TWENTY-EIGHTH FOUNDATION TRAINING COURSE

12 November 2001-11 March 2002

COURSE GUIDELINES

Bangladesh Public Administration Training Centre
Savar, Dhaka

TWENTY-EIGHTH FOUNDATION TRAINING COURSE
12 November 2001 – 11 March 2002

Course Adviser

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Member, Directing Staff

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Abbreviations

- ➤ Admin.   Administration
- ➤ G.S   Guest Speaker
- ➤ L & D   Lecture and Discussion
- ➤ RA   Reading Assignment
- ➤ T Q M   Total Quality Management
- ➤ L & Ex   Lecture and Exercise
- ➤ H.R.M   Human Resource Management
- ➤ C.T   Computer Training
- ➤ Mgt.   Management
- ➤ LW   Library Work
- ➤ ELP   English Language Programme
- ➤ H.R.D   Human Resource Development
- ➤ D.D.   Deputy Director
- ➤ FM   Faculty Members
- ➤ BARD   Bangladesh Academy for Rural Development
- ➤ RDA   Rural Development Academy
- ➤ BRDTI   Bangladesh Rural Development Training Institute
- ➤ PT   Physical Training

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BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA
TWENTY-EIGHT FOUNDATION TRAINING COURSE

The Centre

Bangladesh Public Administration Training Centre (BPATC) is an apex training institute in the field of public administration. Government officials of all cadres and other officials belonging to various departments and autonomous bodies receive training at BPATC. The Centre was established on 28 April 1984 as an autonomous organisation by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). It is 28 kilometres away from Dhaka city and is located in a beautiful terrain along Dhaka-Aricha highway near Jahangirnagar University. It has four regional centers in Dhaka, Chittagong, Khulna and Rajshahi.

The Centre conducts three core courses, namely, Senior Staff Course (SSC), Advanced Course on Administration and Development (ACAD) and Foundation Training Course (FTC). Joint Secretaries to the government and the equivalent from different departments and autonomous bodies participate in the SSC (duration 2.5 months). The ACAD is designed for Deputy Secretaries and equivalent from various departments and autonomous organisations (duration 2.5 months). New entrants of the Bangladesh Civil Service (BCS) and other class-I officers of the government take part in the Foundation Training Course (duration 4 months).

Rector, who is a senior secretary to the government, is the chief executive of the Centre. BPATC is staffed with 5 Members of Directing Staff (MDS) (Joint Secretary and officials of the same status), 13 Directors (Deputy Secretary and officers of the same status) and 74 other class-I officials of Deputy Directors, Senior Research Officers, Assistant Directors, Research Officers, Evaluation Officers etc.

The Foundation Training Course

Foundation Training Course is the basic training course on Administration and Development. Bangladesh Civil Service Recruitment Rules, 1981 makes Foundation Training Course compulsory for all the new entrants to the Bangladesh Civil Service. The contents of this course are carefully selected so that the participants acquire the basic knowledge of the various theories, concepts and issues on Administration and Development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development and leading problems of the country.

/Firoz/

A number of extension lectures are conducted with external resource persons. The external resource persons, usually being the top civil servants of the government, share their experiences with the probationers. With such exposures, the participants are expected to be well groomed as career civil servants.

The Course Objectives

General

To Create a corps of skilled, well-groomed public administrators, dedicated to their motherland and welfare of the people by practicing and ensuring social justice and equity.

Specific

- **Build physical and mental fitness of the participants so that they can cope with arduous professional responsibilities;**

- **Develop decision-making ability and analytical skills;**

- **Foster 'esprit de corps' among the officers belonging to various cadres;**

- **Inculcate a uniform perception in the officers through imparting theoretical and practical knowledge on Administration and Development of Bangladesh as a whole;**

- **Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;**

- **Help them acquire skills and techniques of modern management;**

- **Familiarise them with the changes taking place in different fields, specially in Administration and Development in our country and in the other parts of the world as well;**

- **Equip them with knowledge and skills of computer applications at their individual workplaces; and**

- **Improve oral presentation skills and written expressions in English.**

Course Duration

The regular Foundation Training Course is of four months (120 days) duration. Earlier, the Centre also conducted 18 two-month long Special Foundation Courses between 1987 and 1992 as an interim arrangement to clear off the backlog of training in pursuance of the decision of the National Training Council and the directive of the Ministry of Establishment.

Course Administration

The participants are divided into four sections. A Coordinator supervises each section. The Coordinator is responsible for ensuring implementation of academic, extra-academic and administrative activities of his or her section. The Course Director assumes the overall responsibility and management of the course. He supervises and guides the Coordinators and consults with the Course Adviser on various academic and administrative issues.

Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

- ❑ Stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- ❑ Attend all instructional sessions regularly and other activities punctually;
- ❑ Meet and complete all standards and formalities inside the classroom, such as academic exercises, examinations, syndicates, seminars, group discussions, etc.
- ❑ Participate in BARD/RDA/BRDTI attachments and field study programme;
- ❑ Submit term papers, field-study reports, book review reports and other assignments in time;
- ❑ Participate in all co-curricular activities; and
- ❑ Abide by the rules of the Centre, maintain strict discipline and code of conduct.

Success or failure in meeting the above requirements will be reflected in the pen-picture of the participants.

Training Methodology

The course includes prevalent/modern training techniques, such as, lecture, reading assignment, library work, case study, syndicate, seminar, workshop, group discussion, film show, study tour, BARD RDA/BRDTI attachment, field study, extension lecture, book review and presentation, term paper writing etc.

Medium of Instruction

The medium of instruction will be English and Bangla. However, use of English will be emphasised. The Centre encourages the participants to develop their oral and written English skills. It is expected that they engage themselves in free conversation in English as much as possible during the entire period of their stay in BPATC

Know Each Other (KEO)

There will be a number of KEO sessions during which participants will introduce themselves with others using a standard format of points to be mentioned.

Course Contents

The course contents are being continuously reviewed and updated by the faculty. To meet the training needs of the officers, the contents of the course have been segmented into the following five subjects:

1. Bangladesh Studies;
2. Public Administration;
3. Management Process;
4. Development Economics; and
5. Other Modules.

Each subject is divided into several independent modules. The details of course contents are given in (Annexure-A).

BARD/RDA/BRDTI Attachment

Bangladesh Academy for Rural Development (BARD), Kotbari, Comilla; Rural Development Academy, Bogra and Bangladesh Rural Development Training Institute, Khadimnagar, Sylhet are the institutions engaged in the activities in the field of rural development The participants are attached to the BARD/RDA/BRDTI to acquaint themselves with the concepts and techniques of rural development. This attachment is important as it gives the participants a first-hand exposure to the rural community and institutions like the farmers cooperatives, irrigation groups, etc. The performance of the participants is assessed by BARD/RDA/BRDTI, which is forwarded to this Centre later.

Field Study Programme

A seven-day field study programme adds an important dimension to the Foundation course. Each participant will identify a problem, may be relating to his/her office/organisation or given by the course administration which will be investigated by him/her through data collection in the field and its analysis. Data interpretation sharpens the participants' analytical skills. The field visit programme and staying days and nights over the selected Upazila is compulsory.

Visiting Places of Interest

The participants will visit one or more places of interest during the course.

Presentation on Home Upazila

Each participant shall make a brief account of his/her home upazila in English, which is to be presented in a formal session.

Extension Lecture

Extension lectures will be held in many evenings. These lectures will dwell upon the issues of national importance and offer the participants scope to interact and share experiences with senior government officials and noted personalities.

Syndicate Work

Participants are also required to carry out syndicate works. The topics are given by the Module-in-Charges, which are discussed and deliberated by the group members. The group will select a chairperson and a secretary to conduct the exercise. The exercise will be followed by the presentation of the syndicate report.

Term Paper

Preparing term paper is also an important component. The participants will prepare a number of term papers in several modules.

Reading Assignment

Some of the topics under different modules are shown as reading assignment i.e. personal study. The participants are expected to study the handouts that will be given as take-home assignments. These reading assignments will be evaluated in the same way as others are done.

Book Review and Oral Presentation Programme

Book Review constitutes another important component. Each participant will write critical reviews of two books, one in English and one in Bangla, one of which is to be presented in a session. A faculty member will chair the session. The presentation of the review will be followed by a question-answer session.

