

Training Course on Modern Office Management

25 August - 03 September 2019

Course Completion Report



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

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Course information at a glance

Duration of the Course	: 10 days (25 August - 03 September 2019)
Duration of each Session	: 60 minutes
Target participants	: Grade-9 and above officers of seventeen organizations under MoA.
No. of total participants	: 30 (Male: 24, Female: 06)
No. of Resource Personnel	: 19
No. of Topics	: 39
No. of Session	: 39

Course Management

Course Advisor and Course Director	: Dr. Md. Abu Sayeed Miah Director General (In charge) NATA, Gazipur
Course Coordinator	: Md. Jamal Uddin Deputy Director (Entomology) NATA, Gazipur
Asst. Course Coordinator	: 1. Mist. SharminAkhter Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur 2. Md. Shahinul Islam Senior Assistant Director (Field Crop Pest) NATA, Gazipur

List of Resource Speaker with number of conducted session

Sl.	Name	Address	Cell	e-mail	no. of Topics
1	Dr. Md. Abdul Momen Mia	Professor, Department of Extension, BAU, Mymensingh	01712734143	mammiah_bau@yahoo.com	
2	Kbd. Mir Nurul Alam	Director General, DAE	01755507728	dgdae@gmail.com	
3	Dr. Md. Abu Sayed Miah	Director General (In charge)NATA, Gazipur	01712024623	sayeedplp@gmail.com	
4	Md. Abdur Rouf	Additional Secretary & PD, Joyita Foundation, Rapa Plaza, Dhanmondi, Dhaka	01552425760	rouf.fmrp@gmail.com	
5	Md. Mahbubul Islam	Join Secretary, MoA,	01912899102	Monir65@gmail.com	
6	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No.	Join Secretary, Ministry of Public Administration.	01711185874	mihossain_law@yahoo.com	
7	Dr. Md. Iqbal Hossain	Additional District Judge, Gazipur	01686900243	hmurtaza@gmail.com	
8	Md. Hasan Murtuza Masum	DD (Finance), BPATC, Saver, Dhaka	01552363381	islamnurul2002@yahoo.com	
9	Md. Nurul Islam,	Chief Instructor,NAPD, Nilkhet, Dhaka	01815597304	dhossain1960@yahoo.com	
10	Dr. Md. Delower Hossain mazumder	DD (Extension), NATA, Gazipur	01718214607	jamaldae62@gmail.com	
11	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service), NATA	01552495564	sayedur.63@gmail.com	
12	Dr. Md. Aklas Uddin	Deputy Director (Planning and Publication), NATA	01716257354	akhlas.uddin@yahoo.com	
13	Dr. Md. Abdul Mazed	DD (LR) and Attached , NATA, Gazipur	01814849190	mazed13th.dae@gmail.com	
14	Dr. Md. Shaikh Shamim	Associate Professor, Dept. of Extension, BSMRAU, Gazipur	01920156373		
15	Khabirunnahar	Senior Assistant Director,NATA	01733995286	naharkhabirun@yahoo	
16	Md. Eskandar Hossain	Senior Assistant Director, NATA,	01938615225	eskandarhossain@yahoo.com	
17	Nilufa Akter	Senior Assistant Director, NATA, Gazipur	01719174775	nilufaa@yahoo.com	
19	Mohammad Shahadat hossain Siddique	UAO (LR), Phd fellow, BSMRAU, Gazipur	01753896598	muhammadsiddique@gmail.com	

