

# **Training Course on Modern Office Management**

**11-20 September 2018**

## **Course Completion Report**



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

## Contents

<b>Sl. No.</b>	<b>Subject</b>	<b>Page</b>
1	Course at a glance	1
2	List of Resource Speaker	2
3	List of the Trainees	3
4	Pre and Post Evaluation of the Trainees	5
5	Speaker Evaluation by the Trainees	7
6	Training Course Evaluation by the Trainees	15
7	Training Course Schedule	17

## Course information at a glance

Duration of the Course	: 10 days (11-20 September 2018)
Duration of each Session	: 60 minutes
Target participants	: Grade-9 and above officers of seventeen organizations under MoA.
No. of total participants	: 25 (Male: 21, Female: 04)
No. of Resource Personnel	: 19
No. of Topics	: 39
No. of Session	: 39
Office Visit	: DD, DAE office, Gazipur, Upazilla Agriculture Office , Gazipur Sadar, Gazipur& Others on Tuesday (18-09-18)

### 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. Jharna Begum Senior Assistant Director (Field Crop Pest) NATA, Gazipur  2. Mist. SharminAkhter Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur

## List of Resource Speaker with no. of conducted session

Sl. No.	Name	Address	Cell	e-mail	no. of topics
1	Md. Alauddin,	Additional Secretary (PRL), Ministry of Public Administration	01552333487	alauddin_js@yahoo. com	3
2	Dr. Md. Abdul Momen Mia	Professor, Department of Extension, BAU, Mymensingh	01712734143	mammiah_bau@ yahoo.com	3
3	Munshi Mohammad Hedayet Ullah	Ex.DG, NATA, Gazipur	01711193834	dgnata14@gmail. com	3
4	Abul Kashem Md. Borhan Uddin	Joint Secretary, Ministry of Jute and Textile	01716712349	abulkashem.borhan @yahoo.com	5
5	Dr. Md. Abu Sayed Miah	DD (Plant Pathology), NATA, Gazipur	01712024623	sayeedplp@gmail. com	2
6	Md. JakirHossain	Deputy Director (Genetics & Plant Breeding)	01715797920	hzakir104@gmail. com	1
7	Md. Jamal Uddin	DD (Entomology), NATA, Gazipur	01718214607	jamaldae62@gmail. com	1
9	Dr. Md. Delower Hossain Mazumder	DD (Extension), NATA, Gazipur	01815597304	dhossain1960@ yahoo.com	1
10	Dr. Md. Akhlas Uddin	Deputy Director (Planning and Publication)	01716257354	akhlas.uddin@ yahoo.com	1
11	Md. Shamsuzzaman	Director, Bangladesh bridge authority, Setubhaban, Banana, Dhaka	01819142986	zamanshms@yaho. com	3
12	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail. com	1
13	Dr. Md. Iqbal Hossain	Additional District Judge, Gazipur	01711185874	mihossain_law@ yahoo.com	2
14	Jharna Begum	Senior Assistant Director, NATA, Gazipur	01716227489	jharna.kahaloo@ gmail.com	5
15	A.K.M Amdadul Haque	Senior Assistant Director, NATA, Gazipur	01720364979	<b>amdadhoque74@ gmail.com</b>	<b>1</b>
16	Irin Parvin	Senior Assistant Director, NATA, Gazipur	01727249448	<b>irin.dae28@gmail. com</b>	<b>2</b>
17	Md. Didarul Alam	DidarulAlam, Ex Director, PATC, Savae, Dhaka	-	-	3
18	Mohammad Shahadat Hossain Siddique	Senior Assistant Director, NATA, Gazipur	01753896598	muhammadsiddique e@gmail.com	1
19	Shamin Jui	Sr. AD, NATA, Gazipur	01670709313	shrmn_jui@yahoo .com	<b>1</b>