Physical Training and Games

The participants are required to take part in the physical exercise and games sessions everyday compulsorily. This is intended to develop a sound body essential for civil administration to withstand workloads and to cope with strenuous jobs. The Center has experienced physical instructors to conduct these sessions.

Examination and Evaluation

Participants are assessed through different tests, oral presentations and take-home exercises. Likewise the participants also assess the lecturers/resource persons after each session.

The participants are evaluated on 1500 marks in total. Marks are distributed as follows:

⇒	Written Test	550
⇒	Term Paper	100
⇒	Syndicate/Exercise	250
⇒	Tree Plantation, Protection, Nursing and Manual work	50
⇒	Book Review and Oral Presentation	100
⇒	Field Study Programme	100
⇒	BARD/RDA/BRDTI Evaluation	50
⇒	PT and Games	100
⇒	Class Attendance	100
⇒	Evaluation by Course Management	80
⇒	House Keeping	20
	Total:	**1500**

Evaluation of Participants

A test will be conducted to assess the pre-training level of knowledge of the participants.

The participants will ensure their attendance in at least 95% of the instructional sessions and physical training and games. Absence from classroom sessions by 1% will result in a deduction of 10% marks. A participant will be instantly released from the Centre for unauthorized absence in a single session. Qualifying marks in each module/subject is 50%.

Qualifying in all the examinations will make a participant eligible for obtaining the certificate. A participant who fails to obtain requisite marks gets two chances to sit for supplementary examinations. The supplementary exams are held after the course. A participant will be finally disqualified if he/she still fails in a single module/subject even after availing himself or herself of the two chances.

Interactional Activities

One of the objectives of the Foundation Training Course is to develop interpersonal relations and foster team spirit among the officers of different cadres through interactions. This will create an attitude of cooperation and fellow feeling among the officers of different cadres, which help in achieving better coordination among themselves in their service career.

Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are forums that help in developing leadership qualities among the officers.

Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or of the code of conduct or adopting unfair means in the examinations or unauthorised absence by any participant will render him/her liable to disciplinary action. The course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants.

Dress Code

In classrooms and other formal sessions, the male participants will have to wear light-coloured full-sleeve shirts, full pants, shoes and the tie given by BPATC. Female participants will wear three pieces or sharees and the coat pin given by BPATC. The male participants who will not wear ties because of religious reasons will have to wear sherwani, pajama, shoes and the coat pin given by BPATC. All participants must wear name badge in all occasions except during games in the afternoon.

Accommodation and Food

The Foundation Training Course is residential. There is no general provision of leave during the course. Leaving the Centre without permission is treated as a misconduct. Meals are arranged through Mess Committee formed by participants themselves. Meals are served in time and should be taken in time. The Mess Committee is responsible for maintaining the overall quality of meals.

Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners with formal dress.

Other Skills Development

The Centre provides the participants facilities to develop computer skills in its two big computer labs. There is also provision for training on car driving in this course.

Library

The Centre has a rich library with a collection of around 92 thousand books and bound Journals from home and abroad. The participants are encouraged to use the library facilities at the maximum effort. The library remains open from 8 am to 10 p.m. (Saturday to Thursday) without break. It also remains open from 4 p.m. on Fridays for the daily newspapers reading only.

The library building is a three-storied building. In the ground floor there and News Papers Reading Tables, a Reception Counter, Room of the Director (LTA), Book Processing Room, Photographer's Room and the Binders Room. In the first floor, a Common Reading Room, a Reference Room, Stack Areas, a Photocopy Room, a Issue Counter, Room of the Librarian (Doc.) are located. In the 2nd floor you will find a Journal Section, a Bound Materials Room, a Documentation Room and the Computer Centre. In every floor toilets are available for library users. For any query participants may contact officers and staff of the library.

Medical Treatment

The participants are entitled to have medical prescription free of charge and some common medicines that are available at the Clinic. However, the medical facilities can only meet primary or minor cuts and injuries. The Clinic is located to the west of the BPATC mosque. The Clinic has got an Ambulance service on payment basis in case of serious illness.

Recreation

As Foundation Course is always very intensive, little time is left for recreation. However, each floor of the dormitory is furnished with a television set having dish connection. Film shows are also arranged for interested participants. Participants arrange cultural programmes and mess nights every month. They are also taken to different places of interest.

Mosque

The Centre has a beautiful mosque. Books on religion are available in the mosque library.

Rector's Medal

The Centre awards a unique prestigious medal, The Rector's Medal, to the participant securing the topmost position in the course. The nine other top position holders are given Merit Medals. Moreover, BPATC Blue awards may be given to one male and one female participant judged to best performers in the field of physical exercise, games and sports.

Smoking or Taking Drugs and Alcohol

The Centre has been declared as a Non Smoking Area. No participant is allowed to smoke in the campus. Likewise, drugs and alcohol taking is also forbidden and any participant found violating these norms will be liable to administrative action.

Conclusion

This Course Guidelines gives an outline of the various aspects of the Foundation Training Course. If there be any queries, participants may contact the Course Director or Coordinators personally. Moreover, in case of any emergency, participants may contact Course Director or Coordinators through their office and home telephone numbers given in Annexure-F.

Bangladesh Studies
Module 01: Introducing Bangladesh

Module-in-charge: M. Arifur Rahman
Evaluation Method: Term Paper

Aim:

To orientate the participants with the sense of Patriotism, History, Liberation War, Tradition, culture, Social Structure and Resources of Bangladesh.

Objective:

To enable the participants to analyse the social, political and cultural situation of Bangladesh.

Code	Topic	Speaker	Training Method
001	History of Bangla Language and Historical Significance of Language Movement	GS	L & D
002	Liberation War of Bangladesh: Background and Sprit	GS	E. L.
003	Role of Super Powers in the Liberation War	GS	E. L.
004	Anthropological Background of Bangladesh	Arif	L & D
005	Cultural Heritage of Bangladesh: In Search of National Entity of Bangladesh	Arif	L & D
006	Geographical features of Bangladesh: Flora, Fauna and Climate	GS	L & D
007	Archeological Spots of Bangladesh	GS (Cultural Secy.)	L & D
008	Tourism Spots of Bangladesh	GS/ Mohiuddin	L & D
009	Natural Resources of Bangladesh	GS/Basher	L & D

Attached Faculty: Quader, Hasan, Arif, Basher, Anis, Byomkesh

Firoz

Module 02: Important Policies of the Government of Bangladesh

Module-in-charge: ABM Abdul Howk Chowdhury
Evaluation Method: Written Test

Aim:

To acquaint the participants with the theoretical dimensions of policy-making and various policies formulated by the government.

Objective:

To enable the Participants to:

i.   identify the salient features of policies of the Government of Bangladesh
ii. formulate and analyse development policies.

Code	Topic	Speaker	Training Method
010	Public Policy, Policy Process and Implementation	A. Howk	L & D
011	Education Policy of Bangladesh	GS	L & D
012	Health Policy of Bangladesh	GS	L &. D
013	Export - Import Policy of Bangladesh	GS	L & D
014	Agriculture Policy of Bangladesh	GS	L & D
015	Industrial Policy of Bangladesh	GS	L & D
016	Foreign Policy of Bangladesh	GS	L & D
017	Land Use Policy of Bangladesh	GS	L& D

Attached Faculty: A. Howk, Quader, Hasan

Public Administration
Module 03: Development Administration

Module-in-charge: Md. Sharif Hasan
Evaluation Method: Class Test

Aim:

To apprise the participants of the recent developments in the field of Public Administration and Management.

Objectives:

To enable the Participants to:

comprehend the basic concepts of Public Administration and Management.

Code	Topic	Speaker	Training Method
018	Basic Concepts of Public Administration	Kanka	L & D
019	Concepts and Issues of Development Administration with Reference to Bangladesh	Sharif	L & D
020	Transparency, Accountability and the Changing Role of Government	GS/Monjurul	L & D
021	New Public Management	Kanka/Sharif	L & D
022	GO-NGO Collaboration in Development	Kanka/Sharif/ADAB/ DG NGO Bureau	P & D
023	Good Governance	M. Hoque GS / Kanka/Sharif	Panel Discussion
024	Decentralization, Deconcentration & Devolution: With reference to Bangladesh	GS	L & D
025	People's Participation in Administration: With reference to Bangladesh	GS	L & D

Attached Faculty: Quader, Kanka, Nahid, Sharif, Anis

Module 04: Governmental System

Module-in-charge: Amalendu Sen
Evaluation Method: Written Test

Aim:

To acquaint the participants with the political and governmental system of Bangladesh and to orientate them with the functions of the executive, legislative and judicial organs of the government.

