

**Training Course  
On  
Rules & Regulation for Organizational Management**

**29 November - 03 December 2020**

**Course Completion Report**



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

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## Course information at a glance

Duration of the Course	: 5 days (29 November - 03 December 2020)
Duration of each Session	: 60 minutes
Target participants	: Grade-9 and above officers of seventeen organizations under MoA.
No. of total participants	: 34 (Male: 28, Female: 06)
No. of Resource Personnel	: 13
No. of Topics	: 26
No. of Session	: 28

### Course Management

Course Advisor	:	Dr. Md. Abu Sayeed Miah
and		Director General (In charge)
Course Director		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

## **Introduction**

Need based training programs are organized by NATA for sixteen organizations 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 provides professional expertise for the candidates and result in increased productivity and efficiency for the organization. Officers of different organization under Ministry of Agriculture need to develop their knowledge “Civil Case”, “Different types of law” and Contemporary issues. This training program will provide advanced knowledge and skill on “Civil Case”, “Different types of law” and Contemporary issues etc.

## **Course objectives**

1. To improve skills on filling and solving of different cases.
2. To increase knowledge on “Different types of law”.
3. To solve the problems related to organizational management

## **Course Content**

Module-1: Civil Case

Module-2: Different types of law

Module-3: Contemporary issues

1. National Integrity Strategy (NIS)
2. Annual Performance Agreement
3. Sustainable Development Goal
4. Social Safety Program

### List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
2	Md. Muzammel Hoque	Additional Secretary. North City Corporation, Dhaka	01726191921	Muzammel4247@gmail.com
3	Dr. Md. Iqbal Hossain	Metropolitan Session Judge,Dhaka	01711185874	
4	Md. Rofiqul Islam	Additional DIG, CID, Dhaka		
5	Dr. Md. Akhtaruzzaman, ,	Director (Admin), NATA	01711884191	akhtar62bd@gmail.com
6	Md. Moazzem Hossain	PD, DAE, Khamarbari, Dhaka.		
7	Md. Hasan Kabir	Deputy Director ( PRL), SCA, Gazipur	01775223383	
8	Dr. Md. Abdul Mazed	DD (LR) and Attached , NATA, Gazipur	01814849190	mazed13th.dae@gmail.com
9	Dr. Md. Aklas Uddin	Deputy Director (Planning and Publication) , NATA, Gazipur	01716257354	akhlas.uddin@yahoo.com
10	Dr. Md. Jamal Uddin	Deputy Director ( Plant Pathology), NATA, Gazipur	01712272859	<a href="mailto:jamaldae@yahoo.com">jamaldae@yahoo.com</a>
11	Md. Moshiur Rahman	Deputy Secretary,Extension-1, MoA, Dhaka	01712544774	
12	Md. Anowarul Haque Jewel	Senior Assistant Director, NATA	01710586075	