List of the Trainees

Sl.	Name	Designation & Posting	Mobile & e-mail
1	Debjit Roy	Senior Scientific Officer, BRRI, Gazipur	01763436603 debjit.roy@gmail.com
2	Md. Asad Uz Zaman	Senior Scientific Officer, BRRI, Gazipur	01711872327 asad.brri@gmail.com
3	Md. Shamsur Rahman	Assistant Director, Department of Agricultural Marketing, Division Office, Rangpur	01816565151
4	Md. Khairul Islam	Scientific Officer, SRDI, Regional Laboratory, Bogura	01710814790 khairubogra73@gmail.com
5	Dr. Md. Rezaul Islam	Regional Farm Broadcasting Officer, Agriculture Information Service, Regional Office, Rangpur	01716697196 rangpur@ais.gov.bd
6	Md. Shakh Forid	Scientific Officer, Jute Research Sub-station, Tarabo, Narayanganj	01737380383 shakhforid383@gmail.com
7	Abu Sadat Muhammad Sayem	Assistant Engineer, BMDA, Durgapur Zone, Rajshahi	01718843630 ae_durgapur_raj@bmda.gov.bd
8	Dr. M.M. Abed Ali	Senior Scientific Officer, Cotton Research Farm, Jagdishpur, Chougacha, Jashore	01715842500 abedali1972@gmail.com
9	Dr. Khandakar Mohiul Alam	Principal Scientific Officer and In-charge, BSRI, Jamalpur Sub-station	01721591890 mohiulalam74@yahoo.com
10	Dr. Md. Shariful Islam	Senior Scientific Officer, BSRI, RSRS, Thakurgaon	01715139221 sharifuli96@yahoo.com
11	Md. Shamsuzzoha	Scientific Officer, BIRTAN Head Office, Sech Bhaban, Dhaka	01729814236 kbdzoha@gmail.com
12	Shamsun Nahar	Senior Assistant Director, NATA, Gazipur	01717376172 shamsun27@gmail.com
13	Md. Imran Ahmad	Instructor, ATI, Araihasar, Narayanganj	01520090547 imranahmad961@gmail.com
14	Md. Kamrul Hasan	Agriculture Extension Officer, Upazila Agriculture Office, Bhaluka, Mymensingh	01676296373 aeo2bhaluka@dae.gov.bd
15	Most. Mahmuda Akter	Agriculture Extension Officer, Upazila Agriculture Office, Monirampur, Jashore	01755716539 kbdmahmuda@gmail.com
16	Md. Harun Or Rashid	Agriculture Extension Officer, Upazila Agriculture Office, Dagonbhuiyan, Feni	01822875308 harunsau2012@gmail.com
17	Md. Rashidul Kabir	Agriculture Extension Officer, Upazila Agriculture Office, Gongachara, Rangpur	01723372867 rkratan67@gmail.com

List of the Trainees

Sl.	Name	Designation & Posting	Mobile & e-mail
18	Md. Sakwat Hossain	Agriculture Extension Officer, Upazila Agriculture Office, Rajoir, Madaripur	01710282668 rajoirdae@gmail.com
19	Pavel Khan Pappu	Agriculture Extension Officer, Upazila Agriculture Office, Matlab North, Chandpur	01741166458 pavelkhanbangladesh@gmail.com
20	Negar Sultana	Agriculture Extension Officer, Upazila Agriculture Office, Daudkandi, Cumilla	01780013937 negarsau@gmail.com
21	Md. Shazzadul Islam	Agriculture Extension Officer, Upazila Agriculture Office, Barura, Cumilla	01723464736 shazzad.agro2286@gmail.com
22	Aowlia Khatun	Agriculture Extension Officer, Upazila Agriculture Office, Cumilla Sadar, South Cumilla	01723947751 lopa06bau@gmail.com
23	Md. Shobuj Chowdhury	Agriculture Extension Officer, Upazila Agriculture Office, Tongibari, Munshiganj	01712952142 shobujc2@gmail.com
24	Ranadhir Biswas	Deputy Director, Pulses and Oil Seeds Division, BADC, Dhaka	01912003926 pdpo.badc@gmail.com
25	Hirendra Nath Barman	Assistant Manager, Purchase Division, BADC, Dhaka	01737590030 hirenhstu90@gmail.com
26	Dr. Md. Tazmul Haque	Principal Scientific Officer, Department of Entomology, BINA, Mymensingh	01725425455 tazmul.bina@gmail.com
27	Md. Saikat Hossain Bhuiyan	Scientific Officer, Plant Breeding Division, BINA, Mymensingh	01717180395 saikat.ag88@gmail.com
28	Majharul Islam	Scientific officer, BINA Sub- station, Sunamganj	01717418656 m.islambau03@gmail.com
29	Rima Akther	Seed Certification Officer, Seed Certification Agency, Rajbari	01707725586 rimasau10@gmail.com
30	Mahmuda Huq	Senior Assistant Director, NATA, Gazipur	01718425311 mahmudahuq15@gmail.com