## List of the Trainees

SL.	Name	Designation and Organization	Email
1.	Dr. SHALINA AKHTER	Principal Scientific Officer, RSRS, Gazipur	shalinabsri@yahoo.com
2.	MUHAMMAD AHSANUL KARIM	Assistant Engineer, BMDA, Natore Zone	ae_natore_nat@bmda.gov.bd
3.	SHAH MD. GOLAM MOULA	Senior Scientific Officer, SRDI, Bogura	do.bogra@srdi.gov.bd
4.	Dr. MD. JAMAL HUSSAIN	Senior Scientific Officer, HRC, BARI, Gazipur	hussainmdjamal@gmail.com
5.	Dr. MUHAMMAD MOHIUDDIN	Senior Scientific Officer, Agriculture Research Sub-station, OFRD, Kishoreganj	mmohiuddin@bari.gov.bd
6.	Dr. MIR SHARF UDDIN AHMED	Principal Scientific Officer, GRS Division, BRRI, Gazipur	sharfuddin.brri@gmail.com
7.	M. M. ABDUR RAZZAQUE	Regional Farm Broadcasting Officer, AIS, Khulna	aiskhulna@gmail.com
8.	SYED SABBIR AHMED	Public Relations Officer, BIRTAN, Dhaka-1207	pro@birtan.gov.bd
9.	DILRUBA AKHTER	Chief Instructor, ATI, Homna, Comilla	dilrubaakhter24@gmail.com
10.	PRETOM KUMAR HORE	Agriculture Extension Officer, Mirpur, Kushtia	shuvosau@gmail.com
11.	MD. HABIBUL BASHAR CHOWDHURY	Instructor, ATI, Begumganj, Noakhali	basharsau@gmail.com
12.	PIJUSH ROY	Agriculture Extension Officer, Kashiani, Gopalganj	pijushrajbari@gmail.com
13.	IMRAN HOSSAIN	Agriculture Extension Officer, Nagarpur, Tangail	imran.shakil.dae@gmail.com
14.	MD. RAKIBUL HASAN SARKER	Cotton Development Officer, CDB, Kushtia Zone, Kushtia	mahazidsarkar@gmail.com
15.	Dr. MD. MONJURUL ISLAM	Principal Scientific Officer, BINA, Mymensingh	monjurul2004@yahoo.com
16.	FARID AHMED	Scientific Officer, Horticulture Division, BINA, Mymensingh	farid@bina.gov.bd
17.	ABDUL GAFFER KHAN	Assistant Engineer (MI), BADC, Kishoreganj Zone, Kishoreganj	yeasin.buet07@gmail.com
18.	MD. KAMAL UDDIN	Deputy Manager, BADC, Krishi Bhaban, Dhaka	Kamal.badc7@gmail.com
19.	MD. JAHID HASAN	Seed Certification Officer, District Seed Certification Office, Tangail	kbdjahid55@gmail.com
20.	MST. NADIRA SULTANA	Sample Collection Officer, SCA, Gazipur	nahida.moni51@gmail.com
21.	MD. ABDULLAH AL	Agriculture Extension Officer,	mamun.dae.31@gmail.com

SL.	Name	Designation and Organization	Email
	MAMUN	Kaligonj, Gazipur	
22.	SUMAN KUMAR BASAK	Additional Agriculture Officer, Kaliakair, Gazipur	Miton-2989@yahoo.com
23.	KHAN MOHAMMAD SALEHIN	Agriculture Extension Officer, Tejgaon Thana Circle, Dhaka	mdkhairulhassanprodhan68@gmail.com
24.	TANZILA RAHMAN	Agriculture Extension Officer, Sadar, Gazipur	-
25.	MD. KHAIRUL HASSAN PRODHAN	Scientific Officer, Planning, Training and Communication Division, BJRI, Dhaka	tanzilarahman@gmail.com

