed in different civil courts
<b>Module-2: Different Types of Law</b>	
11	Plant Quarantine Act/ 2011 & Plant Quarantine Rules, 2018
12	Pesticide regulation
13	Fertilizer management/control Act
16	National seed policy and seed act
17	Cases, Trial and penalties for violation of the fertilizer, Seeds and pesticide acts
18	Role of the public servants in preserving/protection of Government land/ properties
19	Land law (Land Reforms Ordinance, 1984; Transfer of property Act, 1882; Muslim law; Hindu Law etc.
20	Different Types of Deeds, Buyer, Seller, Heba, etc & Foregery
21	Mutation, Record Correction, LD Tax
22	Land ownership, Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps, Land Registration Act 2004
23	Grievens Redress System
24	Maintenance of Government Property & Assets & Administrative Tribunal
<b>Module-3: Contemporary issues</b>	
25	Introduction to SDGs : Global & Bangladesh Perspectives
26	Rules of making Annual Performance Agreement (APA)
27	Right to Information Act (RTI) and its implementation
28	Planning of national integrity strategy (NIS)

## List of Resource Personnel of Rules & Regulations for Organizational Management Training Course

Sl. No.	Name	Designation and Address	Mobile	e-mail
1	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
2	Dr. Md. Iqbal Hossain	Addl. District Judge, Mymensingh	01711185874	mihossain_law@yahoo.com
3	Md. Moshiur Rahman	Deputy Secretary, Law Branch, MoA, Dhaka	01712544774	mosiur2077@yahoo.com
4	Md. Jamal Uddin	Additional Director ( PRL), DAE, Khamarbari, Dhaka,	01718-214607	
5	Md. Hasan Kabir,	Deputy Director ( PRL) SCA, Gazipur	01775223383	ddfinance@sca.gov.bd
6	Dr. Md. Jamal Uddin,	DD ( P.Pathology), NATA, Gazipur	01712272859	jamaldae@yahoo.com
7	A N M Shajadur Rahman	Addl. SP, Special Branch, Dhaka		
8	Md. Anwarul Islam Juwel	Senior Assistant Director, NATA, Gazipur	01710-586075	juwelbau@gmail.com
9	Mahmuda Haque	Senior Assistant Director, NATA, Gazipur	01718-425311	<u>mahmudahuq15@gmail.com</u>

## Rules & Regulations for Organizational Management



### Class Schedule

Date: 07/11/2021

Day-01: Sunday

Time	Topic	Speaker
8.30-9.00	Registration	Sadiqunnahar (Lucky), Demonstrator (Lab.)
9.00-9.30	Pre-Evaluation Test	CC/ACC
9.30-10.00	Inaugural Ceremony	DG/Faculties / CC /ACC
10.00-11.00	Different Types of Deeds, Buyer, Seller, Heba, etc & Foregery	Md. Jamal Uddin, Additional Director ( PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718-214607
11.00-11.20	<b>Tea Break</b>	
11.20 -12.20	Mutation, Record Correction, LD Tax	Md. Jamal Uddin, Additional Director ( PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718-214607
12.20-1.20	Mutation, Record Correction, LD Tax	
1.20-2.30	<b>Prayer &amp; Lunch</b>	
2.30-3.30	Land ownership , Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps , Land Registration Act 2004	Md. Jamal Uddin, Additional Director ( PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718-214607
3.30-4.30	National Seed Policy and Seed Act & Cases, Trial and Penalties for Violation of the Seed Act	Md. Hasan Kabir, DD ( PRL), SCA, Gazipur, Mob. No. 01775-223383
4.30-5.00	<b>Evening Tea</b>	

☞ This Schedule is Subject to Change

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.15-9.30	Review of the previous day	Shamima Akhter Sr. AD, NATA
9.30-10.30	Time Limit for Filing Appeal in Different Courts and Procedure on Appeal	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
10.30-11.30	Discussion on Procedure of Filing Cases/ Appeals before the AT and AAT. Detail Discussion on Writ Petitions	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
11.30-11.50	<b>Tea Break</b>	
11.50 -12.50	Essential Documents for Review Petition and its Procedure	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
12.50 - 1.50	Structure of Administrative Tribunal & its Activities	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
1.50 – 2.45	<b>Prayer &amp; Lunch</b>	
2.45-3.45	Role of Police in Ensuring Public Safety	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
3.45-4.45	Terrorism & Counter Terrorism Prospective- Bangladesh.	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
4.45- 5.00	<b>Evening Tea</b>	

