

P64th Foundation Training Course

(24 May 2017 – 19 November 2017)

Course Management Team



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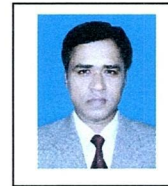
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List of Abbreviations

ADC	Additional Deputy Commissioner
ATT	Attendance
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BS	Bangladesh Studies
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CMT	Course Management Team
COTA	Civil Officers Training Academy
CT	Class Test
DC	Deputy Commissioner
DS	Development Studies
FGD	Focus Group Discussion
FTC	Foundation Training Course
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IAP	Individual Action Plan
ICS	Individual Case Study
IE	Individual Exercise
IIR	Individual Inspection Report
IR	Individual Report
L & D	Lecture and Discussion
L & E	Lecture and Exercise
L & P	Lecture and Practice
LGI	Local Government Institution
MDS	Member Directing Staff
MS	Management Studies
NIPA	National Institute of Public Administration
NNP	Net National Product
PA	Public Administration
PR	Presentation
PT	Practical Test
RA	Reading Assignment
RW	Report Writing
SA	Secretariat Attachment
SD	Skill Development
SMART	Specific, Measurable, Achievable, Rational and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
Ws	Workshop

Table of Contents

1.0	<i>Introduction to BPATC</i>	1
1.1	Vision	1
1.2	Mission	1
1.3	Core Values	2
1.4	Training Programmes of BPATC	3
1.5	Other Activities of BPATC	3
2.0	<i>Foundation Training Course</i>	3
3.0	<i>Foundation Training Course Activities</i>	4
3.1	Course Timeline	4
3.2	Tentative Schedule of Daily Activities	5
3.3	Course Management Team	5
3.4	Requirements of the Course	6
3.5	Training Methods	6
3.6	Medium of Instruction	6
3.7	Career Counselling	6
3.8	Attachment Programmes	6
3.9	Evaluation Method	7
3.10	Grading System	7
3.11	Rector's Medal and Merit Medals	8
3.12	Extension Lecture	8
3.13	Group Work	8
3.14	Syndicate Work	8
3.15	Art of Reviewing	8
3.16	Physical Training and Games	8
3.17	Visiting Faculty Members	9
3.18	Activities of Various Committees	9
3.19	Extra-Curricular Activities	9
3.20	Discipline	9
3.21	Dress Code	9
3.22	Table Manners	10
3.23	Accommodation and Food	10
4.0	<i>Skills Development and other available facilities at BPATC</i>	10
4.1	Computer Lab	10
4.2	Swimming	10

4.3 Interpersonal Relations	10
4.4 Library	10
4.5 Medical Facilities	11
4.6 Recreation	11
4.7 Mosque	11
4.8 Smoking or Taking Drugs and Alcohol.....	11
4.9 Any Question or Query	11
4.10 Miscellaneous	11
<i>Annexure-1</i>	12
<i>Annexure-2</i>	13
<i>Annexure-3</i>	30
<i>Annexure-4</i>	36
<i>Annexure-5</i>	48
<i>Annexure-6</i>	49
<i>Annexure-7</i>	51
<i>Annexure-8</i>	59

1.0 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS cadre officials and non-cadre officers belonging to various departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional centres situated in Dhaka, Chittagong, Rajshahi and Khulna.

The centre is headed by a Rector who is usually a Secretary to the Government. Rector is supported by Six Members Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and their equivalent. Each division consists of a number of departments headed by a director of the rank of Deputy Secretary/Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation officers etc. work under the guidance of the directors.

BPATC enjoys substantial autonomy in both financial and administrative matters. The thirteen-member Board of Governors (BOG) chaired by a Minister provides general policy directions as and when required.

BPATC as the premier training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation.

BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

1.1 Vision

BPATC becomes a centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

1.2 Mission

We are committed to achieving the shared vision through-

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

1.3 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those amongst the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of *discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results*. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and ourselves. As a public sector human resource development organization, we value:

Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to create an environment where all views, opinions and inputs are encouraged and valued.

Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace.

Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

Innovation

We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

Team spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

1.4 Training Programmes of BPATC

BPATC conducts three sorts of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC) and Policy, Planning and Management Course (PPMC). FTC is designed for the newly entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretaries and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretaries to the government and their equivalents from defense services and public sector departments. PPMC is designed for the Additional Secretaries to the government.
- Short courses are arranged with view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environment Management, Financial Management, Efficiency Enhancement are some of the short courses run by the centre. BPATC also arranges Lunch time/Dinner time seminar/workshop for the Secretaries to the government on different contemporary policy issues.
- Special training courses are organized to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government/autonomous departments.

