

Training Course On Modern Office Management

19 December - 23 December 2021

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	: 5 days (19 December -23 December 2021)
Duration of each Session	: 60 minutes
Target participants	: Grade-9 and above officers of seventeen organizations under MoA.
No. of total participants	: 33 (Male: 23, Female: 10)
No. of Resource Personnel	: 13
No. of Topics	: 28
No. of Session	: 28

Course Management

Course Adviser :	Dr. A K M Nazmul Hoque Director General (In charge) NATA, Gazipur
Course Director :	Mahmudul Hasan Director Training ((In charge) NATA, Gazipur
Course Coordinator :	Mohammad Omar Faruk Deputy Director (Entomology) NATA, Gazipur Cell phone: 01716920425
Asst. Course Coordinators:	1. Lialatul Rokshana Lima Senior Assistant Director NATA, Gazipur 2. Sharmin Sultana Senior Assistant Director 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.

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.

Course Content

Module-1: Personnel management & Service Rules

Module-2: File and Record Management

Module-3: e-filing

Module-4: Administrative Communication

Module-5: Leadership and change management

Module-6: Cross Cutting Issues

1. National Integrity Strategy (NIS)
2. Annual Performance Agreement (APA)

List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1	Dr. Md Abdul Momen Miah	Ex Professor, Dept. Agril. Extension, BAU	01712734143	mammiah_bau@yahoo.com
2	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
3	Dr. A K M Nazmul Hoque	Director General (In-charge)	01819-277114	dgnata14@gmail.com
4	Md. Jamal Uddin	Ex-AD, DAE ,Khamarbari, Dhaka	01718214607	jamaldae62@gmail.com
5	Dr. Md. Shaikh Shamim	Professor, Head of Dept. Extension, BSMRAU, gazipur	01920156373	shamim.aer@bsmrau.edu.bd
6	Mahmudul Hasan	DD(Admin & Support Service)	01715-101818	hasandae@yahoo.com
7	Dr. Md. Sayedur Rahman	Deputy Director, DAE, Narsingdi,	01552495564	sayedur.63@gmail.com
8	Abu Sayed Md. Jobaidul Alom	DD (Genetics & Plant Breeding) ,NATA, Gazipur	01712603248	shaheenbinod@gmail.com
9	Md. Nurul Islam,	Chief Instructor, NAPD, Nilkhet, Dhaka	01552363381	islamnurul2002@yahoo.com
10	Abul Kalam Azad,	DD(Agril. Extension & Rural Economics), NATA, Gazipur	01940-652412	azadipm@gmail.com
11	Mohammad Omar Faruk	DD (Entomology), NATA, Gazipur	01716920425	mdomarfarukdae@gmail.com
12	Banani Karmaker	SAD (Soil Physics), NATA, Gazipur	01674866673	bananikarmaker@gmail.com
13	Dr. Moniruzzaman Tarafder	Upazila Livestock Officer (LR), DLS, Dhaka	01717608622	mtarafder86@gmail.com

List of the Trainees

Sl.	Name	Designation	Posting Place
1	Mohammad Abdus Subhan	District Seed Certification Officer	Seed Certification Agency, Chattogram
2	Zahir Ahmed	District Seed Certification Officer	Seed Certification Agency, Feni
3	Dr. Sajia Rahman	Senior Scientific Officer	PGRC, BARI, Gazipur
4	Most Arzuman Akhter	Senior Scientific Officer	TCRSC, BARI, Bogura
5	Dr. Shalina Akhter	Chief Scientific Officer & Station In-charge	RSRS, BSRI, Gazipur
6	Dr. Md. Mamunur Rashid	Senior Scientific Officer	BRRI,Regional Station , Cumilla
7	Md. Saidee Rahman	Scientific Officer	BRRI,Regional Station , Sirajganj
8	Md. Sanowar Hossain	Assistant Director (Training)	Regional Training Centre,DAM,Cumilla
9	Md Abdullah-Al-Mamun	Assistant Director (Training)	Regional Training Center, DAM, Rangpur
10	Dr. Md. Anayet Ullah	Principal Scientific Officer (PSO)	SRDI Divisional laboratory, Sylhet
11	S. M. Ezajul Islam	Cotton Development Officer	CDB, Chuadanga Zone, Chuadanga
12	Md. Mofazzal Hossain	Assistant Engineer	BMDA, Rangpur Zone, Rangpur
13	Md. Mamunur Rashid	Assistant Engineer	BMDA, Puthia Zone, Rajshahi
14	Md. Rafiqul Islam	Deputy Director,(Establishment Division)	BADC, Krishi Bhaban, Motijheel, Dhaka
15	Md. Hamidur Rahman	Assistant Controller (Audit)	Krishi Bhaban, BADC, Dhaka
16	Arpita Sen	Scientific Officer	BINA, Sub-Station, Cumilla