## List of the Trainees

Sl. No.	Name	Designation	Organization
1	Md. Mostake Ahmed	Senior Scientific Officer	BSRI, Ishwardi, Pabna
2	Md. Elmur Reza	Scientific Officer	BSRI, Ishwardi, Pabna
3	Akm Harun-Or-Rashid	Chief Cotton Development Officer	CDB, Thakurgaon zone, Thakurgaon
4	Mohammad Sazzad Hossain	Senior Scientific Officer	SRDI, Regional Laboratory, Kishoreganj
5	Ireen Sultana	Scientific Officer	SRDI, Divisional Laboratory Dhaka
6	Dr. Mohammad Mahbubul Haque	Deputy Director (Administration)	BINA Head Office, Mymensingh
7	Md. Harunur Rashid	Assistant Director (Common Service)	Administration Division, BRRI, Gazipur.
8.	Suman Chandra Kundu	Agricultural Engineer	Deputy Director Office, DAE, Chapainawabganj
9	Md. Intiaj Alam	Upazila Agriculture Officer	Upazila Agriculture Office, Nania Char, Rangamati
10	Sharif Muhammad Titumeer	Upazila Agriculture Officer	Upazila Agriculture Office, Debhata, Satkhira
11	Md. Sohel Rana	Agriculture Extension Officer	Upazila Agriculture Office, Alamdanga, Chuadanga
12	Md. Ahsan Ullah	Agriculture Extension Officer	Upazila Agriculture Office, Jagannathpur, Sunamganj
13	Sayed Shakil Ahmed	Agriculture Extension Officer	Upazila Agriculture Office, Tetulia, Panchagarh
14	Md. Mominul Islam	Agriculture Extension Officer	Upazila Agriculture Office, Raiganj, Sirajganj.
15	Md. Uzzal Hossen	Agriculture Extension Officer	Upazila Agriculture Office, Patiya, Chittagong
16	Momotaz Begum	Agriculture Extension Officer	Upazila Agriculture Office, Melandah, Jamalpur
17	Md. Abdus Samad	Agriculture Extension Officer	Upazila Agriculture Office, Pakundia, Kishoreganj

## List of the Trainees

Sl. No.	Name	Designation	Organization
18.	Tanmay Dutta	Agriculture Extension Officer	Upazila Agriculture Office, Fakirhat, Bagerhat
19	A. K. M. Faridul Haque	Agriculture Extension Officer	Upazila Agriculture Office, Sundarganj, Gaibandha
20	Md. Abdullah Al Mamun	Agriculture Extension Officer	Upazila Agriculture Office, Kalapara, Patuakhali
21	Ashfaqur Rahman	Assistant Director, Accounts	Finance and Accounts Division, BJRI, Dhaka.
22	S. M. Mizanur Rahman	Assistant Engineer	BMDA, Dupchanchia Zone, Bogra.
23	Morseda Akhter Mimi	Seed Certification Officer	District Seed Certification Office, Seed Certification Agency, Bhola
24	Chamon Ara Afroz	Seed pathologist	Regional Seed Certification Office, Seed Certification Agency, Dhaka Region, Dhaka
25	Dr. Md. Golam Kibria	Principal Scientific Officer	Regional Agricultural Research Station, BARI, Rahmatpur, Barisal.
26	Dr. Md. Altaf Hossain	Principal Scientific Officer	Pulses Research Center and Regional Agricultural Research Station, BARI, Ishwardi, Pabna.
27	Dr. Md. Mokter Hossain Bhuiyan	Senior Scientific Officer	Regional Agricultural Research Station, BARI, Cumilla.
28	Dr. M. ARIFUR RAHMAN	Senior Scientific Officer	Regional Agricultural Research Station, BARI, Jamalpur.
29	Dr. Sajia Rahman	Senior Scientific Officer	Plant Genetic Resources Center, BARI, Gazipur.
30	Mohammad Nasir Uddin	Senior Assistant Director	Mirpur Seed Production Farm, BADC, Gabtoli, Dhaka.
31	Salina Akther	Assistant Controller	Department of Micro Irrigation, BADC, Krishi Bhaban, Dhaka.
32	Abdullah Al Mamun	Assistant Controller	Audit Department, BADC, Krishi Bhaban, Dhaka.
33	Md. Manir Hossain	Assistant Director	BIRTAN Head Office, Dhaka.
34	Dr. Mohammad Afzal Hossain	Senior Scientific Officer	WMM Division, BRRI, Gazipur

