

Training Course on Modern Office Management

11-20 September 2018

Course Guideline



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

Training on Modern Office Management


11-20 September 2018


Course Management

- Course Advisor : Dr. Md. Abu Sayeed Miah
Director General (In charge)
NATA, Gazipur
- Course Director : Dr. Md. Abu Sayeed Miah
Director Training (In-charge)
NATA, Gazipur
- Course Coordinator : Md. Jamal Uddin
Deputy Director (Entomology)
NATA, Gazipur
- Asst. Course Coordinator : 1. Jharna Begum
Senior Assistant Director (Field Crop Pest)
NATA, Gazipur
2. Mist. Sharmin Akhter
Senior Assistant Director (Horticulture Crop Pest)
NATA, Gazipur

Expectations

Participants shall.....

<p>...be increased their knowledge and strengthened their capacity on office management.</p> <p>Dr. Md. Abu Sayeed Miah Director General (In-charge) and Director Training (In-charge) NATA, Gazipur and Course Advisor & Course Director</p>	
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<p>.... be able to increase efficiency as office manager.</p> <p>Md. Jamal Uddin Deputy Director (Entomology) NATA, Gazipur and Course Coordinator</p>	
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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 st Session	9.15-10.30
Health break	10:30-11:00
2 nd Session	11:00-12.00
3 rd Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 th Session	2.15-3.30
Health break	3.30-4.00
5 th 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- 1
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1

9.2. Digital Computer cum Language Lab. and its 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

Introduction

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 increase knowledge on modern office management.
2. To improve skills on office management.
3. To be trained in various aspects of modern office management.
4. To solve the different related problem in the working place.

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: Office Management and service Rules

1. General Condition of Services
2. Recruitment, Training and Promotion Procedure

3. Managerial Leadership and Conflict Management
4. The Government Servants (Conduct) Rules, 1979
5. The Government Servants (Discipline and Appeal) Rules, 2018
6. The Public Servants (Dismissal on conviction) Ordinance, 1985
7. Prescribed Leave Rules, 1959
8. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982
9. The Public Servants (Special Provision) Ordinance, 1979
10. Joining time, Travelling Allowances Rules
11. Office Manner and Etiquette

Module-2: File and Record Management

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

Module-3: e-filing

1. Identification of e-file system, system login and profile management, ideas on citizen corn, postal upload (citizen / official), post forwarding, postal tracking, postal mail, postal resolution;

2. Create documents on documents (create document type, create documents, edit document and edit previously created documents) Submit in postal document, write paragraph, send to the next recipient, view the documents sent;

3. Decide in the document, postalize, documented call;

4. Preparation of draft letter on e-file (document) system, issue of letter, letter editing and lettering, preparation of fertilizer, disposal of documents;

5. In the notes sheet, attachments of different types (prior letter, law and order rules etc), draft draft

Module-4: Administrative Communication

1. Office Correspondence: Forms of written communication (Official letters, DO and Office memorandum)
2. Preparing Notice, Conduct Meeting, Preparation of working paper and writing minutes
3. Procedure for Disciplinary action
4. Writing note, Draft and summary
5. Role and Responsibility of DDOs
6. Delegation of Administrative and Financial Authority
7. Human Resource Management
8. Introduction to Secretariat Instruction, 2014

Module-5: Performance Appraisal

1. Performance Evaluation and Annual Confidential Report (ACR) writing
2. Store Management

3. Office Inspection
4. Public Servant and Anticorruption Commission Act

Module-6: Leadership and change management

1. Motivation, Supervision and Coordination
2. Team Building and Decision Making Process

Module-7: Public Administration

1. Salient Feature of the Constitution of Bangladesh
2. Rules of Business 1996 and Allocation of Business
3. Right to Information Act, 2009
4. Citizen Charter