Pre and Post Evaluation of the Trainees

Date: 25 August-03 September 2019

Full Marks: 50

Time: 30 minute

Sl.	Name	Designation & Posting	Obtained Marks	
			Pre training	Post training
1	Debjit Roy	Senior Scientific Officer, BRRI, Gazipur	07	26
2	Md. Asad Uz Zaman	Senior Scientific Officer, BRRI, Gazipur	03	20
3	Md. Shamsur Rahman	Assistant Director, Department of Agricultural Marketing, Division Office, Rangpur	02	20
4	Md. Khairul Islam	Scientific Officer, SRDI, Regional Laboratory, Bogura	10	27
5	Dr. Md. Rezaul Islam	Regional Farm Broadcasting Officer, Agriculture Information Service, Regional Office, Rangpur	09	25
6	Md. Shakh Forid	Scientific Officer, Jute Research Sub-station, Tarabo, Narayanganj	09	27
7	Abu Sadat Muhammad Sayem	Assistant Engineer, BMDA, Durgapur Zone, Rajshahi	07	21
8	Dr. M.M. Abed Ali	Senior Scientific Officer, Cotton Research Farm, Jagdishpur, Chougacha, Jashore	03	25
9	Dr. Khandakar Mohiul Alam	Principal Scientific Officer and In-charge, BSRI, Jamalpur Sub-station	04	21
10	Dr. Md. Shariful Islam	Senior Scientific Officer, BSRI, RSRS, Thakurgaon	05	20
11	Md. Shamsuzzoha	Scientific Officer, BIRTAN Head Office, Sech Bhaban, Dhaka		
12	Shamsun Nahar	Senior Assistant Director, NATA, Gazipur	08	22
13	Md. Imran Ahmad	Instructor, ATI, Araihasar, Narayanganj	09	27
14	Md. Kamrul Hasan	Agriculture Extension Officer, Upazila Agriculture Office, Bhaluka, Mymensingh	06	24
15	Most. Mahmuda Akter	Agriculture Extension Officer, Upazila Agriculture Office, Monirampur, Jashore	05	24
16	Md. Harun Or Rashid	Agriculture Extension Officer, Upazila Agriculture Office, Dagonbhuiyan, Feni	08	25

Pre and Post Evaluation of the Trainees

Date: 25 August-03 September 2019

Full Marks:50

Time: 30 minute

Sl.	Name	Designation & Posting	Obtained Marks	
			Pre training	Post training
17	Md. Rashidul Kabir	Agriculture Extension Officer, Upazila Agriculture Office, Gongachara, Rangpur	05	25
18	Md. Sakwat Hossain	Agriculture Extension Officer, Upazila Agriculture Office, Rajoir, Madaripur	07	22
19	Pavel Khan Pappu	Agriculture Extension Officer, Upazila Agriculture Office, Matlab North, Chandpur	03	25
20	Negar Sultana	Agriculture Extension Officer, Upazila Agriculture Office, Daudkandi, Cumilla	04	23
21	Md. Shazzadul Islam	Agriculture Extension Officer, Upazila Agriculture Office, Barura, Cumilla	05	21
22	Aowlia Khatun	Agriculture Extension Officer, Upazila Agriculture Office, Cumilla Sadar, South Cumilla	04	24
23	Md. Shobuj Chowdhury	Agriculture Extension Officer, Upazila Agriculture Office, Tongibari, Munshiganj	03	26
24	Ranadhir Biswas	Deputy Director, Pulses and Oil Seeds Division, BADC, Dhaka	07	20
25	Hirendra Nath Barman	Assistant Manager, Purchase Division, BADC, Dhaka	06	27
26	Dr. Md. Tazmul Haque	Principal Scientific Officer, Department of Entomology, BINA, Mymensingh	05	20
27	Md. Saikat Hossain Bhuiyan	Scientific Officer, Plant Breeding Division, BINA, Mymensingh	08	27
28	Majharul Islam	Scientific officer, BINA Sub-station, Sunamganj	06	22
29	Rima Akther	Seed Certification Officer, Seed Certification Agency, Rajbari	08	25
30	Mahmuda Huq	Senior Assistant Director, NATA, Gazipur	09	23