## Pre and Post Evaluation of the Trainees

**Date: 29 October – 03 December 2020      Full Marks: 25**

**Time: 30 minute**

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
1	Md. Mostake Ahmed	Senior Scientific Officer	BSRI, Ishwardi, Pabna	07	23
2	Md. Elmur Reza	Scientific Officer	BSRI, Ishwardi, Pabna	05	22
3	Akm Harun-Or-Rashid	Chief Cotton Development Officer	CDB, Thakurgaon zone, Thakurgaon	07	20
4	Mohammad Sazzad Hossain	Senior Scientific Officer	SRDI, Regional Laboratory, Kishoreganj	10	23
5	Ireen Sultana	Scientific Officer	SRDI, Divisional Laboratory Dhaka	09	22
6	Dr. Mohammad Mahbubul Haque	Deputy Director (Administration)	BINA Head Office, Mymensingh	09	22
7	Md. Harunur Rashid	Assistant Director (Common Service)	Administration Division, BRRI, Gazipur.	07	23
8	Suman Chandra Kundu	Agricultural Engineer	Deputy Director Office, DAE, Chapainawabganj	9	22
9	Md. Intiaj Alam	Upazila Agriculture Officer	Upazila Agriculture Office, Nania Char, Rangamati	04	21
10	Sharif Muhammad Titumeer	Upazila Agriculture Officer	Upazila Agriculture Office, Debhata, Satkhira	05	20
11	Md. Sohel Rana	Agriculture Extension Officer	Upazila Agriculture Office, Alamdanga, Chuadanga	08	24
12	Md. Ahsan Ullah	Agriculture Extension Officer	Upazila Agriculture Office, Jagannathpur, Sunamganj	08	22

## Pre and Post Evaluation of the Trainees

**Date: 29 October – 03 December 2020      Full Marks: 25**

**Time: 30 minute**

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
13	Sayed Shakil Ahmed	Agriculture Extension Officer	Upazila Agriculture Office, Tetulia, Panchagarh	07	22
14	Md. Mominul Islam	Agriculture Extension Officer	Upazila Agriculture Office, Raiganj, Sirajganj.	06	24
15	Md. Uzzal Hossen	Agriculture Extension Officer	Upazila Agriculture Office, Patiya, Chittagong	05	24
16	Momotaz Begum	Agriculture Extension Officer	Upazila Agriculture Office, Melandah, Jamalpur	08	25
17	Md. Abdus Samad	Agriculture Extension Officer	Upazila Agriculture Office, Pakundia, Kishoreganj	10	20
18	Tanmay Dutta	Agriculture Extension Officer	Upazila Agriculture Office, Fakirhat, Bagerhat	09	21
19	A. K. M. Faridul Haque	Agriculture Extension Officer	Upazila Agriculture Office, Sundarganj, Gaibandha	9	22
20	Md. Abdullah Al Mamun	Agriculture Extension Officer	Upazila Agriculture Office, Kalapara, Patuakhali	10	24
21	Ashfaqr Rahman	Assistant Director, Accounts	Finance and Accounts Division, BJRI, Dhaka.	12	23
22	S. M. Mizanur Rahman	Assistant Engineer	BMDA, Dupchanchia Zone, Bogra.	8	24
23	Morseda Akhter Mimi	Seed Certification Officer	District Seed Certification Office, Seed Certification Agency, Bhola	9	24
24	Chamon Ara Afroz	Seed pathologist	Regional Seed Certification Office, Seed Certification Agency, Dhaka Region, Dhaka	8	22

