

# Training on Modern Office Management

25 August - 03 September 2019

## Course Management Team

Page	Subject	Sl. No.
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<b>Course Coordinator</b>	<b>: Md. Jamal Uddin</b> Deputy Director (Entomology) NATA, Gazipur.	2
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<b>Asst. Course Coordinator:</b>	<b>1. Mst. Sharmin Akhter</b> Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur.	3
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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 JoydevpurChandanaChowrasta 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 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- 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 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.Procedure for Disciplinary action (Practical) and Grievens Handling
- 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.Manner, Etiquettes and Protocol
- 12.Performance Evaluation and Annual Confidential Report (ACR) writing
- 13.Office Inspection
- 14.Anticorruption Commission Act-2016
- 15.Flag Rules and National Anthem Rules.

## 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 (BANGLA)

১. ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারণা,ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরওয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা;
২. 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;
৩. নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা;
৪. ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা;
৫. নোটিশীটে 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.Role and Responsibility of DDOs
- 5.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.Team Building .
- 5.Decision Making Process.
- 6.Time management.
- 7.Mindset, attitude and aptitude.

## Module-6: Cross Cutting Issues

- 1.National Integrity Strategy (NIS)
- 2.Right to Information Act,2009
3. Annual Performance Agreement



## List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1	Dr. Md. Abdul Momen Mia	Professor, Department of Extension, BAU, Mymensingh	01712734143	mammiah_bau@yahoo.com
2	Kbd. Mir NurulAlam	Director General, DAE	01755507728	dgdae@gmail.com
3	Dr. Md. Abu Sayed Miah	DD (Plant Pathology), NATA, Gazipur	01712024623	sayeedplp@gmail.com
4	Md. AbdurRouf	Additional Secretary & PD, Joyita Foundation, Rapa Plaza, Dhanmondi, Dhaka	01552425760	rouf.fmrp@gmail.com
5	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No.	Join Secretary, Ministry of Public Administration.	01912899102	Monir65@gmail.com
6	Dr. Md. Iqbal Hossain	Additional District Judge, Gazipur	01711185874	mihossain_law@yahoo.com
7	Md. Hasan MurtuzaMasum	DD (Finance), BPATC, Saver, Dhaka	01686900243	hmurtaza@gmail.com
9	Md. Nurul Islam,	Chief Instructor, NAPD, Nilkhet, Dhaka	01552363381	islamnurul2002@yahoo.com
10	Dr. Md. Delower Hossain mazumder	DD (Extension), NATA, Gazipur	01815597304	dhossain1960@yahoo.com
11	Md. Jamal Uddin	DD (Entomology), NATA, Gazipur	01718214607	jamaldae62@gmail.com
12	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail.com
13	Dr. Md. Aklas Uddin	Deputy Director (Planning and Publication)	01716257354	akhlas.uddin@yahoo.com
14	Dr. Md. Abdul Mazed	DD (LR) and Attached, NATA, Gazipur	01814849190	mazed13th.dae@gmail.com



**Training Course on Modern Office Management**  
(Duration 10 Days)  
**Course Schedule**

**1<sup>st</sup> Day (25-08-19) Sunday**

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, Mob. 01686900243
11.00-11.20	Tea Break	
11.20-12.20	The Government Servants (Discipline and Appeal) Rules, 2018	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka, Mob. 01686900243
12.25-1.25	Procedure for Disciplinary action and Grievens Handling(Practical)	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka, Mob. 01686900243
1.25-2.30	Lunch and Prayer	
2.30-3.30	The Public Servants (Dismissal on conviction) Ordinance, 1985	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka, Mob. 01686900243
3.35-4.35	Flag Rules and National Anthem Rules	Md. Hasan Murtaza Masum DD (Finance), BPATC, Saver, Dhaka, Mob. 01686900243
4.35-5.00	Evening Tea	

This Schedule is Subject to Change

**2<sup>nd</sup> Day (26-08-19) Monday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Mindset, Attitude, and Aptitude	Kbd. Mir Nurul Alam, DG, DAE. Mob. No. 01755507728
10.20-11.20	Managerial Leadership and Conflict Management	Kbd. Mir Nurul Alam DG, DAE. Mob. No. 01755507728
11.20-11.45	Tea Break	
11.45-12.45	Time management	Kbd. Mir Nurul Alam, DG, DAE. Mob. No. 01755507728
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	Prescribed Leave Rules, 1959	Md. Jamal Uddin DD (Entomology), NATA, Gazipur, Mob. No. 01718214607
3.20-4.20	Performance Evaluation and Annual Confidential Report (ACR) writing	Dr. Md. Abu Sayed Miah, DG in Charge, NATA, Gazipur, Mob. 01712024623
4.20-5.00	Evening Tea	

This Schedule is Subject to Change



**3<sup>rd</sup> Day (27-08-19) (Tuesday)**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Office management procedure: docketing, filing, Referencing, Flagging and Digital File Numbering	Md. Nurul Islam, NAPD, Chief Instructor, NAPD, Mob. No. 01552363381
10.20-11.20	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Md. Nurul Islam, NAPD, Chief Instructor, NAPD, Mob. No. 01552363381
11.20-11.45	Tea Break	
11.45-12.45	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Md. Nurul Islam, NAPD, Chief Instructor, NAPD, Mob. No. 01552363381
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	The Government Servants (Conduct) Rules, 1979	Md. Eskandar Hossain, Sr. AD, NATA, Gazipur, Mob. No. 01938615225
3.20-4.20	Office Inspection	Nilufa Akter, Sr. AD, NATA, Mob. 01719174775
4.20-5.00	Evening Tea	