Speaker Evaluation by the Trainees

Sl. No.	Name	Address	Average mark obtained	Remark
1	Dr. Md. Abdul Momen Mia	Professor, Department of Extension, BAU, Mymensingh	5.0	
2	Kbd. Mir Nurul Alam	Director General, DAE	5.2	
3	Dr. Md. Abu Sayed Miah	Director General (In charge)NATA, Gazipur	5.0	
4	Md. Abdur Rouf	Additional Secretary & PD, Joyita Foundation, Rapa Plaza, Dhanmondi, Dhaka	4.8	
5	Md. Mahbulul Islam	Join Secretary, MoA,	4.8	
6	Dr. Md. Moniruzzaman, JS, MoPA, Mob. No.	Join Secretary, Ministry of Public Administration.	4.5	
7	Dr. Md. Iqbal Hossain	Additional District Judge, Gazipur	4.9	
8	Md. Hasan Murtuza Masum	DD (Finance), BPATC, Saver, Dhaka	4.5	
9	Md. Nurul Islam,	Chief Instructor,NAPD, Nilkhet, Dhaka	5.0	
10	Dr. Md. Delower Hossain mazumder	DD (Extension), NATA, Gazipur	4.5	
11	Dr. Md. Sayedur Rahman	Deputy Director, (Admin & Support Service)	4.8	
12	Dr. Md. Aklas Uddin	Deputy Director,(Planning and Publication)	4.5	
13	Dr. Md. Abdul Mazed	DD (LR) and Attached , NATA, Gazipur	4.8	
14	Dr. Md. Shaikh Shamim	Associate Professor, Head of Dept. Extension, BSMRAU, gazipur	5.0	
15	Khabirunnahar	Senior Assistant Director, NATA, Gazipur	5.0	
16	Md. Eskandar Hossain	Senior Assistant Director, NATA, Gazipur	4.5	
17	Nilufa Akter	Senior Assistant Director, NATA, Gazipur	5.0	
18	Mohammad Shahadat hossain Siddique	UAO (LR), Phd fellow, BSMRAU, Gazipur	4.9	

Training Course Evaluation by the Trainees

The topics they liked

1. e-Filing
2. Innovation
3. Example of innovation in public service
4. Office visit (Motivation tour)
5. Recruitment, Training and Promotion procedure
6. SDG
7. Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering
8. Role & Responsibilities of DDOs
9. ACR writing
10. General Condition of services
11. Prescribed Leave Rules 1959

The topics need to be added

1. PPR
2. Audio- Video Clip
3. Need more Practical class
4. Natural Resource Management
5. Smart Agriculture related issue
6. Financial Management
7. Service Rules in Hilly Areas
8. TA/ DA
9. Tax & Vat related class
10. Project Work (Group)

The issues that are disliked by the participants

1. Internet problem
2. Shortage of sport materials
3. Less time for Practice
4. Load shedding
6. Very tight schedule class
7. Shortage of recreation facilities
8. Broken glass and plate in cafeteria
9. Mosquito

The others associated issues they liked

1. Topic wise expert resource persons were selected very prudently.
2. Got scope to introduce with other officers of different organizations.
3. Management of dining by mess committee
4. Time management
5. Discipline & management
6. Management of dormitory
7. Expert resource persons
8. Wi-fi facilities
9. Cooperation of NATA Authority
- 10 Cooperation of Course Coordinator and Asst. Course Coordinator are very remarkable.