1.5 Other Activities of BPATC

- BPATC carries out research in the fields relevant to public service management.
- It provides consultancy service to the government which is another core function of BPATC.
- It publishes journals, periodicals and research reports.
- It organizes joint programmes with other training institutes, academies and universities of home and abroad.
- It networks through e-library.
- It organizes international seminars/workshops/exchange programmes

2.0 Foundation Training Course

FTC is the basic training course on public service management and development. As per Bangladesh Civil Service Recruitment Rules 1981, Foundation Training Course is compulsory for all new entrants to the Bangladesh Civil Service. The contents and methods of this course are so designed that the participants can enhance the basic knowledge of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures in public service delivery in particular. The course aims at building personality, stimulating creativity and instilling leadership qualities into the trainee officers. The course also provides an opportunity to the officers to familiarize

themselves with various dimensions of history, culture and socio-economic development of the country.

Mere knowledge on rules and regulations and law is not enough to deliver public services effectively and professionally. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Complex interactive process and technological advancement have brought about a radical change in the role of the state. Public servants must possess analytical insight to construct, function and perform responsibilities across all public administration settings and competencies. The Foundation Training Course (FTC) strives to improve their competencies to deliver public services efficiently and effectively.

2.1 Course Objectives

General

To create a set of skilled, innovative, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context

Specific

Through the course the participants will be able to-

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically.
- translate essential laws, basic service norms, rules, policies and procedures into practice.
- identify the real needs of the backward societies and realize their problems and way out.
- internalize the real problems of the backward section of the society and take initiatives for probable solution.
- recognize the role of civil servants in a changing national and global environment.
- utilize information and communication technology in management.
- prepare research papers, reports and other documents professionally.
- communicate in English with accuracy and reasonable fluency.
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders and
- maintain physical fitness and ethical values to meet emerging challenges.

3.0 Foundation Training Course Activities

3.1 Course Timeline

The duration of the Foundation Training Course is 6 months (180 days). Hence, the trainee officers need to engage themselves for 6 months for the course. No leave is granted during the course. With a view to utilizing the time properly, some programmes need to be organized in the weekends and in the evening.

Duration of training days and the course activities are as follows:

Allocation of days

Total days	180 days
Week-ends and public holidays at BPATC	40 days
Working days at BPATC	84 days
Total days at BPATC	124 days
Field Attachment	56 days
Total days	180 days
Inaugural and closing	2 days
Attachment to Secretariat	2 days
Field trips/visit	2 days
Sessions	78 days
Total working days at BPATC	84 days

3.2 Tentative Schedule of Daily Activities

Tentative Schedule of Daily Activities

Time	Activities
05:30- 06:30	Physical Exercise*
07:30-08:15	Breakfast
08:30-09:30	Classroom Session
09:40-10:40	Classroom Session
10:40-11:05	Tea Break
11:05-12:05	Classroom Session
12:15-13:15	Classroom Session
13:15-14:15	Prayer and Lunch
14:15-15:15	Classroom Session/library work/ lab work etc.
16:30-17.30	Games & Sports*
19:15-21:15	Extension Lecture/Library Work/Film Show
20:30-21:30	*Dinner

*Subject to change according to sunrise and sunset

3.3 Course Management Team

The course management team comprises Course Adviser, Course Director and Course Coordinators (CC). Course Director is in charge of the overall responsibility of the course. He supervises and guides the Coordinators and consults with the Course Adviser on various academic and management issues. The participants are divided into 06 sections. Trainee officers of each section are supervised by one CC, whose responsibility is to ensure implementation of academic, extra-academic and administrative activities of his/her section. The other two coordinators will be primarily responsible for coordination of the whole training programme, budget management, overall discipline maintenance and preparation of schedules.

3.4 Requirements of the Course

Successful completion of the course requires fulfilment of the following conditions:

- maintaining discipline, ethics, norms and formalities inside and outside the classroom
- attending all instructional sessions and other training activities punctually. Participants must enter the classrooms at least five minutes before the scheduled time
- participating in Secretariat attachment and Field Attachment programme.
- submitting 'village study' report, 'book review' report and other assignments.
- staying compulsorily in the dormitory of the Centre and follow the rules and regulations thereof.
- carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor are strictly prohibited.
- participating in all co-curricular activities such as debate, extempore speech etc.
- maintaining stringent discipline; follow the rules of the Centre and code of conduct

Success or failure in meeting the above requirements will be reflected in the final evaluation by the course management and in pen-picture of the participants.

3.5 Training Methods

The course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, syndicate work, seminar, workshop, film show, study tour, field study/attachment, extension lecture, role play etc.

3.6 Medium of Instruction

The medium of instruction is English. The Centre encourages the participants to develop their oral and written English skills. However, Bangla may be used in special circumstances to make the deliberations more stimulating, interactive and participatory.

3.7 Career Counselling

Rector and CMT will provide the participants counselling and consultation on their academic and professional career. The Course Management Team will prepare the schedule of counselling on the basis of specific needs of the participants.