Objectives:

To enable the Participants to:

i.   describe the salient features of the Bangladesh Constitution and to safeguard the Constitutional Rights of the citizens
ii. analyse the functions and linkages among the three organs of the government.

Code	Topic	Speaker	Training Method
026	Constitution of Bangladesh: Fundamental Principles, Rights and Amendments	Amalendu/ Didar	R A
027	Theory of Separation of Power: Executive, Legislative and Judiciary as Enumerated in the Constitution of Bangladesh	Amalendu/ Didar	L & D
028	Executive Power of the Government	Amalendu	L & D
029	Rules of Business	GS/Salima	L & D
030	Judicial System in Bangladesh	Amalendu/ Law Secy.	L & D
031	Parliament and Parliamentary Committees	GS	L & D
032	Constitutional Provisions relating to Public Servants & PSC	Amalendu	L & D
033	Flag Rule, Emblem Rules and Anthem Rules	Quader	L & D
034	Warrant of Precedence and Protocol	Salima	L & D

Attached Faculty: Amalendu, Quader, Mehede

Module 05: Administrative Reforms: Challenges of 21ˢᵗ Century

Module -in-charge: ATM Mohiuddin Ahmed
Evaluation Method: Syndicate

Aim:

To apprise the participants of the various administrative reform initiatives taken to improve the public sector performance in Bangladesh and elsewhere.

Objectives:

To enable the Participants to:

i. identify the weaknesses of the public sector ;

ii. appreciate the importance of administrative reforms in promoting efficiency of the public sector.

Code	Topic	Speaker	Training Method
035	Changing Role of the Public Sector and Administrative Reforms	Kanka/ Sharif	L & D
036	Labour and Labour Law	GS	L & D
037	Redefining Accountability to Citizens: Citizens as Customers, Customers Charter, Customer Consultation	Kanak/Nahid	L & D
038	Administrative Reforms in Bangladesh: With Special Reference to Some Countries	Kanka/Sharif	RA
039	Working of the O & M in Bangladesh	Delwar	L & D
040	Overview of Recommendations of Administrative Reforms Commissions in Bangladesh	Sharif	L & D
041-042	Strategy for Pub. Sect. Reforms in Bangladesh	Kanka/ Enam Sharif	Syndicate

Attached Faculty: Kanka, Hasan, Nahid, Sharif, Anis, Morshed, Refayet

Module 06: Local Government of Bangladesh

Module -in-charge: Muhammad Abdul Quader
Evaluation Method: Written Test

Aim:

To introduce the concepts of Local Government of Bangladesh.

Objective:

To enable the participants to understand evolution, problems and prospects of the local government system of Bangladesh.

Code	Topic	Speaker	Training Method
043	Evolution of the Local Government in Bangladesh: 1870-2000	Quader	L & D
044	Local Government at Village Level	Quader	L & D
045	Local Government at Union Level	Momin /Maqsood	L & D
046	Local Government at Upazila Level	Quader	L & D
047	Local government at District Level	Quader	L & D
048	Local government at Chittagong Hill Districts	Mohiuddin/ Quader	L & D
049	Urban Local Government	Quader	L & D
050	Comparative study of Local Govt. of SAARC Countries	Quader	L & D
051	Role of Local government in the Law & Order Administration in Bangladesh	Momin	L & D

Attached Faculty: Quader, Mahede, Anis, Sajid

Module 07: Total Quality Management in Public Sector

Module-in-charge: Syed Shamsul Alam
Evaluation Method: Exercise

Aim:

To introduce the concepts and skills of Total Quality Management (TQM), Negotiation and Conference Techniques.

Objectives:

To enable the Participants to :

i. How can TQM be introduced in civil service?
ii. Conceptualise the various concepts, techniques and tools of TQM; and

iii. Apply scientific techniques of conference and negotiation in real life situations.

Code	Topic	Speaker	Training Method
052	Concept of TQM and its Implications in the Public Sector	S. Alam	L & D
053	Management Methods of TQM	S. Alam	Exercise
054	Productivity Improvement in the Public Sector: Concept, Techniques and Measurement	GS	
055	Concept of ISO 9001: 1994	Momen	L & D

Attached Faculty: S. Alam, Mahede, Nahid, Ataur, Sharif,

Module 08: Team Building and Behavioral Aspects in Administration

Module-in-charge: Kanka Jamil
Evaluation Method: Syndicate

Aim:

To transfer the techniques of effective teamwork and coordination.

Objective:

To enable the participants to practise human relations in the real life situation and foster espirit de corps in administration.

Code	Topic	Speaker	Training Method
056	Team Building and Teamwork in Administration	Anwar	L & D
057	Coordination: Concepts and Mechanisms	Shiraj	L & D
058	Problems of Coordination at the Field Level	Debashish	L & D
059	Motivation & Human Relations in Administration	Zohur	L & D
060	Team Building: Case Study-1	GS	Syndicate
061	Team Building: Case Study-2	GS	Syndicate
062	Relation Between Public and Government Servants	Kanka	L & D
063	Relation Between Government Servants, Politicians & Local Leaders	GS	L & D

Attached Faculty: Shiraj, Quader, Kanka, Mahedi, Nahid, Zohur, Mottaleb, Basher

Firoz

Management Process
Module 09: Personnel Management in Bangladesh

Module-in-Charge: Md. Shirajul Islam
Evaluation Method: Written Test

Aim:

To impart knowledge on the concepts of human resource management and rules concerning Human Resource Management (HRM).

Objectives:

To enable the Participants to :

i. write job descriptions and job specifications at their individual workplaces ;

ii. apply HRM-related rules appropriately.

Code	Topic	Speaker	Training Method
064	Human Resource Management and Planning	Shiraj/Maqsood	L & D
065	Job Analysis Job Description and Job Specification	Shiraj	L & D
066	Introduction to BSR Fundamental Rules and CSR	Jagabandhu	L & D
067	General Conditions of Government Service	Jagabandhu	L & D
068	Methods of Recruitment, Promotion & Role of Training	Amalendu	L & D
069	Joining Time	Salima	L & D
070	Public Servants Retirement Act 1974	Jagabandhu/ Salima	L & D
071	Seniority Rules	Salima	L & D
072	Leave Rules	Dr. Khan	L & D
073	Sp. Provisions Ordinance, Dismissal on Conviction, Punctual Attendance Ordinance	Salima	L & D
074	Conduct Rules	Santosh	L & D
075-077	Discipline and Appeal Rules	Salam	L & D
078	Discipline and Appeal Rules	Salam	Case Study
079	Administrative Tribunal Act	Amalendu	L & D
080	Performance Appraisal and ACR Writing	Dr. Khan	L & D

Attached Faculty: Amalendu, Jagabandhu, Quader, Kanka, Santosh, Mahede, Mottaleb

Module 10: Office Management

Module-in-charge: Md. Didarul Alam
Evaluation Method: Exercise

Aim:

To acquaint the participants with various methods of office communication and to familiarise them with the basic rules of writing notes, summaries and resolutions.

Objective:

To enable the Participants to use various methods of office communication appropriately.

Code	Topic	Speaker	Training Method
081	Office Procedure: Filing, Receiving, Referencing, Docketing etc.	Santosh	L & D
082	Records and Archives Management in Bangladesh	Momin/Didar	L & D
083-084	Noting and Drafting	Mohiuddin	L & D and Exercise
085-087	Forms of Written Communication-1,2 & 3	Amalendu	L & D & Exercise
088	Office Inspection (Inspection Manual)	Debaish	L & D
089-090	Preparing Working Paper and Writing Resolution-1 & 2	Salima/ Nahid	L & D & Exercise
091	Summary Writing	Didar	L & D
092	Office Security	Shiraj	L & D
093	Transport Management	Quader	L & D

Attached Faculty: Amalendu, Jagabandhu, Quader, Kanka, Santosh, Mahede, Zohur

Module 11: Important Criminal, Civil and Land Laws

Module-in-Charge: Md. Mominul Haque Bhuyan
Evaluation Method: Written Test (With Books/Materials)

Aim:

To familiarise the participants with important criminal, civil and land laws.