Provided Service Quality

1. Neat and cleanliness facilities-80%
2. Library facilities – 70%
3. Audio visual facilities – 70%

Recommendations for the improvement of the course

1. Uninterrupted internet and electricity supply should be provided
2. Class lecture should be more specific
3. More class about e- Filing, application software should be included
4. ACR writing may be practically exercised.
5. More group work& practical work
6. Supply of lecture sheet(hard copy) prior to class
7. Synchronization of the class
8. Ice breaking should be needed
9. More Budget allocation
10. More attention should be given in selecting resource speaker

Course Schedule

1st 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	

2nd Day (26-08-19) Monday

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 and Prayer	
2.15-3.15	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
3.20-4.20	Writing note Draft and summary	Md. Nurul Islam, NAPD, Chief Instructor,NAPD, Mob. No. 01552363381
4.20-5.00	Evening Tea	

3rd 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	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	

4th Day: (28-08-19) Wednesday

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	Delegation of Administrative and Financial Authority	Md. Abdur Rouf, Additional Secretary & PD, Joyita Foundation, Mob. No. 01552425760
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	Office Inspection	Nilufa Akter, Sr. AD, NATA, Mob. 01719174775
4.20-5.00	Evening Tea	

5th Day (29-08-19) Thursday

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Annual Performance Agreement	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
10.20-11.20	Official Telephone, Cellular, Fax and Internet Policy, 2018	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
11.20-11.45	Tea Break	
11.45-12.45	The Public Servants (Special Provision) Ordinance, 1979	Saiful Islam, Sr. AD, NATA, Gazipur Mob. No. 01710511175
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	

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

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	Innovation in Service Delivery	Md. Shahadat Hossain Siddiqui, UAO(LR), Phd fellow, BSMRAU, Gazipur
3.20 - 4.20	Right to Information Act, 2009	Khabirunnahar, Sr. AD, NATA Mob. No. 01733995286
4.20-5.00	Evening Tea	

8th Day (01-09-19) Sunday

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	National Integrity Strategy	Dr. Md. Delower Hossain Mazumder , DD, NATA, Gazipur, Mob. No. 01815597304
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	Decision Making Process	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh. Mob. 01712734143
12.45 - 2.15	Lunch and Prayer	
2.15-3.15	Team Building	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh. Mob. 01712734143
3.20-4.20	Introduction to Secretariat Instruction, 2014	Dr. Md. Abdul Mazed , DD (LR) and Attached , NATA, Gazipur, Mob. 01814849190
4.20-5.00	Evening Tea	

9th Day (02-09-19) Monday

Time	Subject	Recourse Person
9.00-9.15	Review	ACC and CC
9.15-10.15	Prescribed Leave Rules, 1959	Md. Mahbulul Islam, Join Secretary (Extension) , Ministry of Agriculture
10.20-11.20	continued	Md. Mahbulul Islam, Join Secretary (Extension) , Ministry of Agriculture
11.20-11.40	Tea Break	
11.40-12.40	Office Manner , Etiquette and Protocol	Md. Mahbulul Islam, Join Secretary (Extension) , Ministry of Agriculture
12.40-1.40	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	Md. Mahbulul Islam, Join Secretary (Extension) , Ministry of Agriculture
1.40 - 2.40	Lunch and Prayer	
2.40-3.40	Role of police in ensuring public Safety and how people can help him	Mohammad Sharifur Rahman Deputy Commissioner of Police, Gazipur Metropolitan police Mob.01769695504
3.45-4.45	Continued	Mohammad Sharifur Rahman Deputy Commissioner of Police, Gazipur Metropolitan police Mob.01769695504
4.20-5.00	Evening Tea	

10th Day (03-09-19) Tuesday

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
11.20-11.40	Tea Break	
11.40-12.40	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
12.45-1.30	নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক, ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
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	