3.8 Attachment Programmes

a. Field Attachment

There will be a 2 month long field attachment programme and the trainees will be sent to different districts to enhance their capacity and competency through practical experiences. Detail of the field attachment programme is given at Annexure-2 and Annexure-3 (Module-5).

b. Attachment to Secretariat

Secretariat attachment is an important component of the FTC. The purpose of this attachment is to orient the participants with the decision making process through files.

The participants are divided into different groups and are attached to different ministries with view to getting practical knowledge about the activities of the concerned section, its work procedures, decision-making and implementation process. Each participant will prepare an individual report based on the practical experiences of secretariat attachment.

3.9 Evaluation Method

BPATC has a prescribed system of evaluation which can be depicted here:

- The participants will be evaluated on the basis of the prescribed evaluation system.
- The participants will also evaluate the speakers, course administration and other aspects of the course as well as the centre.

In addition, a test will be conducted to assess the pre-training level of knowledge of the participants at the beginning of the course. A post-test will also be taken place to assess the achievement level of the participants by the Evaluation Department at the end of the course.

Participants will be evaluated on 1200 marks in total (Annexure-1). Distribution of marks has been shown in the course contents (Annexure-2). Assessment will be done by the respective Module Directors and answer scripts and corresponding marks will then be sent to Evaluation Department.

3.10 Grading System

The National Training Policy for government officials has made it mandatory that all participants in a training course be graded on the basis of their performance and reports are to be forwarded to the concerned Administrative Ministries/Divisions for retention in the officers' dossiers. All assessments are based on a quantitative scale and graded in the following way:

Sl.	Percentage of Marks	Grading
1	90 and above	AA (Outstanding)
2	80- <90	A+ (Very Good)
3	70- <80	A (Good)
4	60- <70	B+ (Above Average)
5	50- <60	B (Average)
6	<50	Failed

The participants must ensure their attendance at least 95% of the instructional sessions and physical training and games. **A participant will be instantly released from the Course for unauthorized absence in any session/activity.** Qualifying marks in each module/subject is 50 percent of total marks.

Qualifying in all the examinations will make a participant eligible for obtaining the certificate. A participant failing to obtain requisite pass marks will get the opportunity of resit. However, participants qualified availing this opportunity will not get any position or grade.

3.11 Rector's Medal and Merit Medals

Ten per cent of the total participants will be awarded medals. The Centre awards a unique prestigious medal, the "Rector's Medal" to the participant securing the topmost position in the course by overall evaluation. The rest of the top ten percent position holders are given Merit Medals.

3.12 Extension Lecture

Extension lectures will be held in the evening. These lectures will focus on the important national/international issues and offer the participants a scope to interact and share experiences with senior government officials and renowned personalities. 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 trainees. With such exposures, the participants are expected to groom themselves as career public servants.

3.13 Group Work

Participants are required to participate in group works and group exercises. Topics of group works and exercises given by the Module Directors will be discussed and presented by the group members. The group will select a Chairperson and a Secretary from their group to conduct the exercise session. The exercises will be followed by presentations of the group reports.

3.14 Syndicate Work

Participants are also required to carry out syndicate works. Module Director gives the topics which are discussed and deliberated by the group members. The group will select a Chairperson and a secretary among their group members to conduct the exercise session. The exercise will be followed by the presentation of the syndicate amongst their group report.

3.15 Art of Reviewing

Reviewing is another important component. Each participant will write a critical review of a book which is to be presented in a session where a faculty member will evaluate the participants' performance. The presentation on the book review will be followed by a question-answer session.

3.16 Physical Training and Games

The Centre has a 2.2 kilometre long Jogging track. Participating in the jogging session in the early morning is compulsory. It is also compulsory for the participants to take part in physical exercise and game sessions. This is intended to develop a sound body essential for civil administration to withstand workloads and to cope with strenuous jobs. The Centre has experienced physical instructors to conduct these sessions.

3.17 Visiting the Faculty Members

No participant shall meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participants and the faculty members may be held in the course office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

3.18 Activities of Various Committees

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, Souvenir Committee, Environment Committee, Audit Committee and ICT Committee are formed with a view to developing leadership qualities among the participants.

3.19 Extra-Curricular Activities

As part of the Foundation Training Course, various extra-curricular activities like cultural programmes, debate competitions, drama show etc. are organized with a view to enhancing group dynamics among the participants. Besides, participants are supposed to prepare wall magazines and publish a souvenir as part of extra-curricular activities. Such activities also help them to develop and flourish their leadership quality. These sorts of activities raise the confidence level of the participants by enhancing their interpersonal communication skills.

3.20 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 code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. BPATC has no other option than to release a participant from the training in case of any misconduct. The course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities.

3.21 Dress Code

All participants must wear formal dresses in all academic sessions and formal occasions. No participants are supposed to cross dormitory area without formal dress.

