

# Public Financial Management

16-20 September, 2018

## Course Guideline



**National Agriculture Training Academy (NATA)**

**Ministry of Agriculture**

**Gazipur-1701**

**[www.nata.gov.bd](http://www.nata.gov.bd)**

# Public Financial Management

**16-20 September, 2018**

## **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 *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 MujiburRahman 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:

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 organization 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 <sup>st</sup> Session	9.15-10.15
2 <sup>nd</sup> Session	10:15-11:15
Health break	11:15-11:30
3 <sup>rd</sup> Session	11:30-12:30
Health break	12:30-2.15
4 <sup>th</sup> Session	2:15-3:15:
5 <sup>th</sup> Session	3.15-4.15
6 <sup>th</sup> Session	4.15-5.15

## 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 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

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	5	Budget management acts, PPNB , and Tax Management
4	5	Fiscal Policy, Monetary Policy, MTBF, Delegation of Financial Power, Fund release Procedures
5	4	Pension and Gratuity ,GPF, CPF BF and GI. Different allowances for Govt. servant ,
6	2	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 14 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.

## 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 and latest circular of their rates
6	PPA-2006 and PPR-2008
7	Preparation of non-development & development budget under MTBF (Lecture & group work)
8	Delegation of financial powers development and non development
9	Fund release procedure of non-development & development expenditure
10	Fiscal policy and macro-economic framework of Bangladesh
11	Monetary Policy of Bangladesh and its relationship with fiscal policy
12	Pension & gratuity
13	GPF, CPF, benevolent fund , group insurance rules and different advance facilities
14	Salient features of Public Finance and Budget Management Act,2009
15	Preparation of PPNB
16	Right to Information Act, 2009
17	Income tax & VAT management in Bangladesh
18	Self- assessment of income tax (Group Work)
19	Different allowances
20	Public Servant and Anti-corruption Commission Act
21	SDG and NSI in relation with Development of Bangladesh



## Training Schedule

**First Day (Sunday) Date: 16/09/2018**

Time	Topic	Resource Speaker
9.00-9.15	Registration	ACC & Sadiqunnahar Demonstrator(Lab)
9.15-9.45	Inauguration	DG/Directors/Faculties/ Course Coordinators
9.45-10.05	Pre-evaluation	ACC&Sdiqunnahar Demonstrator(Lab)
10.05-11.05	Preparation of non-development & development budget under MTBF	Md. Abdur Rouf Addl. Secretary ,DPE
11.05-11.20	Tea Break	
11.20-12.20	Delegation of financial powers development and non-development	Do
12.20- 1.20	Fund release procedure of non-development & development expenditure	Do
1.20-1.45	Prayer	
1.45-2.15	Lunch	
2.15-3.15	Fiscal policy and macro-economic framework of Bangladesh	Md.GolamMostofa JS, MoF
3.15-4.15	Monetary Policy of Bangladesh and its relationship with fiscal policy	Do

**Second day (Monday) Date: 17/09/2018**

9.00-9.15	Review of previous day	ACC
9.15-10.15	PPA-2006 and PPR-2008 with Latest Circular	Banik GourSundar MDS, BPATC, Savar
10.15-11.15	PPA-2006 and PPR-2008 with Latest Circular	Do
11.15-11.30	Tea Break	
11.30-12.30	PPA-2006 and PPR-2008 with Latest Circular	Banik GourSundar MDS, BPATC, Savar
12.30-1.45	Prayer	
1.45-2.15	Lunch	
2.15-4.15	PPA-2006 and PPR-2008 with Latest Circular	Banik GourSundar MDS, BPATC, Savar

**Third day (Tuesday) Date: 18/09/2018**

Time	Topic	Resource Speaker
9.00-9.15	Review of previous day sessions	ACC
9.15-10.15	Salient features of Public Finance and Budget Management Act,2009	Md. Amirul Islam DS, MoA
10.15-11.15	Preparation of PPNB	Do
11.15-11.30	Tea break	
11.30-12.30	Right to Information Act, 2009	Md. Amirul Islam DS, MoA
12.30-1.45	Prayer	Do
1.45-2.15	Lunch	

2.15-3.15	Tax & VAT management in Bangladesh	KM Azaharul Islam DC Tax Gazipur
3.15-4.15	Self- assessment of income tax (Group Work)	Do
4.15-5.15	Public Servant and Anti-corruption Commission Act	Dr. Md. Abu SayeedMiah DD(Plant Pathology)NATA

**Fourth day (Wednesday) Date: 19/09/2018**

Time	Topic	Resource Speaker
9.00-9.15	Review of previous day sessions	ACC
9.15-10.15	Salient features of general financial rules	Dr. MunirulHaque JS,Mo Fishery &Livestock
10.15-11.15	Salient features of treasury rules	Do
11.15--11.30	Tea Break	
11.30-12.30	Accounting and auditing system in Bangladesh	Do
12.30-1.45	prayer	
1.45-2.15	Lunch	Do
2.15—3.15	Audit Procedures ,Settlement and observation, objection & Reply	Do
3.15-4.15	TA and DA Rules with latest circular and roles of DDOs	
4.15-5.15	SDG and NSI in relation with Development of Bangladesh	Dr. Delwer Hossain Majumder DD NATA