## Pre and Post Evaluation of the Trainees

Date: 11-20 September 2018

Full Marks:50

Time: 30 minute

Sl.No.	Name of the Trainees	Designation and Address	Obtained Marks	
			Pre training	Post training
1.	Dr. Shalina Akhter	Principal Scientific Officer, RSRS, Gazipur	10	46
2.	Muhammad Ahsanul Karim	Assistant Engineer, BMDA, Natore Zone	18	45
3.	Shah Md. Golam Moula	Senior Scientific Officer, SRDI, Bogura	16	40
4.	Dr. Md. Jamal Hussain	Senior Scientific Officer, HRC, BARI, Gazipur	00	43
5.	Dr. Muhammad Mohiuddin	Senior Scientific Officer, Agriculture Research Sub-station, OFRD, Kishoreganj	02	42
6.	Dr. Mir Sharf Uddin Ahmed	Principal Scientific Officer, GRS Division, BRRI, Gazipur	14	47
7.	M. M. Abdur Razzaque	Regional Farm Broadcasting Officer, AIS, Khulna	04	45
8.	Syed Sabbir Ahmed	Public Relations Officer, BIRTAN, Dhaka-1207	09	39
9.	Dilruba Akhter	Chief Instructor, ATI, Homna, Comilla	02	40
10.	Pretom Kumar Hore	Agriculture Extension Officer, Mirpur, Kushtia	16	41
11.	Md. Habibul Bashar Chowdhury	Instructor, ATI, Begumganj, Noakhali	12	42

Sl.No.	Name of the Trainees	Designation and Address	Obtained Marks	
			Pre training	Post training
12.	Pijush Roy	Agriculture Extension Officer, Kashiani, Gopalganj	14	42
13.	Imran Hossain	Agriculture Extension Officer, Nagarpur, Tangail	10	39
14.	Md. Rakibul Hasan Sarker	Cotton Development Officer, CDB, Kushtia Zone, Kushtia	058	37
15.	Dr. Md. Monjurul Islam	Principal Scientific Officer, BINA, Mymensingh	06	37
16.	Farid Ahmed	Scientific Officer, Horticulture Division, BINA, Mymensingh	12	39
17.	Abdul Gaffer Khan	Assistant Engineer (MI), BADC, Kishoreganj Zone, Kishoreganj	12	39
18.	Md. Kamal Uddin	Deputy Manager, BADC, KrishiBhaban, Dhaka	11	39
19.	Md. Jahid Hasan	Seed Certification Officer, District Seed Certification Office, Tangail	08	44
20.	Mst. Nadira Sultana	Sample Collection Officer, SCA, Gazipur	00	37
21.	Md. Abdullah Al Mamun	Agriculture Extension Officer, Kaligonj, Gazipur	33	44
22.	Suman Kumar Basak	Additional Agriculture Officer, Kaliakair, Gazipur	06	45
23.	Khan Mohammad Salehin	Agriculture Extension Officer, Tejgaon Thana Circle, Dhaka	10	45
24.	Tanzila Rahman	Agriculture Extension Officer, Sadar, Gazipur	00	42
25.	Md. Khairul Hassan Prodhan	Scientific Officer, Planning, Training and Communication Division, BJRI, Dhaka	04	24

## Speaker Evaluation by the Trainees

Date: 11/09/2018

Sl.No. of Trainees	DidarulAlam, Ex Director, PATC, Savae, Dhaka			Dr. Md. SayedurRahman, DD (Admin and Support Service), NATA, Gazipur	Dr. Md. Abu SayedMiah, DG in Charge, NATA, Gazipur
	General Condition of services	Recruitment, Training and Promotion procedure	Office Inspection	Role and Responsibility of DDOs	Performance Evaluation and Annual Confidential Report (ACR) writing
1	6	6	6	6	6
2	6	6	6	6	6
3	6	6	6	6	6
4	6	6	6	6	6
5	2	2	2	2	2
6	5	5	5	5	5
7	6	6	6	6	6
8	6	6	6	6	6
9	6	5	5	5	5
10	6	6	6	5	5
11	5	5	6	5	5
12	5	5	6	5	5
13	6	6	6	6	6
14	6	5	5	5	6
15	5	5	6	5	5
16	5	5	5	5	6
17	5	5	5	5	5
18	6	6	5	5	6
19	5	5	5	5	6
20	6	4	4	6	6
21	6	6	6	6	6
22	6	6	6	6	6
23	5	5	5	5	5
24	4	4	4	4	4
25	5	5	5	5	5
Average	5.4	5.24	5.32	5.24	5.40