Objective:

To enable the participants to apply criminal, civil and land laws appropriately.

Code	Topic	Speaker	Training Method
094	Criminal Judiciary	Latifur	L & D
095	Civil Litigation in Bangladesh	GS	L & D
096	Land Laws in Bangladesh	Anwar	L & D
097	Land Scarcity and Land Acquisition	Latifur	L & D
098	Public Servant and Anti-corruption Laws	Ashish	L & D
099	Preventive Sections of CrPC	Momin/Anwar	L & D

Attached Faculty: Ashish, Quader, Latif

Module 12: Financial Management

Module-in-charge: Jagabandhu Biswas
Evaluation Method: Written Test

Aim:

To impart knowledge on preparation of financial statement and financial plan, fixation of pay, pension and gratuity, procurement, storage of logistics and store management.

Objective:

To enable the participants to apply financial rules and regulations appropriately.

Code	Topic	Speaker	Training Method
100	Budgetary System (Revenue)	GS	L & D
101	Budgetary System (ADP)	GS	L & D
102	Office Budget Preparation	Santosh/Gazi	L & D
103	Duties and Responsibilities of Drawing and Disbursing Officer	Jagabandhu	L & D
104-105	Delegation of Financial Powers 1-2	Amalendu/Gazi	L & D
106-107	Pay Fixation 1-2	Amalendu	L & D
108	Pension and Gratuity	Jagabandhu	L & D
109-110	Travel Allowance Rules 1-2 (BSR-2)	Santosh/Gazi	L & D
111	Income Tax and Vat Rules	Shiraj	L & D
112	Purchase, Sales and Store Management	Sadek/Gazi	L & D
113	General Provident Fund, Benevolent Fund and Group Insurance Rules	Santosh/Gazi	L & D
114	Important Provisions of General Financial Rules	Jagabandhu	L & D
115	Salient provisions of Treasury Rules	Santosh/Ranjit	L & D
116	Audit Objection, its Mitigation, Preparations of Broad sheet Reply and the Rule of Tiffin Charge	GS CGA/Ranjit	L & D L & D

Attached Faculty: Amalendu, Jagabandhu, Quader, Latif, Santosh, Nahid, Zohur

Development Economics
Module 13: Economic Theory: Micro and Macro

Module-in-charge: Banik Gour Sundar
Evaluation Method: Written Test

Aim:

To impart knowledge of basic theories and concepts of micro and macroeconomics.

Objectives:

To enable the participants to:

i.   determine the basic features of market economy
ii. define and determine national income
iii. explain the factors influencing the development and economic policies of Bangladesh.

Code	Topic	Speaker	Training Method
117	An Overview: Basic Questions, Concepts of Micro and Macro Economics	Monjur	L & D
118	Characteristics of Market Economy	Banik	L & D
119	Accounting: GDP, GNP, NNP with Reference to Bangladesh	Obaidur/Mottaleb	L & D
120	Demand Analysis : Concept of Elasticity and Application	Ashish	L & D
121	Market Structure	Banik	L & D
122	Monetary Policy : With Reference to Central Bank	GS/Monjur	L & D
123	Fiscal Policy of Bangladesh & Role of NBR	GS/Zobayer/Mottleb	L & D
124	Exchange Rate and Devaluation	GS	L & D
125	Recent Trends in the Bangladesh Economy	GS/ Mottaleb/Zobayer	L & D

Attached Faculty: Obaidur, Banik, Santosh, Monjur, Zobayer, Zohur, Mottaleb, Sharif

Module 14: Quantitative Analysis

Module-in-charge: Dr. Mir Obaidur Rahman
Evaluation Method: Written Test

Aim:

To impart knowledge on the techniques of analysing information and data in decision-making process.

Objective:

To enable participants to analyse data, calculate summary statistics and to study the interdependent relationships among a set of variables.

Code	Topic	Speaker	Training Method
126	Quantitative Analysis in Decision Making	Obaidur	L & D
127	Data Analysis: Measures of Central Tendency	Ashish	L & D
128	Data analysis: Measures of Variation	Ashish	L & D
129	Data Analysis: Correlation and Regression-I & II	Obaidur	L & D & Exercise
130	Index Number Analysis (Share Market, Consumer Price Index, Securities and Exchange Commission)	Obaidur	L & D

Attached Faculty: Obaidur, Banik, Santosh, Zohur, Mottaleb

Module 15: Research for Management Practitioners

Module-in-charge: Dr. Syed Nesar Ahmed Rumy
Evaluation Method: Written Test

Aim:

To convey the meaning of research and expose the participants to different methods of collecting data, preparing and presenting research paper.

Objective:

To enable the participants to collect and classify data and to prepare research reports scientifically.

Code	Topic	Speaker	Training Method
131	Research: Definition, Classification, Usage & Idea About Formulation of Hypothesis	GS	L & D
132	Methods of Data Collection	Monjurul	L & D
133	Techniques of Preparing Questionnaires	Rumy	L & D
134	Population, Sample and Sampling	Zobayer	L & D
135	Techniques of Data Analysis and Data Presentation: Classification, Tabulation and Use of Graphs	Rumy	VIPP
136	Techniques of Preparing Research Reports	Rumy	L & D
137	Exercise on Preparing Questionnaires and Interviewing	Zobayer	Exercise

Attached Faculty: Dr. Rumi, Zobayer, Mottaleb, Basher

Module 16: Development Planning and Poverty Alleviation

Module-in-charge: Ashish Kumar Paul
Evaluation Method: Written Test

Aim:

To impart knowledge on human development and formulation of strategies for poverty alleviation.

Objectives:

To enable the participants to: ·

i.   apply the concepts of human development at their individual workplaces

ii.   equip themselves with the tools of formulating poverty alleviation programmes.

Code	Topic	Speaker	Training Method
138	Planning in a Market Economy	Obaidur	L & D
139	Policy Planning Commission in Plan formulation	Obaidur	L & D
140	Planning Experience in Bangladesh	Obaidur	L & D
141	Poverty: Definition and measurement	Banik	L & D
142	Government and NGOs Programme in Poverty Alleviation: Role of PKSF, BRAC, BRDB and Grameen Bank	GS	L & D
143	Human Development Index Special Reference to Human Development Report	Zobayer	L & D
144	Poverty & Famine: Amartya Sen's Ideas	GS/Banik	L & D

Attached Faculty: A. Howk, Dr. Billah, Santosh, Banik, Salima

Module 17: Gender in Development

Module-in-Charge: Salima Jahan
Evaluation Method: Term paper

Aim:

To sensitise the participants with the prevailing problems that are faced by women and children at the local and global level.

Objective:

To enable the participants to appreciate and analyse the real situation of women and children in Bangladesh.

Code	Topic	Speaker	Training Method
145	Gender Issues in Bangladesh	GS	L & D
146	Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)	GS	L & D
147	Convention on the Rights of the Child (CRC) & Child Labour in Bangladesh	GS GS	L & D
148	Social Mobilisation for Children and Women Development	Salam	L & D
149	Economic Empowerment of Women	GS	L & D
150	Reproductive Health and HIV/AIDS	GS/Dr. Mustafiz	Panel Discussion

Attached Faculty: Obaidur, Kanka, Shafique, Basher

Module 18: Globalization and Sustainable Development

Module-in-Charge: Md. Monjurul Hoque
Evaluation Method: Assignment

Aim:

To impart knowledge on national and international issues of environment and development and techniques of Environmental Impact Assessment in development projects.

Objectives:

To enable the participants to:

i. link environment in the development process
ii. assess environmental impact more precisely in implementing development projects.

Code	Topic	Speaker	Training Method
151	Globalization: Concepts & Issues	GS	L & D
152	Bangladesh and Development Partners	Obaidur	L & D
153-154	World Trade Organization and Bangladesh Economy	GS/Obaidur	L & D
155	Sustainable Development: Concepts and Issues	GS	L & D

Attached Faculty: Alam, Hasan, Monjur, Jesmin, Basher

Module 19: Environment and Disaster Management

Module-in-charge: Md. Monjurul Hoque
Evaluation Method: Exercise

Aim:

To acquaint the participants with the theoretical and practical aspects of environment and disaster management.

Objectives:

To enable the participants to apply different techniques and strategies of preventing environmental degradation disaster in the real life situation.