Module-8: Cross Cutting Issues

1. Sustainable Development Goal(SDG)
2. Innovation in Service Delivery
3. National Integrity Strategy

List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1	Md. Alauddin,	Additional Secretary (PRL), Ministry of Public Administration	01552333487	alauddin_js@yahoo.com
2	Dr. Md. Abdul Momen Mia	Professor, Department of Extension, BAU, Mymensingh	01712734143	mammiah_bau@yahoo.com
3	Munshi Mohammad Hedayet Ullah	Ex.DG, NATA, Gazipur	01711193834	dgnata14@gmail.com
4	Abul Kashem Md. Borhan Uddin	Joint Secretary, Ministry of Jute and Textile	01716712349	abulkashem.borhan@yahoo.com
5	Dr. Md. Abu Sayed Miah	DD (Plant Pathology), NATA, Gazipur	01712024623	sayeedplp@gmail.com
6	Md. Jakir Hossain	Deputy Director (Genetics & Plant Breeding)	01715797920	hzakir104@gmail.com
7	Md. Jamal Uddin	DD (Entomology), NATA, Gazipur	01718214607	jamaldae62@gmail.com
9	Dr. Md. Delower Hossain mazumder	DD (Extension), NATA, Gazipur	01815597304	dhossain1960@yahoo.com
10	Dr. Md. Akhlas Uddin	Deputy Director (Planning and Publication)	01716257354	akhlas.uddin@yahoo.com
11	Md. Shamsuzzaman	Director, Bangladesh bridge authority, Setu bhaban, Banana, Dhaka	01819142986	zamanshms@yahoo.com

Sl. No.	Name	Address	Cell	e-mail
12	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail.com
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14	Jharna Begum	Senior Assistant Director, NATA, Gazipur	01716227489	jharna.kahaloo@gmail.com
15	A.K.M Amdadul Haque	Senior Assistant Director, NATA, Gazipur	01720364979	amdadhoque74@gmail.com
16	Irin Parvin	Senior Assistant Director, NATA, Gazipur	01727249448	irin.dae28@gmail.com
17	Md. Hasan Murtuza Masum	DD (Finance), BPATC, Saver, Dhaka	01686900243	hmurtaza@gmail.com
18	Mohammad Shahadat Hossain Siddique	Senior Assistant Director, NATA, Gazipur	01753896598	muhammadsiddiquee@gmail.com
19	Shamin Jui	Sr. AD, NATA, Gazipur	01670709313	shrmn_jui@yahoo.com

Course Schedule

1st Day: 11-09-18 (Tuesday)

Time	Subject	Recourse Person
8.30-9.00	Registration	Sadikunnahar Lucky, Lab demonstrator
9.00-9.30	Pre evaluation	Assistant Course Coordinator
9.30-10.00	Inaugural Ceremony	DG, NATA and Faculty members
10.00-11.00	General Condition of services	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka
11.00-11.15	Tea Break	
11.15-12.15	Recruitment, Training and Promotion procedure	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka
12.15-1.15	Office Inspection	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka
1.15-2.15	Lunch and Prayer	
2.15-3.15	Role and Responsibility of DDOs	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
3.25-4.25	Performance Evaluation and Annual Confidential Report (ACR) writing	Dr. Md. Abu Sayed Miah, DG in Charge, NATA, Gazipur

4.25-5.00	Group Work/Practice	ACC and CC
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2nd Day: 12-09-18 (Wednesday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	The Government Servants (Discipline and Appeal) Rules, 2018	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
10.30-11.00	Tea Break	
11.00-12.00	The Public Servants (Dismissal on conviction) Ordinance, 1985	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
12.10-1.10	Rules of Business and Allocation of Business	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
1.10-2.10	Lunch and Prayer	
2.10-3.10	The Public Servants (Special Provision) Ordinance, 1979	A.K.M Emdadul Haque, Sr. AD, NATA, Gazipur
3.20-4.20	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	Sharmin Jui, Sr. AD, NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

3rd Day: 13-09-18 (Thursday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	Abul Kashem Md. Borhan Uddin, Joint Secretary, Ministry of Jute and Textile
10.30-11.00	Tea Break	
11.00-12.00	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Abul Kashem Md. Borhan Uddin, Joint Secretary, Ministry of Jute and Textile
12.10-1.10	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Abul Kashem Md. Borhan Uddin, Joint Secretary, Ministry of Jute and Textile
1.10-2.10	Lunch and Prayer	
2.10-3.10	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Abul Kashem Md. Borhan Uddin, Joint Secretary, Ministry of Jute and Textile
3.20-4.20	Writing note Draft and summary	Abul Kashem Md. Borhan Uddin, Joint Secretary, Ministry of Jute and Textile
4.20-5.00	Group Work/Practice	ACC and CC