Date: 12.9.2018

Sl.No. of Trainees	Md. Alauddin, Additional Secretary (PRL)			Dr. Md. Delower Hossain Mazumder, DD, NATA, Gazipur	Sharmin Jui, Sr. AD, NATA, Gazipur	Mst. Irin Perven, Sr. AD, NATA, Gazipur
	The Government Servants (Discipline and Appeal) Rules, 2018	The Public Servants (Dismissal on conviction) Ordinance, 1985	Rules of Business 1996 and Allocation of Business	National Integrity Strategy	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	Citizen Charter
1	5.2	5.2	4.4	5.2	4.2	4.8
2	5.8	5.2	5	5	2.8	4
3	5	5	5	4	4	6
4	6	6	6	6	5.6	2.8
5	6	6	6	6	6	4.6
6	6	6	5.4	5.8	5.8	4.4
7	5.2	4.8	5.4	5	4.4	5
8	5	5.4	5.4	5.2	5	6
9	5	5	5	5	5	6
10	5	5	5	5	5	5.8
11	5	5.8	5.8	4	6	5
12	4	4	4	5	3.6	4.6
13	4.8	5.2	5	3.4	3.6	5.8
14	4.6	5.4	5.4	5.2	3.8	5.8
15	4.8	5.2	4.6	5	5.2	4.4
16	6	6	6	6	6	6
17	6	6	6	6	5.6	5.6
18	3.8	4	3.8	4.4	3.6	6
19	2.4	2.8	3	4.2	3.8	3.6
20	5.6	5.4	5.4	6	5	5
21	4.6	4.8	4.6	4.6	4	5
22	4.6	5.2	5	2.6	5.8	5
23	4.4	4.8	4.8	5.2	4.4	5
24	5	5	5	5	5	5
25	5	5	5	5	5	5
Average	4.992	5.128	5.04	4.952	4.728	5.048

Date: 13.09.2018

Sl.No. of Trainees	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile				
	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	Office Correspondenc e: Forms of written communication	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Writing note Draft and summary
1	5.6	6	6	5.6	6
2	5.4	6	6	4.8	5.4
3	6	5.4	5.6	5.8	6
4	6	6	6	6	6
5	6	6	6	6	6
6	6	6	6	6	6
7	6	6	6	6	6
8	4.8	4.6	5.2	4.8	5.8
9	5	5	5	5	5
10	5	5	5	4.9	4.9
11	5.6	5.6	5.8	5.8	5.6
12	5	5.2	5.2	5.2	5.6
13	6	6	6	6	6
14	5	5	5	5	5
15	5.8	5	5.2	4.8	4.8
16	6	6	6	6	6
17	5	5.8	6	6	5
18	5	5.2	4.8	5.2	5.2
19	6	6	6	6	6
20	5	5	5	5	5
21	6	6	6	6	6
22	6	5.6	5.2	5.4	5.6
23	4.6	4.6	6	4.4	4.6
24	6	6	6	6	6
25	6	6	6	6	6
Average	5.552	5.56	5.64	5.508	5.58

Date: 15/09/2018

Sl.No. of Trainees	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setubhaban, Banani, Dhaka			Irinparvin Sr. AD, NATA, Gazipur	Md. Jamal Uddin DD (Entomology), NATA, Gazipur
	The Government Servants (Conduct) Rules,1979	Joining time, Travelling Allowances Rules	Procedure for Disciplinary action		
1	6	6	6	5	6
2	3	3	3	6	6
3	3	3	2	5	5
4	5	5	5	5	5
5	6	6	6	6	6
6	6	6	6	6	6
7	6	6	6	3	6
8	5	6	4	6	6
9	2	2	2	6	6
10	3	4	4	4	5
11	5	6	6	5	6
12	6	5	5	5	5
13	4	5	5	5	6
14	4	5	5	5	5
15	4	4	5	4	6
16	5	5	4	1	1
17	4	3	3	5	6
18	4	5	4	5	4
19	5	5	5	4	5
20	3	3	4	3	5
21	2	2	2	4	5
22	3	4	2	5	6
23	6	6	6	4	6
24	4	3	3	3	5
25	3	3	4	3	5
Average	4.24	4.44	4.24	4.52	5.32