Code	Topic	Speaker	Training Method
156	Environmental Issues and Policies in Bangladesh	Hasan	L & D
157	Environmental Pollution in Bangladesh	Jesmin	L & D
158	Disaster: Definition, Concept, Impact and Measures	GS/Alam	L & D
159	Coping with Disaster/Disaster Management Cycle	Jesmin	L & D
160-161	Environmental Impact Assessment	Monjur	L & D

Attached Faculty: Alam, Hasan, Monjur, Jesmin, Basher

Module 20: Project Management

Module-in-charge: Kazi Hasan Imam
Evaluation Method: Exercise

Aim:

To provide basic knowledge and skill of formulation, appraisal and implement of projects.

Objectives:

To enable the participants to:

i)   formulate Project Concept Paper (PCP) correctly;
ii)   appraise and evaluate a project scientifically; and
iii)   enhance knowledge about project implementation.

Code	Topic	Speaker	Training Method
162	Project: Definition, Formulation and Approval Process	Hasan	L & D
163	Project Concept Paper (PCP) & Its Preparation	Hasan	L & D
164	Project Selection: Project Appraisal-1	Monjur	L & D
165	Project Selection: Project Appraisal-2	Monjur	L & D
166	Preparation of PCP (Exercise-1)	Hasan	Exercise
167	Preparation of PCP (Exercise-2)	Hasan	Exercise
168	Fund Release Procedures for Development Projects	Hasan	L & D
169	Techniques of Project Implementation	Hasan	L & D

Attached Faculty: Hasan, Monjur

Skill Development
Module 21: English Language Skill (ELS)

Module-in-charge: A.B.M. Abdul Howk Chowdhury
Evaluation Method: Written Test (in Listening Comprehension, Reading Comprehension, Structure and Written expression, where applicable.)

Aim:

To familiarise the participants with the common mistakes of English and to help them enhance their speaking and writing ability.

Objectives:

To enable the participants to:

i)   Comprehend short English and American conversations through listening comprehension (as in IELTS and TOEFL respectively)
ii)   Identify the common mistakes while using English in day-to-day life.
iii) Speak English with reasonable fluency and accuracy and improve their writing ability.

Code	Topic	Speaker	Training Method
170-181	Listening Comprehension 1-12 (7 from TOEFL and 3 from IELTS)	GS/A. Howk Mohiuddin	Listening, D & Exercise

Short Conversations

1. Details
2. Idiomatic Expressions
3. Suggestions
4. Assumptions
5. Predictions
6. Implications
7. Problems
8. Topics

There will be two extra sessions on listening comprehension for discussion and feedback about the techniques of easy understanding of English and American Conversation.

| 182-211 | English Usage & Patterns 1-30 | A. Howk/Mohiuddin/ Salima | L, D & Exercise |

1. Verbs & Verb Patterns (i.e, Problems with verbs: difference between auxiliary and finite verbs. Verbs that require an Infinitive/ing- form in the complement, verb phrase that require ing- form in the complement)
2. Modals

3. Use of causatives
4. Adjective Patterns
5. Redundancy and wooliness
6. Spelling Rules
7. Problems with Agreement
8. Problems with prepositions

212-216	Writing Skill (1-5)	GS/A. Howk Salima	L & E

1. Diction with conciseness
2. Simplicity of expression
3. Directness of expression (Hit on the nail)
4. Use of Modern English in free writing on any particular topic

217-221	Spoken English (1-5)	GS A. Howk Kanka Salima	L & E

1. Important words commonly mispronounced
2. Conversational Fillers and Expressions
3. Asking and Answering
4. Free Speaking on News items/Film - Video Themes
5. Common mistakes in spoken English/conversational English

222-231	Reading Comprehension 1-10 (7 from TOEFL and 3 from IELTS)	A. Howk/ Mohiuddin/ Kanka/ Salima	L, D & Exercise

Reading Comprehension

1. Previewing
2. Reading for Main Ideas
3. Enriching Vocabulary
4. Scanning for Details
5. Making Inferences
6. Identifying Exceptions
7. Locating References
8. Referring to the Passage

Attached Faculty: Mohiuddin, A. Howk, Kanka and Salima.

Module 22: Computer and Information Technology

Module-in-charge: Md. Zakir Hossain
Evaluation Method: Practical Test/Exercise/Class Test

Aim:

To impart knowledge on the practical applications of computers in the government offices

Objectives:

To enable the participants to:

i. explain the basic concepts of computer and information technology
ii. prepare papers through touch typing using the computer
iii. perform jobs using word processing, spreadsheet and other application software.

Code	Topic	Speaker	Training Method
232	Introduction to Computer	Enam	L & D
233	Operating System: Windows'95/98	Mottaleb Boymkesh	L & D L & D
234-243	Typing Tutor	Boymkesh Sajid Anis Morshed Refayet	L & P
244-251	MS Word	Basher Zakir Mottaleb Boymkesh	L & P
252-256	MS Power Point	Zakir Arif Mottaleb Boymkesh	L & P
257-263	MS Excel	Zobayer Zakir Arif	L & P
264	Use of Internet, E-mail etc.	Ataur Zakir	
265-269	Web page Design	Zakir	L & P
270	Information Technology	Enam	L & D
271-272	Computers Trouble Shooting	Zakir	L & D

Attached Faculty: Zobayer, Ataur, Mottaleb, Arif, Mufazzel

Module 23: Field Study

Module-in-charge: S.M. Zobayer Enamul Karim/Mohammad Ataur Rahman

Aim:

To enable participants to prepare a research report on increasing the effectiveness of their own offices.

Objectives:

To enable each participant to:

i.   Collect primary data using questionnaires;

ii. Tabulate data;

iii. Analyze data; and

iv. Write a research report on increasing the effectiveness of his/her own office.

The participants will be sent to their respective offices. The participants will be expected to identify one problem area of their office/organization and describe its nature and implications, etc. They will collect data on the identified problem, analyses the data, give their findings and recommend ways and means to eradicate the identified problem. Participants will be briefed about data collection and related issues before the programme begins. Economic cadre officers may be assigned to identify problem of development project/projects under their respective ministries. Each individual will have to compile his or her report within stipulated time and will have to present it in a formal session.

Module 24: Ethics & Etiquette

Module-in-Charge: Md. Latifur Rahman
Evaluation Method: Class Test

Objectives:

To inform the participants about the ethical aspects of administration and about the good manners and etiquette in attending dinners and banquets.

Topic No.	Topic Title	Speaker	Training Method
273	Civil Service Ethics	GS	L & D
274	Manners & Etiquette	GS	L & D
275	Table Manners & Etiquette	GS	L & D

Attached Faculty: Quader, Sharif, Latif

Module 25: Extension Lectures

Eminent persons of the country and senior civil servants of the government will be invited to speak before the participants. The sessions will usually be held in the evenings.

Co-Curriculur Activities

A.   Introducing of Own Upazila of Participants

Programme-in-charge : Respective Coordinators

B.   Book Review and Oral Presentation Programme

Programme-in-charge : Md. Golam Mahede

C. Physical Conditioning/Exercise and Games

Module In-Charge   -   **Mohammad Moshiour Rahman**
Evaluation Method -   **Practical Performance**

Aim:

Physical fitness, Group Dynamics, wellnesses & Healthy Life-Style

Objectives:

To improve the quality of life and also to increase longevity, one has to follow all the health rules and adopt a positive lifestyle programme. Physical fitness and wellness management will enable a person to develop positive addictions, which one can continue throughout the life.

Code	Topic	Speaker	Training Method
Theoretical			
001	Nutrition & Physical Fitness	M. M. Rahaman	L/D
002	Wellness Concept & Management	GS	L/D
003	Management of Stress	GS	L/D/Exercise
004	Sports Injuries, First Aid & Rehabilitation	ATM Arif	L/D
005	Effect of Physical Exercise on different organs	MA Zawad	L/D
Practical			
Physical Conditioning (Morning) ☆ Walking, Jogging, Freehand Exercise, Ground Exercises. Stretching, Minor Games & Road March.		AD(s) /GI(s)	L/Exercise
Games (Evening) # Volleyball, Basketball, Handball, Football & Tennis & Swimming.		AD(s) /GI(s)	L/Exercise

D. Car Driving

Programme-in-charge   :   **Muhammad Ruhul Quddus**

E. Film Show

Programme-in Charge   :   **Md. Abdul Latif**

Daily Schedule of Activities (Tentative)

Time	Activities

Ramadan

Time	Activities
0830-0930*	Classroom Session
0940-1040	Classroom Session
1050-1150	Classroom Session
1200-1300	Classroom Session
1300-1400	Prayer
1400-1500	Classroom Session
1830-1915	Dinner
2000-2200	Library work

After Ramadan

Time	Activities
0515-0615*	Physical Exercise
0700-0755	Breakfast
0800-1300	Class room Sessions
1020-1050	Tea-Break
1300-1400	Prayer and Lunch
1500-1700*	Games
1900-2100	Evening Sessions/ Library
2100-2200	Dinner

* Time is subject to change according to sunrise and sunset (Sports Section will fix it).