## Pre and Post Evaluation of the Trainees

**Date: 29 October – 03 December 2020      Full Marks: 25**

**Time: 30 minute**

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
25	Dr. Md. Golam Kibria	Principal Scientific Officer	Regional Agricultural Research Station, BARI, Rahmatpur, Barisal.	11	24
26	Dr. Md. Altaf Hossain	Principal Scientific Officer	Pulses Research Center and Regional Agricultural Research Station, BARI, Ishwardi, Pabna.	9	21
27	Dr. Md. Mokter Hossain Bhuiyan	Senior Scientific Officer	Regional Agricultural Research Station, BARI, Cumilla.	7	20
28	Dr. M. ARIFUR RAHMAN	Senior Scientific Officer	Regional Agricultural Research Station, BARI, Jamalpur.	9	23
29	Dr. Sajia Rahman	Senior Scientific Officer	Plant Genetic Resources Center, BARI, Gazipur.	7	22
30	Mohammad Nasir Uddin	Senior Assistant Director	Mirpur Seed Production Farm, BADC, Gabtoli, Dhaka.	12	23
31	Salina Akther	Assistant Controller	Department of Micro Irrigation, BADC, Krishi Bhaban, Dhaka.	7	24
32	Abdullah Al Mamun	Assistant Controller	Audit Department, BADC, Krishi Bhaban, Dhaka.	9	20
33	Md. Manir Hossain	Assistant Director	BIRTAN Head Office, Dhaka.	10	22
34	Dr. Mohammad Afzal Hossain	Senior Scientific Officer	WMM Division, BRRI, Gazipur	5	23

## Speaker Evaluation by the Trainees

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
1	Md. Mahbubul Islam Additional Secretary, MoA, Dhaka	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.	5.5	
		Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.		
		Drafting of written statements containing Para wise reply of the plaint and Memorandum of appeal and its valuation		
		Civil Petition for Leave to Appeal and procedure of filing Civil Appeal		
		Right to Information Act and its implementation		
2	Md. Muzammel Hoque Additional Secretary. North City Corporation, Dhaka	Different Types of Deeds, Buyer, Seller, Heba, etc & Forgery	5.5	
		Mutation, Record Correction, LD Tax		
		Mutation, Record Correction, LD Tax		
		Land ownership, Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps, Land Registration Act 2004		
		Land ownership, Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps, Land Registration Act 2004		
3	Dr. Md. Iqbal Hossain Metropoliton Session Judge, Dhaka	Land law (Salient feature of state Acquisition and Tenancy Act, 1950; Non Agricultural Tenancy Act, 1049; Land Reforms Ordinance 1984; Transfer of property Act, 1882; Muslim law; Hindu Law etc.	5.0	
		Procedure for Institution of Civil Cases		
		Steps to be taken by the Government in cases filed in different civil courts		
		Role of the public servants in preserving/protection of Government land/properties		

## Speaker Evaluation by the Trainees

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
4	Md. Rofiqul Islam Additional DIG, CID, Dhaka	Community Policing in Bangladesh.	5.5	
		Rules & Regulations of Police in ensuring Public Safety		
		Terrorism & Counter Terrorism Prospective- Bangladesh.		
5	Dr. Md. Akhtaruzzaman Director (Admin), NATA,	Sustainable Development Goal (SDG) & NIS	5.5	
6	Md. Moazzem Hossain PD, DAE, Khamarbari, Dhaka.	Fertilizer Management/ Control Act & Cases, Trial and penalties for violation of the Fertilizer Act	5.0	
7	Md. Hasan Kabir Deputy Director (PRL), SCA, Gazipur	National Seed Policy and Seed Act & Cases, Trial and penalties for violation of the Seed Act	5.0	
8	Dr. Md. Abdul Mazed DD (LR) and Attached , NATA, Gazipur	Plant Quarantine Act/ 2011 & Plant Quarantine Rules, 2018	5.0	
9	Dr. Md. Aklas Uddin Deputy Director (Planning and Publication)	Official Telephone, Cellular, Fax and Internet Policy, 2018	5.0	
10	Dr. Md. Jamal Uddin Deputy Director ( Plant Pathology), NATA	Social Safetynets Programme	5.0	
11	Md. Moshir Rahman Deputy Secretary, Extension-1, MoA, Dhaka	Time Limit for filing Appeal in different courts and procedure on Appeal	5.2	
		Discussion on procedure of filing Cases/ Appeals before the AT and AAT. Detail discussion on writ petitions		
		Essential Documents for review petition and its procedure		
		Structure of Administrative Tribunal & its Activities		
12	Md. Anowarul Haque Jewel, Senior Assistant Director, NATA	Pesticide Regulation & Cases, Trial and penalties for violation of the Pesticides Act	5.4	