Date: 16/09/2018

Sl.No. of Trainees	Munshi Mohammad HedayetUllah, Ex DG, NATA			Md. ShahadatHossainSiddique, Sr. AD, NATA, Gazipur	Dr. Md. Abu SayedMiah, DG in Charge, NATA, Gazipur
	Office Manner and Etiquette	Right to Information Act,2009	Sustainable Development Goal (SDG)	Innovation in service Delivery	Store Management
1	6	6	6	6	5
2	3	4	5	6	6
3	5	5	5	5	4
4	6	5	6	5	6
5	6	6	6	6	5
6	6	6	6	6	6
7	6	6	4	6	5
8	5	6	6	5	6
9	5	5	5	5	5
10	5	5	4	3	2
11	4	4	5	6	5
12	6	6	6	6	6
13	5	5	5	5	3
14	4	5	4	5	4
15	5	5	6	5	3
16	5	5	5	5	5
17	6	6	6	6	6
18	3	4	4	6	5
19	6	6	5	6	6
20	6	6	6	5	5
21	5	5	5	5	5
22	6	6	6	6	6
23	5	6	5	5	5
24	4	4	6	5	4
25	4	5	4	5	4
Average	5.08	5.28	5.24	5.36	4.88

Date: 17/09/2018

Sl. No. of Trainees	Jharna Begun, Senior Assistant Director (Field Crop Pest), NATA, Gazipur				
	Identification of e-file system, system login and profile management, ideas on citizen corn, postal upload (citizen / official), post forwarding, postal tracking, postal mail, postal resolution	Create documents on documents (create document type, create documents, edit document and edit previously created documents) Submit in postal document, write paragraph, send to the next recipient, view the documents sent	Decide in the document, postalize, document ed call	Preparation of draft letter on e-file (document) system, issue of letter, letter editing and lettering, preparation of fertilizer, disposal of documents	In the notes sheet, attachments of different types (prior letter, law and order rules etc), draft draft
1	5	6	5	5	5
2	4	4	4	4	3
3	4	5	6	6	5
4	3	3	3	3	5
5	3	3	4	3	4
6	5	5	5	5	5
7	3	4	3	5	4
8	4	4	4	4	4
9	3	3	3	3	3
10	4	3	3	4	4
11	4	4	4	4	3
12	4	4	3	3	3
13	4	4	4	4	3
14	5	5	5	5	5
15	5	5	5	5	5
16	5	5	5	5	5
17	4	4	4	4	4
18	3	3	4	3	3
19	4	2	3	3	3
20	4	4	4	4	4
21	5	6	5	5	5
22	4	4	4	4	4
23	4	5	6	6	5
24	5	4	4	4	5
25	4	4	4	3	4
Average	4.08	4.12	4.16	4.16	4.12

Date: 19.09.2018

Sl.No. of Trainees	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh			Dr. Md. IqbalHossain Additional District Judge Gazipur	
	Human Resource Management	Motivation, Supervision and Coordination	Team Building and Decision Making Process	Salient Feature of the Constitution of Bangladesh	Public Servant and Anticorruption Commission Act
1	5	5	5	5	5
2	6	5.2	4.8	5.8	6
3	5.4	5.6	5.8	5.6	5.6
4	6	6	6	6	6
5	5.4	5.6	5.6	5.8	6
6	5.8	5.8	5.6	5.8	5.8
7	6	6	6	6	6
8	5.8	6	6	5.2	5.6
9	6	6	6	6	6
10	6	6	6	6	6
11	5.6	5.8	5.4	4.2	4.6
12	4.8	4.6	5	4.6	4.8
13	6	6	6	5.4	5.4
14	5.6	5.6	5.6	5	5.6
15	5	5	5	5	5
16	6	6	5	5.8	4
17	6	6	6	6	6
18	6	6	6	5	5
19	6	6	6	6	6
20	6	6	6	6	6
21	6	6	6	5.4	5.6
22	6	6	6	6	6
23	5	5	5	5	5
24	6	5.6	6	5.2	5.2
25	6	6	6	5	5
Average	5.736	5.712	5.672	5.472	5.488