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Pre-Training Activities*

Date	Time	Event	Venue	Assignee
11-11-2001 Sunday	1630-2000	Arrival of the participants, registration and room allotment	Dormitory-5	Course Admin. AD (Dormitory)
	2030-2100	Briefing	Auditorium	Course Admin.
	2100-2200	Dinner	Cafeteria	DD (Service)
12-11-2001 Monday	0700-0800	Breakfast	Cafeteria	DD(Service)
	0800-1030	Submission of Registration Forms	Class Rooms	Course Admin.
	1030-1230	Visit National Mausoleum at Savar	National Mausoleum	Course Admin.
	1230-1300	Briefing on course	Auditorium	Course Admin.
	1300-1430	Prayer and Lunch	Cafeteria	DD (Service)
	15:45	Participants take their seats	Auditorium	Course Admin.
	1600-1730	Inauguration Ceremony	Auditorium	DD (Service)
	1830-1930	Medical Test (Section-A)	Clinic	Medical Officer
	1930-2100	Medical Test (Section-B)	Clinic	Medical Officer
	2100-2200	Dinner	Cafeteria	DD (Service)
13-11-2001 Tuesday	0700-0755	Breakfast	Cafeteria	DD (Service)
	0810-0910	Briefing on Evaluation	Auditorium	Dir. (Evaluation)
	0920-1020	Pre-Training Evaluation	Class Rooms	Dir. (Evaluation) Eval. Officers
	1020-1050	Tea	Cafeteria	DD (Service)
	1050-1300	Briefing on Various Services of the Centre	Auditorium	Director (LTA) DD (Service) DD (Sports) Medical officer
	1330-1430	Prayer and Lunch	Cafeteria	DD (Service)
	1430-1600	Medical Test (Section-C)	Clinic	Medical Officer
	1600-1730	Medical Test (Section-D) Library Work (Sections AB)	Clinic Library	Medical Officer Librarian
	1930-2100	Briefing on table manners and etiquette	Auditorium	GS
	2100-2200	Dinner	Cafeteria	DD (Service)

* Subject to change (if necessary)

Name of Faculty Speakers

(Random order)

Sl. No.	Name	Code
1.	Dr. Kshanada Mohan Das	Rector
2.	AKM Delwar Hussain	Delwar
3.	Dr. Md. Omar Faruque Khan	Dr. Khan
4.	Md. Mominul Haque Bhuyan	Mominul
5.	Mosharraf Hossain	Mosharraf
6.	Dr. Mir Obaidur Rahman	Obaidur
7	Amalendu Sen	Amalendu
8.	ABM Abdul Howk Chowdhury	Howk
9	A.T.M. Mohiuddin Ahmed	Mohiuddin
10.	Ashish Kumar Paul	Ashish
11.	Mohammad Abdus Salam	Salam
12.	Syed Shamsul Alam	Shamsul
13.	Md. Shirajul Islam	Shiraj
14.	Jagobandhu Biswas	Jagobandhu
15.	Md. Didarul Alam	Didar
16.	Debashish Nag	Debashish
17.	Md. Abdul Latif	Latif
18.	Muhammad Maqsudur Rahman	Maqsud
19.	Md. Latifur Rahman	Latifur
20.	Muhammad Abdul Quader	Quader
21.	Salima Jahan	Salima
22.	Dr. Syed Nesar Ahmed Rumi	Rumi
23.	Md. Habibur Rahman	Habibur
24.	Nahid Rashid	Nahid
25.	Mohammad Ruhul Quddus	Quddus
26.	Kanka Jamil	Kanka
27.	Banik Gour Sundar	Banik
28.	Md. Monjurul Hoque	Monjur

Sl. No.	Name	Code
29.	Santosh Kumar Sikdar	Santosh
30.	Kazi Hasan Imam	Hasan
31.	A.K. M Enamul Haque	Enam
32.	Mohammad Moshiour Rahman	Moshiour
33.	Md. Golam Mahede	Mahede
34.	Dr. Shahid-E-Monjur Moursheda	Moursheda
35.	Dr. Mostafizur Rahman	Mostafizur
36.	S.M. Zobayer Enamul Karim	Zobayer
37.	Jesmin Ara Begum	Jesmin
38	Mallik Anwar Hossain	Anwar
39.	Serajul Islam Sheikh	Seraj
40.	Md. Shah Alam Ghazi	Ghazi
41.	Md. Zakir Hossain	Zakir
42.	Md. Zohurul Islam	Zohurul
43.	Md. Sharif Hasan	Sharif
44.	Anisur Rahman Khan	Anis
45.	M. Arifur Rahman	Arif
46.	Mehedi Masud	Masud
47.	Byomkesh Talukder	Byomkesh
48.	Mohammad Ataur Rahman	Ataur
49.	Md. Abul Basher	Basher
50.	Khondoker Abdul Mottaleb	Mottaleb
51.	Abu Naser Mohammad Sajidul Ahsan	Sajid
52.	Md. Morshed Alam	Morshed
53.	Refayetul Karim	Refayet

LIST OF PERTICIPANTS

Section A

SL NO	NAME	DESIGNATION
1.	Monira Begum	Assistant Commissioner
2.	Md. Zohirul Islam	Assistant Commissioner
3.	Md. Rafiqul Islam	Assistant Commissioner
4.	Md. Moniruzzaman	Assistant Commissioner
5.	Md. Alamgir Hossain	Assistant Commissioner
6.	Khondoker Anwar Hossain	Assistant Commissioner
7.	Ahmed Ullah	Assistant Commissioner
8.	Muhammad Qamrul Islam Chowdhury	Assistant Commissioner
9.	S.A.M. Rafiqunnabi	Assistant Commissioner
10.	Muhammad Monjurul Haque	Assistant Commissioner
11.	Md. Abdulla Harun	Assistant Commissioner
12.	Rokeya Begum	Assistant Commissioner
13.	Muhammad Sanaul Haque	Assistant Commissioner
14.	Md. Jasim Uddin Khan	Assistant Commissioner
15.	Md. Hanif Uddin	Assistant Commissioner
16.	Mohammad Badrul Haque	Assistant Commissioner
17.	Khalil Ahmed	Assistant Commissioner
18.	Muhammad Nure Alam Siddique	Assistant Commissioner
19.	Md. Asaduzzaman	Assistant Commissioner
20.	Kazi Abu Taher	Assistant Commissioner
21.	Md. Anwar Rashid	Assistant Commissioner
22.	Md. Shamsul Alam	Assistant Commissioner
23.	Abu Naim Muhammad Abdus Sabur	Assistant Commissioner
24.	Muhammad Lutfar Rahman	Assistant Commissioner
25.	Md. Rafiqul Islam	Assistant Commissioner
26.	Aleya Khatun	Assistant Commissioner
27.	Shibir Bichitra Barua	Assistant Commissioner
28.	Muhammad Nurullah Nuri	Assistant Commissioner
29.	Md. Manikher Rahman	Assistant Commissioner
30.	Md. Anwarul Islam	Assistant Commissioner
31.	Salma Siddiqa Mahtab	Assistant Commissioner
32.	Abu Saleh Md. Mohiuddin Khan	Assistant Commissioner
33.	Md. Saiful Islam	Assistant Commissioner