Sl.	Name	Designation	Posting Place
17	Md. Mahbubur Rahman	Scientific Officer	BINA Sub-station, Sunamganj
18	Sabrina Afroz	Regional Agriculture Information Officer	Regional Office, AIS, Khamarbari, Dhaka
19	Md. Abdul Malek	Additional Deputy Director (Horticulture)	DAE, Natrokona
20	Farzana Haque Depo	Additional Agriculture Officer	Upazila Agriculture Office, Kaliakoir, Gazipur
21	Md. Shahe Alam	Upazila Agriculture Officer	Upazila Agriculture Office, Meghna, Cumilla
22	Md. Saiful Islam	Additional Agriculture Officer	Upazila Agriculture Office, Kachua, Bagerhat
23	Taufikun Nahar	Senior Assistant Director	NATA, Gazipur
24	Md. Moniruzzaman	Agriculture Extension Officer	Upazila Agriculture Office, Bagatipara, Natore
25	Most. Shibly Khandoker	Agriculture Extension Officer	Upazila Agriculture Office, Gabtali, Bogura
26	Nazmul Kaysar	Agriculture Extension Officer	Upazila Agriculture Office, Juri, Moulvibazar
27	Md. Zahangir Alam	Agriculture Extension Officer	Upazila Agriculture Office, Porsha, Naogaon
28	Sabab Farhan	Upazila Agriculture Officer	Upazila Agriculture Office, Ruma, Bandarban
29	Jagadish Chandra Ray	Agriculture Extension Officer	Upazila Agriculture Office, Kaliganj, Lalmonirhat
30	Jubaida Ferdous	Agriculture Extension Officer	Upazila Agriculture Office, Chatkhil, Noakhali
31	Abdullah-Al-Mahbub	Agriculture Extension Officer	Upazila Agriculture Office, Goalando, Rajbari
32	Shahana Afrose	Agriculture Extension Officer	Upazila Agriculture Office, Khansama, Dinajpur
33	Md. Enamul Haque	Agricultural Engineer	DAE, Jhainadah

Pre and Post Evaluation of the Trainees

Full Marks: 40

Time: 30 minute

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
1	Mohammad Abdus Subhan	District Seed Certification Officer	Seed Certification Agency, Chattogram	04	36
2	Zahir Ahmed	District Seed Certification Officer	Seed Certification Agency, Feni	16	36
3	Dr. Sajia Rahman	Senior Scientific Officer	PGRC, BARI, Gazipur	04	40
4	Most Arzuman Akhter	Senior Scientific Officer	TCRSC, BARI, Bogura	04	36
5	Dr. Shalina Akhter	Chief Scientific Officer & Station In-charge	RSRS, BSRI, Gazipur	08	36
6	Dr. Md. Mamunur Rashid	Senior Scientific Officer	BRRI,Regional Station , Cumilla	08	40
7	Md. Saidee Rahman	Scientific Officer	BRRI,Regional Station , Sirajganj	07	40
8	Md. Sanowar Hossain	Assistant Director (Training)	Regional Training Centre,DAM,Cumilla	16	32
9	Md Abdullah-Al-Mamun	Assistant Director (Training)	Regional Training Center, DAM, Rangpur	12	40
10	Dr. Md. Anayet Ullah	Principal Scientific Officer (PSO)	SRDI Divisional laboratory, Sylhet	04	36
11	S. M. Ezajul Islam	Cotton Development Officer	CDB, Chuadanga Zone, Chuadanga	24	36
12	Md. Mofazzal Hossain	Assistant Engineer	BMDA, Rangpur Zone, Rangpur	16	36
13	Md. Mamunur Rashid	Assistant Engineer	BMDA, Puthia Zone, Rajshahi	24	36
14	Md. Rafiqul Islam	Deputy Director,(Establishment Division)	BADC, Krishi Bhaban, Motijheel, Dhaka	20	36
15	Md. Hamidur Rahman	Assistant Controller (Audit)	Krishi Bhaban, BADC, Dhaka	07	24
16	Arpita Sen	Scientific Officer	BINA, Sub-Station, Cumilla	08	32
17	Md. Mahbubur Rahman	Scientific Officer	BINA Sub-station, Sunamganj	08	36