Date: 20.09.2018

Sl.No. of Trainees	Dr. Md. AkhlasUddin, DD NATA, Gazipur	Dr. Md. Abu SayedMiah, DG in Charge, NATA, Gazipur	Md. JakirHossain, DD ,NATA, Gazipur
	Delegation of Administrative and Financial Authority	Store Management	Managerial Leadership and Conflict Management
1	5.4	3.6	4.6
2	4.2	5.4	4
3	5	5	5
4	4	5	4
5	6	6	6
6	4.6	5.2	4.4
7	6	6	6
8	4.8	5	4
9	4.2	5.2	4.8
10	6	5.6	5
11	4.2	5	5.2
12	5.4	6	5.8
13	6	6	6
14	4	4	4
15	5	6	6
16	5.2	6	5.8
17	3	4.6	3
18	4	4	4
19	5	6	4
20	4	5.2	4.6
21	3.8	5	4
22	4.2	6	5
23	5.2	5.2	5.2
24	4.8	5	4
25	4.8	6	6
Average	4.752	5.28	4.816

# **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 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

### 1<sup>st</sup> Day (11-09-18) Tuesday

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. HasanMurtazaMasum DD (Finance), BPATC, Saver, Dhaka
11.00-11.15	Tea Break	
11.15-12.15	Recruitment, Training and Promotion procedure	Md. HasanMurtazaMasum DD (Finance), BPATC, Saver, Dhaka
12.15-1.15	Office Inspection	Md. HasanMurtazaMasum DD (Finance), BPATC, Saver, Dhaka
1.15-2.15	Lunch and Prayer	
2.15-3.15	Role and Responsibility of DDOs	Dr. Md. SayedurRahman, DD (Admin and Support Service), NATA, Gazipur
3.25-4.25	Performance Evaluation and Annual Confidential Report (ACR) writing	Dr. Md. Abu Sayed Miah, DG in Charge, NATA, Gazipur
4.25-5.00	Group Work/Practice	ACC and CC

### 2<sup>nd</sup> Day (12-09-18) Wednesday

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	The Government Servants (Discipline and Appeal) Rules, 2018	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
10.30-11.00	Tea Break	
11.00-12.00	The Public Servants (Dismissal on conviction) Ordinance, 1985	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
12.10-1.10	Rules of Business and Allocation of Business	Md. Alauddin, Additional Secretary (PRL), Ministry of Public Administration
1.10-2.10	Lunch and Prayer	
2.10-3.10	The Public Servants (Special Provision) Ordinance, 1979	A.K.MEmdadulHaque, Sr. AD, NATA, Gazipur
3.20-4.20	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	SharminJui, Sr. AD, NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

**3<sup>rd</sup> Day (13-09-18) (Thursday)**

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile
10.30-11.00	Tea Break	
11.00-12.00	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile
12.10-1.10	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile
1.10-2.10	Lunch and Prayer	
2.10-3.10	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile
3.20-4.20	Writing note Draft and summary	AbulKashem Md. BorhanUddin, Joint Secretary, Ministry of Jute and Textile
4.20-5.00	Group Work/Practice	ACC and CC

**5<sup>th</sup> Day (15-09-18) Saturday**

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	The Government Servants (Conduct) Rules, 1979	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setubhaban, Banani, Dhaka
10.30-11.00	Tea Break	
11.00-12.00	Joining time, Travelling Allowances Rules	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setubhaban, Banani, Dhaka
12.10-1.10	Procedure for Disciplinary action	Md. Shamsuzzaman, Director, Bangladesh bridge authority, Setubhaban, Banani, Dhaka
1.10-2.10	Lunch and Prayer	
2.10-3.10	Introduction to Secretariat Instruction, 2014	Irinparvin Sr. AD, NATA, Gazipur
3.20-4.20	Prescribed Leave Rules, 1959	Md. Jamal Uddin DD (Entomology), NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