SL NO	NAME	DESIGNATION
34.	Sarwar Morshed Chowdhury	Assistant Commissioner
35.	Habibunnahar	Assistant Commissioner
36.	Md. Kamal Hossain	Assistant Commissioner
37.	Muhammad Abdul Ahad	Assistant Commissioner
38.	Md. Abdur Rafiq	Assistant Commissioner
39.	Md. Mozammel Haque	Assistant Police Super
40.	Md. Munir Hossain	Assistant Police Super
41.	Md. Mizanur Rahman	Assistant Police Super
42.	Sarder Raqibul Islam	Assistant Police Super
43.	Abu Hena Khondoker Ahidul Karim	Assistant Police Super
44.	Ponkaz Bhatchariya	Assistant Police Super
45.	Md. Moazzem Hossain	Assistant Police Super
46.	Quazi Anerkali	Assistant Secretary
47.	Md. Lokman Hossain	Assistant Secretary
48.	Syed Musfiqur Rahman	Assistant Commissioner (Custom & Excise)
49.	Md. Dildar Hossain	Statistical Officer
50.	Ms. Maqsuda Shilpi	Statistical Officer
51.	Md. Shafi Uddin	Assistant Register
52.	Mehidi Haiyat Abbasi	Assistant Accountant General
53.	Mahabuba Khatun Minu	Assistant Accountant General
54.	Sikder Rashed Kamal	Assistant Accountant General
55.	Abu Said Md. Qamruzzaman	Assistant Chief
56.	Md. Abu Raihan Mian	Assistant Chief
57.	Jannat-ul-Ferdaus	Assistant Chief
58.	Masuma Akhter	Assistant Chief
59.	Dr. A.Z.M. Wahidul Alam	TLO(Metro)
60.	Rezwana Afrin Khan	Scientific Officer
61.	Dr. Tushar Kanti Chakma	Veterinary Surgeon
62.	Dr. Nikhil Chandra Debnath	Veterinary Surgeon
63.	Dr. F.M. Mannan Kabir	Veterinary Surgeon
64.	Dr. A.K.M. Amirul Islam	Veterinary Surgeon
65.	Muhammad Sarwar Zahan	ACOS
66.	Nazmin Ara Keya	A.E.N

Section B

SL NO	NAME	DESIGNATION
1.	Rokeya Khatun	Assistant Commissioner
2.	Mostak Uddin Ahmed	Assistant Commissioner
3.	Md. Aminul Islam	Assistant Commissioner
4.	Md. Zahid Hossain Panir	Assistant Commissioner
5.	Arif Ahmed	Assistant Commissioner
6.	Zohirul Islam	Assistant Commissioner
7.	Md. Motahar Hossain	Assistant Commissioner
8.	Md. Shahidul Islam Bhuiyan	Assistant Commissioner
9.	Farhana Iris	Assistant Commissioner
10.	Md. Shahriaz	Assistant Commissioner
11.	Muhammad Rezaul Kabir	Assistant Commissioner
12.	Md. Shaugatul Alam	Assistant Commissioner
13.	Khondoker Md. Nazmul Huda Shamim	Assistant Commissioner
14.	Molla Mahmud Hasan	Assistant Commissioner
15.	Altaf Hossain Shekh	Assistant Commissioner
16.	Syeda Salma Begum	Assistant Commissioner
17.	Md. Ahsanur Rahman Hasib	Assistant Commissioner
18.	Kazi Rasel Pervez	Assistant Commissioner
19.	Abu Daud Md. Golam Mostafa	Assistant Commissioner
20.	Md. Mohshin Ali	Assistant Commissioner
21.	Md. Monwar Hossain	Assistant Commissioner
22.	Ananda Kumer Biswas	Assistant Commissioner
23.	Muhammad Abu Naim	Assistant Commissioner
24.	Bipul Chandra Biswas	Assistant Commissioner
25.	Md. Wahedur Rahman	Assistant Commissioner
26.	Md. Nazrul Islam Sarkar	Assistant Commissioner
27.	Muhammad Borad Hossain Chowdhury	Assistant Commissioner
28.	Abu Yusuf Md. Rezaur Rahman	Assistant Commissioner
29.	Md. Abdur Rashid	Assistant Commissioner
30.	Israt Jahan	Assistant Commissioner
31.	Abdur Rahim	Assistant Commissioner
32.	Kheleda Akhter	Assistant Commissioner
33.	Muhammad Sahadat Hossain	Assistant Commissioner
34.	Sanjay Chakroborty	Assistant Commissioner
35.	K.M. Ali Azam	Assistant Commissioner
36.	Nurunnahar	Assistant Commissioner

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SL NO	NAME	DESIGNATION
37.	Md. Masum Patowari	Assistant Commissioner
38.	Md. Rafiqul Hasan Goni	Assistant Police Super
39.	A.K.M. Nahidul Islam	Assistant Police Super
40.	Md. Manibur Rahman	Assistant Police Super
41.	Md. Mazid Ali	Assistant Police Super
42.	Quazi Ziauddin	Assistant Police Super
43.	Md. Asaduzzaman	Assistant Police Super
44.	Md. Zillur Rahman ,	Assistant Police Super
45.	Md. Monower Hossain	Assistant Secretary
46.	Muhammad Khorshed Alam Khastogir	Assistant Secretary
47.	Md. Emdadul Haque	Statistical Officer
48.	Md. Mahabubur Rahman Bhuyan	Assistant Register
49.	Md. Saiful Islam	Assistant Register
50.	Md. Nazrul Islam	Assistant Accountant General
51.	Nazrul Islam Azad	Assistant Accountant General
52.	Sohel Ahmed	Assistant Accountant General
53.	Md. Aminul Islam	Assistant Accountant General
54.	Dipannita Shaha	Assistant Chief
55.	Nazia Afrin Chowdhory	Assistant Chief
56.	Shaila Shermin Zaman	Assistant Chief
57.	Md. Didarul Alam	Assistant Chief
58.	Dr. Nasrin Sultana	Lecturer
59.	Dr. Md. Mustafizur Rahman	Veterinary Surgeon
60.	Dr. A.K.M. Asjad	Veterinary Surgeon
61.	Dr. Md. Mozmmel Haque	Veterinary Surgeon
62.	Dr. Dulal Chandra Ghosh	Veterinary Surgeon
63.	Dr. Md. Saiful Islam	Veterinary Surgeon
64.	Dr. Mhafuza Khatun	Veterinary Surgeon
65.	Dr. Md. Ismail Hossain	P.D.O.
66.	Md. Borhan Uddin	A.M.E

Section C

SL NO	NAME	DESIGNATION
1.	Md. Rahed Hossain	Assistant Commissioner
2.	Md. Nuruzzaman	Assistant Commissioner
3.	Nazmus Sayadat	Assistant Commissioner
4.	Mohammad Iftekhar Hossain	Assistant Commissioner
5.	Chowdhury Zia Uddin Hayat	Assistant Commissioner
6.	Md. Moshiur Rahman*	Assistant Commissioner
7.	Raja Muhammad Abdul Hye	Assistant Commissioner
8.	Babar Ali Mir	Assistant Commissioner
9.	Zia Uddin Ahmed	Assistant Commissioner
10.	Ariful Haque	Assistant Commissioner
11.	Saifuddin Ahmed	Assistant Commissioner
12.	Norsia Kamol	Assistant Commissioner
13.	Md. Moniruzzaman Mian	Assistant Commissioner
14.	Saida Amina Fahmin	Assistant Commissioner
15.	Md. Khorsed Alam	Assistant Commissioner
16.	Khondoker Ehtashmul Kabir	Assistant Commissioner
17.	Kazi Muhammad Saiful Islam	Assistant Commissioner
18.	Sumona Dey	Assistant Commissioner
19.	Shamima Sultana	Assistant Commissioner
20.	Muhammad Zakir Hossain	Assistant Commissioner
21.	A.Z.M. Nurul Haque	Assistant Commissioner
22.	Md. Mizanur Rahman	Assistant Commissioner
23.	Md. Lutfar Rahman	Assistant Commissioner
24.	Ms. Suraya Begum	Assistant Commissioner
25.	Muhammad Ilias Hossain	Assistant Commissioner
26.	Abdul Alim Khan	Assistant Commissioner
27.	Md. Anwarul Islam Sarkar	Assistant Commissioner
28.	Muhammad Habibur Rahman	Assistant Commissioner
29.	Anupom Burua	Assistant Commissioner
30.	Md. Akhtaruzzaman	Assistant Commissioner
31.	Porimol Sarker	Assistant Commissioner
32.	Nasima Akhter	Assistant Commissioner
33.	Ferdousi Akhter	Assistant Commissioner
34.	Rathindranath Datta	Assistant Commissioner
35.	Ashok Kumer Biswas	Assistant Commissioner