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**Date: 09/11/2021**

**Day-03: Tuesday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.15-9.30	Review of the previous day	Ummey Habiba, Sr. AD, NATA
9.30-10.30	Analysis to Implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for Transfer Project Personnel to Revenue Head.	Md. Mahbulul Islam Additional Secretary, MoA Mob. No.01911-010083
10.30-11.30	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for Transfer Project Personnel to Revenue Head.	Md. Mahbulul Islam Additional Secretary, MoA Mob. No.01911-010083
11.30-11.50	<b>Tea Break</b>	
11.50 -12.50	Drafting of Written Statements Containing Para Wise Reply of the Plaintiff and Memorandum of Appeal and its Valuation	Md. Mahbulul Islam Additional Secretary, MoA Mob. No.01911-010083
12.50 - 1.50	Civil Petition for Leave to Appeal and Procedure of Filing Civil Appeal	Md. Mahbulul Islam Additional Secretary, MoA Mob. No.01911-010083
1.50 – 2.45	<b>Prayer &amp; Lunch</b>	
2.45-3.45	Fertilizer Management/ Control Act & Cases, Trial and Penalties for Violation of the Fertilizer Act	Md. Mahbulul Islam Additional Secretary, MoA Mob. No.01911-010083
3.45-4.45	Citizen Charter	Dr. Md. Jamal Uddin, DD ( Plant Pathology), NATA, Gazipur
4.45- 5.00	<b>Evening Tea</b>	

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**Date: 10/11/2021**

**Day-04: Wednesday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.15-9.30	Review of the previous day	Shamima Akhter, Sr. AD, NATA
9.30-10.30	Land law (Salient feature of state Acquisition and Tenancy Act, 1950; Non Agricultural Tenancy Act,1049; Land Reforms Ordinance1984;Transfer of property Act, 1882; Muslim law; Hindu Law etc.	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
10.30-11.30	Different Type of Civil Cases / Suits in different courts and various stages of a Case/ Suit	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
11.30-11.50	<b>Tea Break</b>	
11.50 -12.50	Procedure for Institution of Civil Cases	Dr. Md. Iqbal Hossain Metropolitan Session Judge Dhaka Mob.01711-185874
12.50 - 1.50	Steps to be Taken by the Government in Cases Filed in Different Civil Courts	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
1.50 – 2.45	<b>Prayer &amp; Lunch</b>	
2.45-3.45	Role of the Public Servants in Preserving/Protection of Government land/ Properties	Dr. Md. Iqbal Hossain Metropolitan Session Judge, Dhaka Mob.01711-185874
3.45-4.45	Social Safety nets Programme	Dr. Md. Jamal Uddin, DD ( Plant Pathology), NATA, Gazipur
4.45- 5.00	<b>Evening Tea</b>	

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**Date: 11/11/2021**

**Day-05: Thursday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.15-9.30	Review of the previous day	Md. Shahinul Islam, Sr. AD, NATA
9.30 - 10.30	Pesticide Regulation & Cases, Trial and Penalties for Violation of the Pesticides Act	Md. Anwarul Islam Juwel, Senior Assistant Director, NATA, Gazipur
10.35-11.35	Right to Information Act (RTI)	Mahmuda Haque, Senior Assistant Director, NATA, Gazipur
11.35-12.00	<b>Tea Break</b>	
12.00 - 1.30	Community Policing in Bangladesh	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
1.30 – 3.00	<b>Prayer &amp; Lunch</b>	
3.00-3.30	Post Evaluation	CC/ACC
3.30- 4.30	Closing Ceremony & Certificate Distribution	DG, CC, ACC, Faculties of NATA, Gazipur

☞ This Schedule is Subject to Change

## FACULTY MEMBERS of NATA

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