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
18	Sabrina Afroz	Regional Agriculture Information Officer	Regional Office, AIS, Khamarbari, Dhaka	12	40
19	Md. Abdul Malek	Additional Deputy Director (Horticulture)	DAE, Natrokona	35	40
20	Farzana Haque Depo	Additional Agriculture Officer	Upazila Agriculture Office, Kaliakoir, Gazipur	04	36
21	Md. Shahe Alam	Upazila Agriculture Officer	Upazila Agriculture Office, Meghna, Cumilla	20	40
22	Md. Shaiful Islam	Additional Agriculture Officer	Upazila Agriculture Office, Kachua, Bagerhat	20	40
23	Taufikun Nahar	Senior Assistant Director	NATA, Gazipur	19	36
24	Md. Moniruzzaman	Agriculture Extension Officer	Upazila Agriculture Office, Bagatipara, Natore	20	40
25	Most. Shibly Khandoker	Agriculture Extension Officer	Upazila Agriculture Office, Gabtali, Bogura	20	36
26	Nazmul Kaysar	Agriculture Extension Officer	Upazila Agriculture Office, Juri, Moulovibazar	18	32
27	Md. Zahangir Alam	Agriculture Extension Officer	Upazila Agriculture Office, Porsha, Naogaon	24	36
28	Sabab Farhan	Upazila Agriculture Officer	Upazila Agriculture Office, Ruma, Bandarban	20	40
29	Jagadish Chandra Ray	Agriculture Extension Officer	Upazila Agriculture Office, Kaliganj, Lalmonirhat	04	32
30	Jubaida Ferdous	Agriculture Extension Officer	Upazila Agriculture Office, Chatkhil, Noakhali	22	36
31	Abdullah-Al-Mahbub	Agriculture Extension Officer	Upazila Agriculture Office, Goalando, Rajbari	08	24
32	Shahana Afrose	Agriculture Extension Officer	Upazila Agriculture Office, Khansama, Dinajpur	08	40
33	Md. Enamul Haque	Agricultural Engineer	DD Office, DAE, Jhenaidah	23	40

Speaker Evaluation by the Trainees

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
1	Dr. Md Abdul Momen Miah, Ex Professor, Dept. Agril. Extension, BAU	Mindset, Attitude, and Aptitude & Time management	5.75	
		Managerial Leadership and Conflict Management		
2	Md. Mahbubul Islam Additional Secretary, MoA, Dhaka	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	5.09	
		Writing note Draft and summary		
		Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering		
		Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)		
		Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes		
		Recruitment, Training and Promotion procedure		
3	Dr. A K M Nazmul Hoque	Motivation, Supervision and coCoordination	5.61	
4	Md. Jamal Uddin Ex-AD, DAE ,Khamarbari, Dhaka	Prescribed Leave Rules,1959	5.0	
5	Dr. Md. Shaikh Shamim Prof, Head of Dept. Extension, BSMRAU, Gazipur	Human Resource Management	5.37	
6	Mahmudul Hasan, DD(Admin & Support Service)	Performance Evaluation and Annual Confidential Report (ACR) writing	5.47	
7	Dr. Md. Sayedur Rahman Deputy Director, DAE, Narsingdi,	Application of Zoom Software	5.36	
		E-File (Nothi)		
8	Abu Sayed Md. Jobaidul Alom, DD (Genetics & Plant	Official Telephone, Cellular, Fax and Internet Policy, 2018	5.14	

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
	Breeding) ,NATA, Gazipur			
9	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka	General Condition of services Office Inspection & The Public Employees Discipline (Punctual Attendance) Rules, 2019	5.12	
10	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur	Delegation of Administrative and Financial Authority National Integrity Strategy (NIS)	5.14	
11	Mohammad Omar Faruk, DD (Entomology), NATA, Gazipur	The Government Servants (Discipline and Appeal) Rules, 2018	5.14	
12	Banani Karmaker, SAD (Soil Physics), NATA, Gazipur	Annual Performance Agreement	4.94	
13	Dr. Moniruzzaman Tarafdar , Upazila Livestock Officer (LR), DLS, Dhaka	Inventory Management	4.85	

Training Course Evaluation by the Trainees

The topics they liked

1. e-Filing
2. Mindset, Attitude, and Aptitude & Time management
3. Managerial Leadership and Conflict Management
4. Performance Evaluation and Annual Confidential Report (ACR) writing
5. Motivation, Supervision and Coordination
6. Delegation of Administrative and Financial Authority
7. Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering
8. Human Resource Management
9. General Condition of services
10. Prescribed Leave Rules 1959