SL NO	NAME	DESIGNATION
36.	S.M. Ansaruzzaman	Assistant Commissioner
37.	Muhammad Golamur Rahman	Assistant Commissioner
38.	Syeda Farhana Nur Chowdhury	Assistant Commissioner
39.	Habibur Rahman Khan	Assistant Police Super
40.	Mahfuzur Rahman	Assistant Police Super
41.	Quazi Muhammad Shafi Ubal	Assistant Police Super
42.	Md. Abul Kalam Azad	Assistant Police Super
43.	Md. Iqbal Hossain	Assistant Police Super
44.	Md Golam Rauf Khan	Assistant Police Super
45.	Md. Mahabub Alam	Assistant Police Super
46.	Mahid Hossain	Assistant Police Super
47.	Muhammad Harun Al Rashid	Assistant Secretary
48.	Md. Monirul Islam	Assistant Secretary
49.	M. Mizanur Rahman Khondoker	Statistical Officer
50.	Md. Mahabubul Haque	Assistant Register
51.	Ms. Irin Sultana	Assistant Register
52.	Tanvir Akhter Hossain Khan	Assistant Accountant General
53.	Fatima Brgum	Assistant Accountant General
54.	Md. Mahabuber Rab	Assistant Chief
55.	Al Kamal Muhammad Abul Kalam Azad	Assistant Chief
56.	Md. Ariful Haque Belal	Assistant Chief
57.	Md. Harunur Rashid	Assistant Chief
58.	Dr. Md. Nazrul Islam	Veterinary Surgeon
59.	Dr. Amar Joty Chakma	Veterinary Surgeon
60.	Dr. Mihir Kanti Biswas	Veterinary Surgeon
61.	Chandan Kumer Podder	P.D.O
62.	A.B.M. Salah Uddin	Scientific Officer
63.	Dr. Rabeya Akhter Benu	S.O.F.D.I.L
64.	Dr. Md. Jamal Uddin	Scientific Officer
65.	Md. Rabiul Hasan Prodhan	ATS
66.	Md. Shafiqul Alam	A.M.E
67.	Al Fata Md. Mashidur Rahman	A.E.N

Section D

SL NO	NAME	DESIGNATION			
1.	Moin-Ul-Islam	Assistant Commiss	e		
2.	Md. Firoz Ahmed	Assistant Commiss	e		
3.	S.M. Rezaul Karim	Assistant Commiss	e		
4.	Md. Haider Ali	Assistant Commiss	e		
5.	Md. Abdur Rauf Mian	Assistant Commiss	e		
6.	Jamil Ahmed	Assistant Commiss	e		
7.	Abu Nasor Muhammad Abdullah	Assistant Commiss	c		
8.	Muhammad Daudul Islam	Assistant Commiss	e		
9.	Nirod Chandra Mondal	Assistant Commiss	e		
10.	Md. Abdullah Al Mamun	Assistant Commiss	e		
11.	Md. Rashedul Amin	Assistant Commiss	e		
12.	Muhammad Mustafizur Rahman	Assistant Commiss	e		
13.	Muhammad Abul Hashem	Assistant Commiss	e		
14.	M.M. Arif Pasha	Assistant Commiss	e		
15.	Md. Mostafa Zaman	Assistant Commiss	e		
16.	Dipankar Biswas	Assistant Commiss	e		
17.	Md. Hemayet Hossain	Assistant Commiss	e		
18.	Md. Naib Ali	Assistant Commiss	e		
19.	Muhammad Abdullah Al Mamun	Assistant Commiss	e		
20.	Abul Basher Md. Shafiqur Rahman	Assistant Commiss	e		
21.	Muhammad Quddus Ali Sarkar	Assistant Commiss	e		
22.	Md. Shafiqul Islam	Assistant Commiss	e		
23.	Muhammad Jafar Alam	Assistant Commiss	e		
24.	S.M. Humayun Kabir Sarkar	Assistant Commiss	e		
25.	Sagorika Nasrin	Assistant Commiss	e		
26.	Numeri Zaman	Assistant Commiss	e		
27.	Md. Manjur Alam Prodhan	Assistant Commiss	n		
28.	Sabrina Sermin Zaman	Assistant Commiss	n		
29.	Saima Afroz	Assistant Commiss	n		
30.	Anjan Chandra Pal	Assistant Commiss	n		
31.	A.K.M. Mamunur Rashid	Assistant Commiss	n		
32.	Dil Afroz	Assistant Commiss	n		
33.	Baby Rani Kormaker	Assistant Commiss	n		
34.	Md. Rezaul Islam	Assistant Commiss	n		
35.	Muhammad Shamim Sohel	Assistant Commiss	n		
36.	Mohammad Abul Hossain	Assistant Commiss	n		

SL NO	NAME	DESIGNATION
37.	Ms. Ferdousi Begum	Assistant Commissioner
38.	Nahid Sultana Mallik	Assistant Commissioner
39.	Ejaj Ahmed	Assistant Police Super
40.	Md. Rezaul Haque	Assistant Police Super
41.	Md. Moniruzzaman	Assistant Police Super
42.	Poritosh Ghose	Assistant Police Super
43.	Joydev Kumer Bhadra	Assistant Police Super
44.	Md. Shafiqul Islam	Assistant Police Super
45.	Sheik Md. Rezaul Halder	Assistant Police Super
46.	Farhat Ahmed	Assistant Police Super
47.	Andalib Ilias	Assistant Secretary
48.	Md. Anisur Rahman	Assistant Secretary
49.	Ayesha Haque	Statistical Officer
50.	Delwar Hossain Matbor	Assistant Register
51.	Md. Shafiul Alam	Assistant Accountant General
52.	Md. Qamrul Alam	Assistant Accountant General
53.	Serbin Chowdhury	Assistant Accountant General
54.	Md. Rabiul Islam	Assistant Chief
55.	Md. Tayobur Rahman	Assistant Chief
56.	Shah Imam Ali Reza	Assistant Chief
57.	Tahera Haque	Assistant Chief
58.	Dr. Md. Salim Ullah	Scientific Officer
59.	Dr. P.M. Yusuf Abdullah Harun	Veterinary Surgeon
60.	Dr. Md. Abdul Kader	Veterinary Surgeon
61.	Dr. A.S.M. Abdur Razzaque	Veterinary Surgeon
62.	Dr. Md. Habibur Rahman	Veterinary Surgeon
63.	Dr. Md. Abdur Rahim	Veterinary Surgeon
64.	Dr. Md. Helal Uddin Khan	Veterinary Surgeon
65.	Dr. Md. Abdul Kheleque	P.D.O
66.	Sunil Kumar Halder	ASTE
67.	Luna Shabnam	A.M.E

Relevant Telephone Numbers

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Sl.No. Name	Designation	Telephone No	
		Office	**Residence**
1) Dr. Md. Omar Faruque Khan	Course Adviser	771 (2 10:	8321578
2) Mr. Debashish Nag	Course Director	771 1 2 224	7711623/4409
3) Muhammad Ruhul Quddus	Course Coordinator	/422:	
4) Md. Zakir Hossain	Course Coordinator	/422:	/4462
5) Mr. Md. Zohurul Islam	Course Coordinator	/4226	/444 1
6) Ms. Jesmin Ara Begum	Course Coordinator	/422:	/4464
7) Mr. ANM Sajidul Ahsan	Course Coordinator	/4226	/44 4
8) Md. Latifur Rahman	D. D. (Service)	7711(7/ 1 1.	/4421
9) Dr. Shahidi Monjur Moursheda	Medical Officer	/414:	/4421
10) Dr. Mustafizur Rahman	Medical Officer	/414:	/4443
11) Mohammad Moshiour Rahman	D. D. (Sports)	/413:	/4432
12) Course Secretariat (Abdullah Awal)		/423:	/4454
13) Dormitory-5		/423 4: H	
14) Dormitory-3		/423 4: H	
15) Dormitory-4		/424: ist , 249 (2nd)	
16) PABX (Extensions)		/421 /4 12, 9	
17) Cafeteria		/421:	
18) Library Counter		/419:	
19) Reception		/419:	
20) Manager, Sonali Bank, PATC Branch		/420:	

Firoz