**6<sup>th</sup> Day (16-09-18) Sunday**

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Identification of e-file system, system login and profile management, ideas on citizen corn, postal upload (citizen / official), post forwarding, postal tracking, postal mail, postal resolution;	Jharna Begum, Sr.AD, NATA, Gazipur
10.30-11.00	Tea Break	
11.00-12.00	Create documents on documents (create document type, create documents, edit document and edit previously created documents) Submit in postal document, write paragraph, send to the next recipient, view the documents sent;	Jharna Begum, Sr.AD, NATA, Gazipur
12.10-1.10	Decide in the document, postalize, documented call;	Dr. Md. SayedurRahman, DD (Admin and Support Service), NATA, Gazipur
1.10-2.10	Lunch and Prayer	
2.10-3.10	Preparation of draft letter on e-file (document) system, issue of letter, letter editing and lettering, preparation of fertilizer, disposal of documents;	Dr. Md. SayedurRahman, DD (Admin and Support Service), NATA, Gazipur
3.20-4.20	In the notes sheet, attachments of different types (prior letter, law and order rules etc), draft draft	Dr. Md. SayedurRahman, DD (Admin and Support Service), NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

**7<sup>th</sup> Day (17-09-18) Monday**

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Office Manner and Etiquette	Munshi Mohammad HedayetUllah, Ex DG, NATA
10.30-11.00	Tea Break	
11.00-12.00	Right to Information Act,2009	Munshi Mohammad HedayetUllah, Ex DG, NATA
12.10-1.10	Sustainable Development Goal (SDG)	Munshi Mohammad HedayetUllah, Ex DG, NATA
1.10-2.10	Lunch and Prayer	
2.10-3.10	Innovation in service Delivery	Md. Shahadat Hossain Siddique,

		Sr. AD, NATA, Gazipur
3.20-4.20	Store Management	Dr. Md. Abu Sayed Miah, DG in Charge, NATA, Gazipur
4.20-5.00	Group Work/Practice	ACC and CC

### 8<sup>th</sup> Day (18-09-18) Tuesday

**Office Visit:** DD, DAE office, Gazipur, Upazilla Agriculture Office, Gazipur Sadar, Gazipur; Department of Forestry, Gazipur Sadar, Gazipur and National Park, Gazipur.

### 9<sup>th</sup> Day (19-09-18) Wednesday

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Human Resource Management	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
10.30-11.00	Tea Break	
11.00-12.00	Motivation, Supervision and Coordination	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
12.10-1.10	Team Building and Decision Making Process	Dr. Md. Abdul Momen Mia, Prof. (Dpt. of Extension), BAU, Mymensingh
1.10-2.10	Lunch and Prayer	
2.10-3.00	Group Exercise/Practice	ACC and CC
3.00-4.00	Salient Feature of the Constitution of Bangladesh	Dr. Md. Iqbal Hossain Additional District Judge Gazipur
4.00-5.00	Public Servant and Anticorruption Commission Act	Dr. Md. Iqbal Hossain Additional District Judge, Gazipur

### 10<sup>th</sup> Day (20-09-18) Thursday

Time	Subject	Recourse Person
9.00-9.30	Review	ACC and CC
9.30-10.30	Delegation of Administrative and Financial Authority	Dr. Md. Akhlas Uddin, DD NATA, Gazipur
10.30-11.00	Tea Break	
11.00-12.00	National Integrity Strategy	Dr. Md. Delower Hossain Mazumder, DD, NATA, Gazipur
12.10-1.10	Managerial Leadership and Conflict Management	Md. Jakir Hossain, DD (Genetics and Plant Management)

		Breeding), NATA, Gazipur
1.10-2.10	Lunch and Prayer	
2.10-3.10	Citizen Charter	Mst. IrinPerven, Sr. AD, NATA, Gazipur
3.20-3.50	Post evaluation	Assistant Course Coordinator
4.00-5.00	Closing Ceremony	DG, NATA and Course Management