3.21.1 Male participants

Formal Sessions: Male participants will wear tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and at official dinner. Participants not intending to wear tie on religious ground may wear sherwani/prince coat.

Sports and PT Session: Participants must wear white-coloured English/tennis half pant/tracksuit, white-coloured T-shirt and white-coloured ked with white-coloured socks.

3.21.2 Female participants

Formal Sessions: Female participants will wear sari in official functions and other formal activities. They are encouraged to wear sari in the regular academic sessions as well.

Sports and PT Sessions: All female participants must wear white-coloured three-pieces/tracksuit, white scarves and white-coloured ked with white-coloured socks.

3.22 Table Manners

Government officials attend banquettes with guests at 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. Participants are expected to attend these dinners in formal dress.

3.23 Accommodation and Food

The Foundation Training Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in the scheduled time at the specified dinning places of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Dress codes, table manners and other dinning norms will be observed and evaluated.

4.0 Skills Development and other available facilities at BPATC

The centre provides the participants with a good number of facilities to develop their skills such as:

4.1 Computer Lab: Computer training is compulsory for all participants. In nine computer labs, all the computers are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The Lab will remain open from 03:00 PM to 10:00 PM during working days.

4.2 Swimming: There is provision for swimming for the participants. Those who do not know swimming can learn it under supervision of instructors.

4.3 Interpersonal Relations

One of the objectives of the FTC is to develop interpersonal relations and to 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.

4.4 Library

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are approximately 1,12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopying facilities are also available on payment. Library remains open from 8:00 am to 10:00 pm.

without any break from Sunday to Thursday, from 4:00 pm. to 6:00 pm. on Friday and from 4:00 pm. to 10:00 pm. on Saturday. The participants are encouraged to use the library facilities at the maximum effort.

4.5 Medical Facilities

The centre has a medical clinic which is run by four qualified doctors with primary medical facilities. Participants are given free medical consultation, prescriptions and primary medical care. The participants are entitled to have medical prescription free of charge and also some common medicines which are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness.

4.6 Recreation

As the course is very intensive, there is very limited scope for recreation. However, there are television sets in the dormitories with dish connection. Facilities for playing Table Tennis, Carom, Chess, and Billiard etc. are available in the dormitories and indoor games hall. Participants will arrange cultural programmes and mess nights at the end of every month. They are also taken to different places for visit on interest.

4.7 Mosque

The Centre has a beautiful mosque. Books on religion are available in the mosque library. Muslim participants can perform their prayers at BPATC mosque.

4.8 Smoking or Taking Drugs and Alcohol

The Centre has been declared non-smoking area. Participants are advised not to smoke in the campus. Taking drugs and alcohol is strictly forbidden and any participant found violating these norms would be severely dealt with.

4.9 Any Question or Query

The Course Guidelines give an outline of the various aspects of the Foundation Training Course. If there be any queries, participants may contact the Course Coordinators personally. In case of any emergency, participants may contact the Course Director or Course Coordinators through their office and residential telephone numbers.

4.10 Miscellaneous

Reading list (Annexure- 4), Rector's Profile (Annexure-5), list of faculty speakers (Annexure- 6) and list of participants (Annexure- 7), Tentative Course Activities (Annexure 8) have been shown in the Annexures.

Annexure-1

Modules and Marks Distribution at a Glance

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh: History, Society and Culture	IA(25)	-	25
2	Liberation war of Bangladesh	-	GA (25)	25
3	Village Study	-	GR(50)	50
4	Poverty Reduction and Rural development: Bangladesh Perspectives	WE(25)+ OE(10)	GA(15)	50
5	Field Attachment	IA (15)+ ICA (25)	GA+ GP(35)	75
B. Management Studies				
6	Fundamentals of Foundation Training Course	WE (25)	-	25
7	Organization and Human Resource Management	WE (25)	GR(25)	50
8	Important Statutory Service Laws in Bangladesh	OBE (50)	-	50
9	Modern Office Management	WE (50)+ IA (25)	-	75
10	Important Statutory Financial Management	WE (25) + IE (25)	-	50
C. Public Administration				
11	Governmental System & Essential Laws	-	GA+ GP (50)	50
12	Public Service Management	IA (25)	GR (25)	50
13	Child Rights, Gender and Development	-	GE (25)	25
14	Integrity in Public Administration	WE (50)	-	50
D. Development Studies				
15	Macroeconomic Management	WE(50)	-	50
16	Economic Development: Bangladesh Perspective	-	GE(25)+ GR (25)	50
17	Environment and Disaster Management	WE (25)	-	25
18	Project Management	IR (25)	GE (25)	50
19	Procurement Management	-	GE (25)	25
20	Basics of Social Research	WE(25)	GR(25)	50
21	Contemporary Important Issues	IR (25)	-	25
F. Skill Development				
22	Language Skills	WE (25) + IE (25)		50
23	Art of Reviewing	IR (20) + IP (30)	-	50
24	ICT and e-Governance	WE (25) + PT(25)		50
26	Physical Conditioning and Games	IE (10)+IA (15)	-	25
G. CMT				
-	Evaluation by the CMT	Attendance (50)		50
		Overall Evaluation (50)		50
Total=		825	375	1200