5th Day: 15-09-18 (Saturday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	The Government Servants (Conduct) Rules, 1979	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setu bhaban, Banani, Dhaka
10.30-11.00	Tea Break	
11.00-12.00	Joining time, Travelling Allowances Rules	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setu bhaban, Banani, Dhaka
12.10-1.10	Procedure for Disciplinary action	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setu bhaban, Banani, Dhaka
1.10-2.10	Lunch and Prayer	
2.10-3.10	Introduction to Secretariat Instruction, 2014	Irin parvin Sr. AD, NATA, Gazipur
3.20-4.20	Prescribed Leave Rules, 1959	Md. Jamal Uddin DD (Entomology), NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

6th Day: 16-09-18 (Sunday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Identification of e-file system, system login and profile management, ideas on citizen corn, postal upload (citizen / official), post forwarding, postal tracking, postal mail, postal resolution	Jharna Begum, Sr.AD, NATA, Gazipur
10.30-11.00	Tea Break	
11.00-12.00	Create documents on documents (create document type, create documents, edit document and edit previously created documents) Submit in postal document, write paragraph, send to the next recipient, view the documents sent	Jharna Begum, Sr.AD, NATA, Gazipur
12.10-1.10	Decide in the document, postalize, documented call	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
1.10-2.10	Lunch and Prayer	
2.10-3.10	Preparation of draft letter on e-file (document) system, issue of letter, letter editing and lettering, preparation of fertilizer, disposal of documents	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
3.20-4.20	In the notes sheet, attachments of different types (prior letter, law and order rules etc)	Dr. Md. Sayedur Rahman, DD (Admin and Support Service),

		NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

7th Day: 17-09-18 (Monday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Office Manner and Etiquette	Munshi Mohammad Hedayet Ullah, Ex DG, NATA
10.30-11.00	Tea Break	
11.00-12.00	Right to Information Act,2009	Munshi Mohammad Hedayet Ullah, Ex DG, NATA
12.10-1.10	Sustainable Development Goal (SDG)	Munshi Mohammad Hedayet Ullah, Ex DG, NATA
1.10-2.10	Lunch and Prayer	
2.10-3.10	Innovation in service Delivery	Md. Shahadat Hossain Siddique, Sr. AD, NATA, Gazipur
3.20-4.20	Store Management	Dr. Md. Abu Sayed Miah, DG in Charge, NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

8th Day: 18-09-18 (Tuesday)

Office Visit: DD, DAE office, Gazipur, Upazilla Agriculture Office, Gazipur Sadar, Gazipur; Department of Forestry, Gazipur Sadar, Gazipur and National Park, Gazipur.

9th Day: 19-09-18 (Wednesday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Human Resource Management	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
10.30-11.00	Tea Break	
11.00-12.00	Motivation, Supervision and Coordination	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
12.10-1.10	Team Building and Decision Making Process	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
1.10-2.10	Lunch and Prayer	
2.10-3.00	Group Exercise/Practice	ACC and CC
3.00-4.00	Salient Feature of the Constitution of Bangladesh	Dr. Md. Iqbal Hossain Additional District Judge Gazipur

4.00-5.00	Public Servant and Anticorruption Commission Act	Dr. Md. Iqbal Hossain Additional District Judge, Gazipur
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10th Day: 20-09-18 (Thursday)

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Delegation of Administrative and Financial Authority	Dr. Md. Akhlas Uddin, DD NATA, Gazipur
10.30-11.00	Tea Break	
11.00-12.00	National Integrity Strategy	Dr. Md. Delower Hossain Mazumder , DD, NATA, Gazipur
12.10-1.10	Managerial Leadership and Conflict Management	Md. Jakir Hossain, DD (Genetics and Plant Breeding), NATA, Gazipur
1.10-2.10	Lunch and Prayer	
2.10-3.10	Citizen Charter	Mst. Irin Perven, Sr. AD, NATA, Gazipur
3.20-3.50	Post evaluation	Assistant Course Coordinator
4.00-5.00	Closing Ceremony	DG, NATA and Course Management

Faculty Members of NATA

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	01712-024623 dgnata14@gmail.com 02-49263298
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	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	Dr. Md. Shariful Islam Deputy Director (Agronomy)	01743-051115 mshariful60@yahoo.com

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	Jharna Begum Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
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	Md. Eskandar Hossain Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
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