**Fifth day (Thursday) Date: 20/09/2018**

Time	Topic	Resource Speaker
8.30-9.30	Pension and Gratuity	Paritosh Hajra DS, MoA
9.30-10.30	Pension sahojikoron and Preparation of pension papers	Do
10.30-10.45	Tea break	
10.45-11.45	GPF, CPF, BF, GI Rules and benefits of them for Govt. servants	Md. Abdul Mazed DD (LR), NATA
11.45-12.45	Different Kinds of Allowance	Dr. Md. AklasUddin DD (Planning), NATA
12.45-1.15	Post evaluation and course evaluation	ACC&Sadiqunnahar Demonstrator(Lab)
1.15-.2.15	Lunch & Prayer	
2.15-3.15	Awarding of Certificate and Closing	DG/Directors/Faculties/Course Coordinator

- The schedule may be subject to change

(Ranjit Kumar Pal)  
Deputy Director & Course Coordinator  
NATA, Gazipur. Cell : 01818600706

## NATA Faculties

Photo	Name & Designation	Phone/Cell/ E-mail
	<b>Dr. Md. Abu Sayeed Miah</b> <b>Director General ( Incharge)</b>	01712-024623 <a href="mailto:dgnata14@gmail.com">dgnata14@gmail.com</a> 02-49263298
	<b>Dr. Md. Abu Sayeed Miah</b> <b>Deputy Director(Plant Pathology)</b> <b>Director (Training ) incharge</b> <b>Addl. Director</b>	01712-024623 <a href="mailto:sayeedplp@gmail.com">sayeedplp@gmail.com</a>
	<b>Dr. Aaur Rahman Howlader</b> <b>Deputy Director (Soil Science)</b> <b>Director (Admin ) incharge</b> <b>Addl. Director</b>	02-9263143 01814-301360 <a href="mailto:ataurdae87@gmail.com">ataurdae87@gmail.com</a>
	<b>Md. Jakir Hossain</b> <b>Deputy Director</b> <b>(Genetics &amp; Plant Breeding)</b>	01715-797920 hzakir104@gmail.com
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	<b>Dr. Md. Akhlas Uddin</b> Deputy Director (Planning and Publication)	01716-257354 akhlas.uddin@yahoo.com
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	<b>Dr. Md. Sayedur Rahman</b> Deputy Director (Admin & Support Service)	02-49261075 01552-495564 sayedur.63@gmail.com
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	<b>Dr. Md. Golam Mostafa</b> Senior Assistant Director (Environment & Agroforestry)	01712-803348 kbdmostafa@gmail.com
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	<b>Md. Anwarul Islam Juwel</b> Senior Assistant Director (Agriculture Extension)	01710-586075
	<b>Mst. Mushfiqua Hasneen Chowdhury</b> Senior Assistant Director (Soil Physics)	01716-972977 mushfiqua21@yahoo.com
	<b>Abul Kalam Azad</b> Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com
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	<b>Jharna Begum</b> Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com

	<b>A.K.M. Amdadul Hoque</b> Senior Assistant Director (Horticulture Crop Disease)	01720-364979 amdadhoque74@gmail.com
	<b>Md. Eskandar Hossain</b> Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
	<b>Nilufa Akhtar</b> Senior Assistant Director (Food Processing Technology)	01719-174775 nilufaa@yahoo.com
	<b>Mist. Sharmin Akhter</b> Senior Assistant Director (Horticulture Crop Pest)	01711-736571 slaboni1980@gmail.com
	<b>Tahazul Islam</b> Senior Assistant Director (Cereal & Cash Crop)	01717-287940 tahazul@yahoo.com
	<b>Sharmin Jui</b> Senior Assistant Director (Biotechnology)	01670-709313 shrmn_jui@yahoo.com
	<b>Mst. Irin Parvin</b> Senior Assistant Director (Field Crop Disease)	01727-249448 irin.dae28@gmail.com
	<b>Muhammad Shahadat Hossain Siddiquee</b> Senior Assistant Director (Agriculture Economics)	01753-896598 muhammadsiddiquee@gmail.com
	<b>Hafsha Khatun</b> Senior Assistant Director (Genetics & Plant Breeding)	01721-670789 hafshahappy@yahoo.com
	<b>Most. Nurnahar</b> Senior Assistant Director (Flower & Fruit)	01712-672804 nrdae2011@gmail.com

## List of Speakers

SL NO.	Name of the speakers	Designation	Mobile NO.
01	Md. Abdur Rouf	Addl. Secretary ,DPE	01552425760
02	Md.GolamMostofa	JS, MoF	01712766272
03	Banik GourSundar	MDS, BPATC, Savar	01756595005
04	Md. Amirul Islam	DS, MoA	01917752007
05	KM Azaharul Islam	DC Tax Gazipur	01722311357
06	Dr. Md. Abu SayeedMiah	DD(Plant Pathology)NATA	01712024623
07	Dr. Munirul Haque	JS,Mo Fishery &Livestock	01711430201
08	Dr. Delwer Hossain Majumder	DD NATA	01855333570
09	Paritosh Hajra	DS, MoA	01711906111
10	Md. Abdul Mazed	DD (LR), NATA	01814849190
11	Dr. Md. AklasUddin	DD (Planning), NATA	01716257354