ATT= Attendance, CMT= Course Management Team, CT= Class Test, IA= Individual Assignment/Assessment, ICA= Individual Conduct Assessment, ICS= Individual Case Study IE= Individual Exercise, IP= Individual Presentation, IR= Individual Report, GA= Group Assignment, GE= Group Exercise, GP= Group Presentation, GR= Group Report, IIR= Individual Inspection Report, OBE= Open Book Exam, OE= Overall Evaluation, PR= Presentation, PT= Practical Test, RSA= Report on Secretariat Attachment, RW= Report Writing, WE= Written Examination,

Detailed Course Contents

Thematic Area: Bangladesh Studies

Module 01: Bangladesh: History, Society and Culture

Module Director: Mohammad Tazib Uddin

Evaluation Method: IA – 25; Total Marks - 25

Module Objectives: Objectives of the module are:

- to acquaint the participants with the anthropological milieu, history and culture of Bangladesh;
- to enhance understanding of the roots of socio-economic transformation of Bangladesh.

Code	Hrs	Topics	TM	RP
1.01	01	Anthropological Background of Bangladesh	L&D	GS
1.02	01	Socio-Cultural Heritage and Transformation	L&D	GS
1.03	02	Potentials Resources of Bangladesh	D & GW	Dr. Mizan
1.04	02	Demographic Transformation: Opportunities & Challenges	L&D	Tazib
1.05	02	Glimpses of Bangladesh History: Ancient, Medieval & Modern Eras	L&D	MD

Module -2: Liberation war of Bangladesh

Module Director: Dr. Muhammad Abu Yusuf

Evaluation Method: GA -25; Total Marks – 25

Module Objectives: Objectives of the module are:

- to acquaint with the genesis and spirit of liberation war of Bangladesh;
- to have understanding of genocide and struggle of 1971;

Code	Hrs	Topics	TM	RP
2.01	01	Background & Spirit of Liberation War	L&D	GS
2.02	01	Historic Speech of 7 March 1971: Declaration of Independence	L&D & Film Show	GS
2.03	02	Nine Month Liberation War & Mujibnagar Government	L&D	GS
2.04	02	Genocide in Bangladesh , 1971	L&D & Film Show	GS
2.05	02	Liberation War of Bangladesh: Dreams & Realities	L&D	GS

Module 03: Village Study

Module Director: ANM Sajidul Ahsan

Evaluation Method: GR; Total Marks – 50

Module Objectives: Objectives of the module are:

- a. to expose participants to rural Bangladesh
- b. to enable participants to apply research techniques in collecting, processing and analyzing data; and
- c. to make them capable of preparing research reports.

Note: The participants will go to rural (village) or urban, and to explore informal sector, this sector of the economy is playing a vital role in regards to entrepreneur development, employment generation and poverty reduction. Notably, street vendors are a very common informal entrepreneur group in Bangladesh. Although unorganized, this group is developing in a very faster space across the country without any government support. This kind of attachment and survey protocol will find out the ways and means for developing street entrepreneurship and to explore its contribution to poverty reduction. Besides, it will also examine the obstacles faced by the street vendors in Bangladesh. In order to obtain the objectives of the study (field attachment programme) as well as to understand the demographic characteristics of the aforesaid vendors, a structured questionnaire will be used. Survey will be administered both in urban and rural regions by the Foundation Course Participants. Upon accomplishing the task, each group will find out a successful vendor and prepare a teaching case for entrepreneurship development as well as economic development of Bangladesh. During two days attachment at urban or rural region, participants will be given research instruments for collecting data or information.

Each group will find out a successful vendor and prepare a teaching case for entrepreneurship development as well as economic development in terms of poverty reduction and employment generation.