The topics need to be added

1. Audio- Video Clip
2. Need more Practical class
3. Natural Resource Management
4. Smart Agriculture related issue
5. Financial Management
6. Service Rules in Hilly Areas
7. TA/ DA, Honorium & transfer related class
8. Tax & Vat related class
9. 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. Mosquito Problem

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 Coordinators 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. Synchronization of the class
7. More Budget allocation
8. More attention should be given in selecting resource speaker

Training Course on Modern Office Management
(Duration 05 Days)
19 December - 23 December 2021

Course Schedule

1st Day (19-12-2021) Sunday

Time	Subject	Resource Person
9.00- 9.30	Inaugural Ceremony	DG, NATA and Faculty members
9.30-10.00	Pre-evaluation	CC, ACC
10.00-11.00	Prescribed Leave Rules,1959	Md. Jamal Uddin, Ex-AD, DAE ,Khamarbari, Dhaka
11.00-11.15	Tea Break	
11.15 -12.15	Do	Md. Jamal Uddin, Ex-AD, DAE ,Khamarbari, Dhaka
12.15 - 1.15	The Government Servants (Discipline and Appeal)Rules, 2018	Mohammad Omar Faruk, DD (Entomology), NATA, Gazipur
1.15 - 2.30	Lunch and Prayer	
2.30 - 3.30	Human Resource Management	Dr. Md. Shaikh Shamim, Professor, Head of Dept. Extension, BSMRAU, Gazipur
3.35 – 4.35	Do	Dr. Md. Shaikh Shamim, Professor, Head of Dept. Extension, BSMRAU, Gazipur
4.35 - 5.00	Evening Tea	

This Schedule is Subject to Change

2nd Day (20-12-2021) Monday

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	Mindset, Attitude, and Aptitude & Time management	Dr. Md Abdul Momen Miah, Ex Professor,BAU
10.15 -11.15	Managerial Leadership and Conflict Management	Dr. Md Abdul Momen Miah, Ex Professor, BAU
11.15 - 11.30	Tea Break	
11.30 - 12.30	Inventory Management	Dr. Moniruzzaman Tarafdar , Upazila Livestock Officer (LR), DLS, Dhaka
12.30 – 1.30	Do	Dr. Moniruzzaman Tarafdar , Upazila Livestock Officer (LR), DLS, Dhaka
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Performance Evaluation and Annual Confidential Report (ACR) writing	Mahmudul Hasan, DD (Admin and Support Service), NATA, Gazipur
3.45 – 4.45	Official Telephone, Cellular, Fax and Internet Policy, 2018	Abu Sayed Md. Jobaidul Alom, DD (Genetics & Plant Breeding) ,NATA, Gazipur
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

3rd Day (21-12-2021) Tuesday

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	General Condition of services	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka
10.15 -11.15	Office Inspection & The Public Employees Discipline (Punctual Attendance) Rules, 2019	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka
11.15 - 11.30	Tea Break	
11.30 - 12.30	Delegation of Administrative and Financial Authority	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
12.30 – 1.30	Do	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Motivation, Supervision and Coordination	Dr. A K M Nazmul Hoque , Director General (In-charge), NATA, Gazipur
3.45 – 4.45	Annual Performance Agreement	Banani Karmakar , SAD, NATA, Gazipur
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

4th Day: (22-12-2021) Wednesday

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
10.15 -11.15	Writing note Draft and summary	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
11.15 - 11.30	Tea Break	
11.30 - 12.30	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
12.30 – 1.30	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
1.30 - 2.45	Lunch and Prayer	
2.45 - 3.45	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
3.45 – 4.45	Recruitment, Training and Promotion procedure	Md. Mahbulul Islam, Additional secretary, MoA, Mob.No. 01911010083
4.45 - 5.00	Evening Tea	

This Schedule is Subject to Change

5th Day: (23-12-2021) Thursday

Time	Subject	Resource Person
9.00 - 9.15	Review	CC & ACC
9.15 - 10.15	National Integrity Strategy (NIS)	Abul Kalam Azad, DD(Agril. Extension & Rural Economics), NATA, Gazipur
10.20 - 11.20	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, DAE Narsingdi
11.20-11.40	Tea Break	
11.40 - 12.40	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, DAE Narsingdi
12.40 - 1.40	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
1.40 – 2.40	Lunch and Prayer	
2.40 - 3.40	নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক, ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD, DAE Narsingdi
3.40 – 4.20	Post - evaluation	CC, ACC
4.20 - 5.00	Closing Ceremony	DG, NATA and Course Management

This Schedule is Subject to Change

(Mohammad Omar Faruk)
Deputy Director (Entomology)
NATA, Gazipur
& Course Coordinator