# **Training Course Evaluation by the Trainees**

## **The topics they liked**

1. Land law
2. Sustainable Development Goal ( SDG) & NIS
3. National Seed Policy and Seed Act
4. Mutation, Record Correction, LD Tax
5. SDG
6. Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering
7. Official Telephone, Cellular, Fax and Internet Policy, 2018
8. Essential Documents for review petition and its procedure
9. General Condition of services
10. Structure of Administrative Tribunal & its Activities

## **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

## Class Schedule

**Date: 29/11/2020**

**Day-01: Sunday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
8.30-9.00am	Registration	Sadiqunnahar (Lucky), Demonstrator (Lab.)
9.00-9.30am	Pre-Evaluation Test	CC/ACC
9.30-10.00am	Inaugural Ceremony	DG/Faculties / CC /ACC
10.00-11.00am	Different Types of Deeds, Buyer, Seller, Heba, etc & Foregery	Md. Muzammel Hoque, Additional Secretary, North City Corporation Mob. No. 01726191921
11.00-11.20am	Tea Break	
11.20 -12.20pm	Mutation, Record Correction, LD Tax	Md. Muzammel Hoque, Additional Secretary, North City Corporation Mob. No. 01726191921
12.20-1.20pm	Mutation, Record Correction, LD Tax	Md Md. Muzammel Hoque, Additional Secretary, North City Corporation Mob. No. 01726191921
1.20-2.30pm	Prayer & Lunch	
2.30-3.30pm	Land ownership , Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps , Land Registration Act 2004	Md. Muzammel Hoque, Additional Secretary, North City Corporation Mob. No. 01726191921
3.30-4.30pm	Land ownership , Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps , Land Registration Act 2004	Md. Muzammel Hoque, Additional Secretary, North City Corporation Mob. No. 01726191921
4.30-5.00pm	Evening Tea	

☞ This Schedule is Subject to Change

**Date: 30/11/2020**

**Day-02: Monday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.00-9.15am	Review of the previous day	Md. Shahinul Islam, Sr. AD, NATA
9.15-10.15am	Time Limit for filing Appeal in different courts and procedure on Appeal	Md. Moshiur Rahman, DS, Extension-1 , MoA, Mob.No. 01712544774
10.15-11.15am	Discussion on procedure of filing Cases/ Appeals before the AT and AAT. Detail discussion on writ petitions	Md. Moshiur Rahman, DS, Extension-1 , MoA, Mob.No. 01712544774
11.15-11.30am	Tea Break	
11.30 -12.30pm	Essential Documents for review petition and its procedure	Md. Moshiur Rahman, DS, Extension-1 , MoA, Mob.No. 01712544774
12.30 - 1.30pm	Structure of Administrative Tribunal & its Activities	Md. Moshiur Rahman, DS, Extension-1 , MoA, Mob.No. 01712544774
1.30 – 2.30pm	Prayer & Lunch	
2.30-3.30pm	National Seed Policy and Seed Act & Cases, Trial and penalties for violation of the Seed Act	Md. Hasan Kabir, DD ( PRL), SCA, Gazipur, 01775223383
3.30-4.30pm	Sustainable Development Goal ( SDG) & NIS	Dr. Md. Akhtaruzzaman, Director (Admin), NATA, Gazipur
4.30- 5.00pm	Evening Tea	