Module 04: Poverty Reduction and Rural Development: Bangladesh Perspective

Module Director: Module Director will be selected by BARD/RDA

Evaluation Method: WE – 25, GA – 15, Overall evaluation - 10; **Total Marks - 50**

Module Objectives: The objectives of the Module are:

- to acquaint the trainees with the history, concept and techniques of rural development; and
- to make them capable of dealing with the issues of rural development

Code	Session	Topic	TM	RP
4.01	1	Poverty: Concepts and Measurements	L & D	BARD/RDA
4.02	2	Poverty reduction in Bangladesh: Trends and strategies	L & D	
4.03	2	Poverty Reduction Models: Ekti Bari Ekti Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme (CLP)	CS & E	
4.04	1	Microfinance & Micro savings in Poverty Reduction: Strategies for Financial Inclusion	D & E	
4.05	2	Social Safety Net Programmes: A Critical Analysis	D & E	
4.06	2	Cooperative Movement and Social development : An analysis	CS & E	
4.07	2	Introduction to Rural Development in Bangladesh: Basic Concepts and History, Major Approaches & Experiments	L & D	
4.08	1	Rural Economy in Bangladesh: Challenges and Potentials	L & D	
4.09	1	Rural–Urban migration: Causes and Impacts	L & D	
4.10	2	Cases in Rural Development: Experiences from home and abroad	L & D & GE	

Module 5: Field Attachment

Module Director: Tahsinur Rahman

Duration: 8 Weeks

Evaluation Method: IA- 15; GA & GP- 35, ICA -25; **Total Marks-75**

As FTC is undergoing in different training institutes and every participant will need to go for BARD/RDA attachment; all participants (including other training institutions) will be grouped in three (3) clusters named Group A, B, C. Assume that about two hundred (200) participants will make one group. Every group will again be subdivided in two sections and one section will be attached with BARD and another will be attached with RDA simultaneously. All groups will perform in similar way by turns.

Week, task, output and evaluation at a glance:

Week	Group A (200)		Group B (200)		Group C (200)	
	Location	Activities	Location	Activities	Location	Activities
1st Week	Own Office	Individual Office Ins. Report Module-5 Evaluation-25	Own Office	Individual Office Ins. Report Module-5 Evaluation-25	Own Office	Individual Office Ins. Report Module-5 Evaluation-25
2nd Week	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10	Know different Departments	Group Report & Presentation-20 (DEC)
3rd Week						
4th week	Know different Departments (District)	Group Report & Presentation-20 (DEC)	Know different Departments	Group Report & Presentation-20 (DEC)	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10
5th week						
6th week	Understanding Local Govern./SSP/ Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-11)	Understanding Local Govern./SSP / Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-11)	Understanding Local Govern./SSP/ Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-10)
7th week						
8th week	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)
Overall Evaluation by District Evaluation Committee (DEC) 25						
District Attachment (40+35=75), M-5(25), BARD/RDA (40+10=50) M-11 (50)						

Note-1: A committee headed by DC will evaluate out of 50 marks [task from 2nd to 7th wk (15+20) & 8th wk (15)] and by District Administration out of 25 marks on Discipline, Norms and Attitude.

Note-1: Details Programmes of Field Attachment is attached at Annex 03

Thematic Area: Management Studies

Module 06: Fundamentals of Foundation Training Course

Module Director: Abdul Baki

Evaluation Method: WE - 25; Total Marks – 25

Objectives: This module will enable the participants to understand the content, context and philosophical basis of the six- month- long training they will undertake. A major objective of this module is to develop the mindset of the newly recruited civil servants to meet their public service mandate and bring attitudinal change for that goal.

Code	Hrs	Topic	TM	
6.01	1	Foundation Training Course and its Philosophy	L&D	GS/faculty
6.02	2	Introduction to Cadre Services (including Bangladesh Judicial Service) and Inter Cadre Relationship	L&D	Rector
6.03	4	Presentation on Role and Functions of Different Cadre Services	P	MD
6.04	2	Attitude and Building Mindset for Public Servants	L&E	GS/faculty
6.05	1	Etiquette, Manners, Dress code for Public Servants	L & Demo	GS/faculty
6.06	1	Table Manners	D&E	GS/faculty

Module 07: Organization and Human Resource Management

Module Director: Dr Md. Zohurul Islam

Evaluation Method: WE - 25, GR - 25; Total Marks – 50

Objectives: The objectives of the module are:

- a. to make trainees understand the basic forms, structure and nature of organizations;
- b. to apply the HR functions effectively in own organization for optimum utilization of available HR.

Code	Hrs	Topics	TM	RP
7.01	2	Organization: Concepts, Forms, Structure and Nature	L & E	Mehedi
7.02	2	Basics and Practices of HRM and HRD in Organization;	L & D	Zohur
7.03	1	Coordination: Horizontal and Vertical	Case Study	Mallick
7.04	2	Leadership: Concepts and Styles	L&E	GS/Mehedi
7.05	2	Concept, Dynamics and Complexity of Change	L&E	Sharif
7.06	2	Team Building	Roleplay	GS/Reza
7.07	2	Recruitment, Training, Placement and Promotion	L & D	Rector
7.08	1	Motivation	Case Study	Mehedi/GS
7.09	2	Career Planning and Career Development	L & D	Hakim/GS
7.10	1	Self-Analysis	E	Mehedi
7.11	1	Mind Mapping	E	Reza
7.12	1	Job Analysis, Design and Specification	L & D	Mehedi
7.13	1	Communication	L & E	Mallick
7.14	1	Decision Making	L & D	Kader