This Schedule is Subject to Change

**4<sup>th</sup> Day: (28-08-19) Wednesday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Md. Nurul Islam, NAPD, Chief Instructor, NAPD, Mob. No. 01552363381
10.20-11.20	Writing note Draft and summary	Md. Nurul Islam, NAPD, Chief Instructor, NAPD, Mob. No. 01552363381
11.20-11.45	Tea Break	
11.45-12.45	Joining time, Travelling Allowances & Daily Allowances Rules	Md. Abdur Rouf, Additional Secretary & PD, Joyita Foundation, Mob. No. 01552425760
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	Government Transport (Use & Control) Act, 2015 & Rules, 1986	Md. Abdur Rouf, Additional Secretary & PD, Joyita Foundation, Mob. No. 01552425760
3.20-4.20	Delegation of Administrative and Financial Authority	Md. Abdur Rouf, Additional Secretary & PD, Joyita Foundation, Mob. No. 01552425760
4.20-5.00	Evening Tea	

This Schedule is Subject to Change



**5<sup>th</sup> Day (29-08-19) Thursday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Role and Responsibility of DDOs	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No. 01912899102
10.20-11.20	Recruitment, Training and Promotion procedure	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No. 01912899102
11.20-11.45	Tea Break	
11.45-12.45	Store Management	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No. 01912899102
12.45 - 2.15	Lunch Break	
2.15-3.15	Salient Feature of the Constitution of Bangladesh	Dr. Md. Iqbal Hossain Additional District Judge, Mymensingh, Mob. No.01711185874
3.20-4.20	Anticorruption Commission Act-2016	Dr. Md. Iqbal Hossain Additional District Judge Mymensingh, Mob. No.01711185874
4.20-5.00	Evening Tea	

This Schedule is Subject to Change

**6<sup>th</sup> Day (30-08-19) Friday (weekly Holiday)****7<sup>th</sup> Day (31-08-19) Saturday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারণা, ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরওয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
10.20-11.20	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 (Admin and Support Service), NATA, Gazipur
11.20-11.45	Tea Break	
11.45-12.45	নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভার্শন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
3.20 - 4.20	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
4.20-5.00	Evening Tea	

This Schedule is Subject to Change



**8<sup>th</sup> Day (01-09-19) Sunday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Human Resource Management	Dr. Md. Shaikh Shamim., Associate Professor, Head of Dept. Extension, BSMRAU, gazipur Mob. 01920156373
10.20-11.20	Motivation, Supervision and Coordination	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh. Mob. 01712734143
11.20-11.45	Tea Break	
11.45-12.45	Team Building	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh. Mob. 01712734143
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	Decision Making Process	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh. Mob. 01712734143
3.20-4.20	The Public Servants (Special Provision) Ordinance, 1979	Saiful Islam, Sr. AD, NATA, Gazipur Mob. No. 01710511175
4.20-5.00	Evening Tea	

This Schedule is Subject to Change

**9<sup>th</sup> Day (02-09-19) Monday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Innovation in Service Delivery	Md. Shahadat Hossain Siddiqui, UAO(LR), Phd fellow, BSMRAU, Gazipur
10.20-11.20	Introduction to Secretariat Instruction, 2014	Dr. Md. Abdul Mazed , DD (LR) and Attached , NATA, Gazipur, Mob. 01814849190
11.20-11.45	Tea Break	
11.45-12.45	Office Manner , Etiquette and Protocol	Md. Eskandar Hossain, Sr. AD, NATA, Gazipur, Mob. No. 01938615225
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	Official Telephone, Cellular, Fax and Internet Policy, 2018	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
3.20-4.20	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	Mst. Sharmin Akhter, Sr, AD, NATA, Mob. No. 01711736571
4.20-5.00	Evening Tea	

This Schedule is Subject to Change



**10<sup>th</sup> Day (03-09-19) Tuesday**

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Right to Information Act,2009	Khabirunnahar, Sr. AD, NATA Mob. No. 01733995286
10.20-11.20	National Integrity Strategy	Dr. Md. Delower Hossain Mazumder , DD, NATA, Gazipur, Mob. No. 01815597304
11.20-11.40	Tea Break	
11.40-12.40	Annual Performance Aggrement	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
12.45-1.30	Group Work	Course Coordinator /Assistant Course Coordinator
1.30-2.30	Lunch and Prayer	
2.30-3.30	Group Work Presentation	Course Coordinator /Assistant Course Coordinator
3.30-4.00	Post evaluation	Assistant Course Coordinator
4.00-4.30	Closing Ceremony	DG, NATA and Course Management
4.30-5.00	Evening Tea	

This Schedule is Subject to Change

**Md. Jamal Uddin**  
Deputy Director Entomology)  
NATA, Gazipur  
&  
Course Coordinator












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