☞ This Schedule is Subject to Change

**Date: 01/12/2020**  
**Tuesday**

**Day-03:**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.00-9.15am	Review of the previous day	Md. Shahinul Islam, Sr. AD, NATA
9.15-10.15am	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.	Md. Mahbubul Islam Additional Secretary,MoA Mob. No.01911010083
10.15-11.15am	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.	Md. Mahbubul Islam Additional Secretary,MoA Mob. No.01911010083
11.15-11.30a,	Tea Break	
11.30 -12.30pm	Drafting of written statements containing Para wise reply of the plaint and Memorandum of appeal and its valuation	Md. Mahbubul Islam Additional Secretary,MoA Mob. No.01911010083
12.30 -1.30pm	Civil Petition for Leave to Appeal and procedure of filing Civil Appeal	Md. Mahbubul Islam Additional Secretary,MoA Mob. No.01911010083
1.30 – 2.30pm	Prayer & Lunch	
2.30-3.30pm	Right to Information Act and its implementation	Md. Mahbubul Islam Additional Secretary,MoA Mob. No.01911010083
3.30-4.30pm	Social Safetynets Programme	Dr. Md. Jamal Uddin, DD ( Plant Pathology), NATA, Gazipur
4.30-5.00pm	Evening Tea	

☞ This Schedule is Subject to Change

**Date:02/12/2020**

**Day-04: Wednesday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.00-10.00am	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.01711185874
10.00-11.00am	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.01711185874
11.00-11.15am	Tea Break	
11.15-12.15pm	Procedure for Institution of Civil Cases	Dr. Md. Iqbal Hossain Metropolitan Session Judge, Dhaka Mob.01711185874
12.15-1.15pm	Steps to be taken by the Government in cases filed in different civil courts	Dr. Md. Iqbal Hossain Metropolitan Session Judge, Dhaka Mob.01711185874
1.15-2.00pm	Prayer & Lunch	
2.00 - 3.00pm	Role of the public servants in preserving/protection of Government land/ properties	Dr. Md. Iqbal Hossain Metropolitan Session Judge, Dhaka Mob.01711185874
3.00-4.00pm	Community Policing in Bangladesh.	Md. Rofiqul Islam Additional DIG, CID, Dhaka
4.00-5.00pm	Rules & Regulations of Police in ensuring Public Safety	Md. Rofiqul Islam Additional DIG, CID, Dhaka
5.00- 6.00pm	Terrorism & Counter Terrorism Prospective- Bangladesh.	Md. Rofiqul Islam Additional DIG, CID, Dhaka
6.00-6.15pm	Evening Tea	

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**Date: 03/12/2020**

**Day-05 : Thursday**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.00-9.15 am	Review of the previous day	Mst. Sharmin Akhter, Sr. AD, NATA
9.15-10.15 am	Pesticide Regulation & Cases, Trial and penalties for violation of the Pesticides Act	KBD. Md. Anowarul Haque Jewel, Senior Assistant Director, NATA
10.15-11.15 am	Fertilizer Management/ Control Act & Cases, Trial and penalties for violation of the Fertilizer Act	KBD. Md. Moazzem Hossain, PD , Production, Storage & Distribution of Quality Seeds of Rice, Wheat & Jute at Farmer's Level Project, DAE, Khamarbari, Dhaka.
11.15-11.30 pm	Tea Break	
11.30 -12.30 pm	Plant Quarantine Act/ 2011 & Plant Quarantine Rules, 2018	Dr. Md. Abdul Mazed, DD (LR) Attached NATA , Gazipur
12.30 - 1.30 pm	Official Telephone, Cellular, Fax and Internet Policy, 2018	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
1.30 – 3.00pm	Prayer & Lunch	
3.00-3.30pm	Post Evaluation	CC/ACC
3.30- 4.30pm	Closing Ceremony	DG, CC, ACC, Faculties of NATA, Gazipur

☞ This Schedule is Subject to Change

## Pictorial View of Training Activities



**Inaugural ceremony addressed by Chief Guest, Dr. Md. Akhtaruzzaman, Director (Admin), NATA**



— **Inaugural ceremony addressed by Course Coordinator Md. Jamal Uddin, DD (Entomology), NATA, Gazipur.**



**Session conducted by Dr. Md. Iqbal Hossain, Metropolitan Session Judge, Dhaka**



**Closing ceremony addressed by Participant with Chief Guest, Dr. Md. Akhtaruzzaman, Director (Admin), NATA**