Module 08: Important Statutory Service Laws in Bangladesh

Module Director: Md. A Razzaque Sarker

Evaluation Method: Open book Exam - 50, Total Marks – 50

Objectives: Objectives of the module are:

- a. to make the participants understand the essential service acts, rules and regulations; and
- b. to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topics	TM	RP
8.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commission	L& D	Razzaque/ GS
8.02	2	General Conditions of Service	L& D	Razzaque / Razib
8.03	3	The Government Servants (Discipline and Appeal) Rules 1985	L, GD & E	Razzaque/ GS
8.04	2	The Government Servants (Conduct) Rules, 1979	L, GD	Razzaque / Razib
8.05	2	The government Servants (Special Provisions) Ordinance, 1979 The Public Servants (Dismissal on Convictions) Ordinance, 1985 The Public Employees Discipline (Punctual Attendance) Ordinance, 1982 The Administrative Tribunal Act, 1980	L, GD	Razzaque / Razib
8.06	2	Rules Related to Leave Rules related to Joining Time	L, GD & E	Razzaque/ Razib
8.07	2	The Bangladesh National Flag, Anthem and Emblem Order, 1972 and Rules Public Administration Award Rules	L, GD & E	Ranjit/ Razzaque / Razib
8.08	2	Right to Information Act, 2009 The Official Secrets Acts, 1923	L, GD & E	Baki/ Razzaque / Razib/Jahid

Module 09: Modern Office Management

Module Director: Mohammad Razibul Islam

Evaluation Method: WE - 50, IA -25; Total Marks – 75

Objectives: Objectives of the module are:

- a. to enable participants to manage own office/business effectively;
- b. to apply effective techniques of new office management;
- c. to gather practical knowledge about office management procedures at ministerial level; and
- d. to have practical knowledge about file management and official procedures.

Note: 1. Secretariat attachment (SA) is an important component of the Foundation Training Course. Participants will be divided into different groups and will be attached to Ministries for two working days. They will get practical knowledge about the activities of the concerned section, its working procedures, decision-making and implementation process. The participant will study the decision making process of a file (from the receipt of a letter/memo, putting up of

the same to final decision) from the initiation to the end. After that each participant will prepare an individual report based on the practical experiences of secretariat attachment.

2. As part of the field attachment, participants will visit their own office in the 1st week of 2 month field attachment. They will require preparing an Individual Inspection Report (IIR) based on the findings and submit it to the concern Module Director (Module 8).

Code	Hrs	Topics	TM	RP
9.01	3	Office Management Procedure: Docketing, Filing, Noting, Referencing and Flagging	L & E	Razzaque
9.02	1	The Bengal Record Manual, 1943 (Relevant Portion)	L& D	Razzaque/ GS
9.03	2	Writing Summary	L & E	Razzaque/GS
9.04	2	Forms of written communications	L & E	Razzaque/Jahid
9.05	2	Conducting Meeting, Video Conferencing, Preparing Working paper and Minutes	L & E	Razzaque/ Basher
9.06	1	Office Inspection	L & D	Razzaque/ GS
9.07	-	Secretariat Attachment	Study Visit	MD

Module 10: Important Statutory Financial Management

Module Director: Hasan Murtaza Masum

Evaluation Method: WE - 25, IE - 25; Total Marks – 50

Objectives: Objectives of the module are:

- a. to acquaint the trainees with the national budgetary framework including MTBF;
- b. to enable trainees in managing public expenditure as a responsible DDO;
- c. to prepare organizational budget applying MTBF approach, and
- d. to implement budget following existing financial rules.

Code	Hrs	Topics	TM	RP
10.01	1	General Financial and Treasury Rules	L&D	Razib
10.02	2	Public Budgetary Framework of Bangladesh & Preparation of Office Budget using MTBF	L&D	Faculty/GS
10.03	2	Duties and Responsibilities of Drawing and Disbursing Officer	L&D	Amjed
10.04	2	Delegation of Financial Power	L&D	GS
10.05	1	Pay Fixation	L&IE	GS
10.06	2	Pension and Gratuity	L&IE	GS
10.07	2	TA and DA Rules	L&IE	Amjed
10.08	1	Income Tax Rules	L&D	GS /Mostak
10.09	2	Preparing Income Tax Return	L&IE	GS /Mostak
10.10	1	VAT Rules	L&D	GS /Mostak
10.11	2	Audit Procedure: Objection and Reply	L&IE	GS

Thematic Area: Public Administration

Module 11: Governmental System and Essential Laws

Module Director: Ranjit Kumar Sen ndc

Evaluation Method: GA + GP-50; Total Marks – 50

Objectives: The objectives of the module are:

- a. to understand the governmental system of Bangladesh;
- b. to analyze the provisions of constitution and essential laws.

Code	Hrs	Topics	TM	RP
11.01	1	Salient Features of Bangladesh Constitution	L&D	Ranjit
11.02	1	Legislature of Bangladesh	L&D	Ranjit
11.03	1	Judiciary of Bangladesh	L&D	Ranjit
11.04	1	Executive of Bangladesh	L&D	Ranjit
11.05	2	Interrelation of Legislature, Judiciary & Executive	Panel Discussion	Ranjit
11.06	2	Local Government System, Decentralization & Development in Bangladesh	L&D& Filmshow	Jahid
11.07	2	Minor Acts	L&D	GS
11.08	2	Overview of Land Management: Mutation, Land Dispute, Land Records & Land Acquisition Ordinance 1982	L, D & E	Mallick
11.09	2	Rules of Business & Allocation of Business	L&D	Hakim/ Baki
11.10	2	Penal Code, CrPC, Evidence Act : Section essential for public servants	L&D	Ranjit
11.11	2	The PDR Act 1913 and Limitation Act 1908	L&D	GS

Module 12: Public Service Management

Module Director: Dr. Rizwan Khair

Evaluation Method: GR – 25, IA - 25; Total Marks – 50

Objectives: The objectives of the module are:

- a. to enhance capability of dealing with the issues of public service delivery;
- b. to inform the role of civil service in the context of national and global level;
- c. to identify governance issues, solve problems and seek innovative ways of better public service delivery mechanism.

Code	Hrs	Topics	TM	RP
12.01	1	Essentials of Public Management	L&D	Sharif
12.02	1	Development Administration: Bangladesh Perspective	L&D	GS
12.03	1	Changing Dynamics of Public Sector Management	L&D	Sharif
12.04	2	Business Process Re-engineering	GE&P	GS Team
12.05	1	Citizen Charter: Bangladesh Perspective	L&E	Rizwan
12.06	2	Policy Process	L&E	Arif
12.07	1	Problems of Policy Implementation	L&D	Morshed
12.08	1	Good Governance: Principles and Practices	L&D	Rizwan
12.09	2	Total Quality Management	L, D & E	Enam
12.10	2	Public Private Partnership (PPP)	L&D& CS	GS
12.11	2	Strategic Management in Public Sector	L&E	Rizwan
12.12	2	Performance Management: PA & APA	L&E	Mallick

Module 13: Child Rights, Gender and Development

Module Director: Dr. Rokeya Fahmida

Evaluation Method: GE –25; Total Marks – 25

Objectives: Objectives of the module are:

- to enable the participants to identify and analyze the prevailing social issues with respect to male and female,
- to recognize intervention required for ensuring rights of women and children.

Code	Hrs	Topics	TM	RP
13.01	2	Historical Overview of Gender and Development	L & D	Fahmida
13.02	2	Women and Child Rights (National and International perspective- Convention on Child Right and CEDAW	D & E	GS/faculty
13.03	1	Situation of Children in Bangladesh	L & D	Baki/Jahid
13.04	1	Initiatives of GoB for protecting Child Right	L & D	GS/faculty
13.05	1	Challenges of Working Women	L & E	Fahmida
13.06	1	Prevention of Violence Against Woman and Children	Film Show & CS	GS/Faculty
13.07	1	Rehabilitation of Street Child in Bangladesh	Film Show & D	GS/faculty

Module 14: Integrity in Public Administration

Module Director: Mallick Sayeed Mahbub

Evaluation Method: WE –50; Total Marks – 50

Objectives: Objectives of the module are:

- to enable the participants to distinguish correctly between ethical and unethical practices, and
- to apply the ethical values in their respective work places and day to day life.

Code	Hrs	Topics	TM	RP
14.01	1	Introduction to Norms, Ethics, Values and Morality	L & D	GS/faculty
14.02	3	National Integrity Strategy (NIS)	Workshop	Baki/GS
14.03	1	Human Rights and Access to Public Services	L & D	GS/faculty
14.04	1	Combating Corruption in Public Service Delivery	L & D	GS
14.05	1	Religious Values in Controlling Corruption	L & D	GS
14.06	2	Transparency and Accountability in Service Delivery	L & E	GS

Thematic Area: Development Studies

Module 15: Macroeconomic Management

Module Director: Dr. SM Zobayer Enamul Karim

Evaluation: Method: WE – 50; Total Marks – 50

Objectives: Objectives of the module are:

- To make the trainees understand the basics of economics and
- Have an insight into various macro-economic aspects of Bangladesh.

Code	Hrs	Topics	TM	RP
15.01	1	Basic Concepts of Micro and Macro Economics	D & E	Banik
15.02	1	Market Economy: Concept and Issues	D & E	Banik
15.03	1	Key Macroeconomic Variables and their Implications	D & E	Baki
15.04	1	National Income Accounting (GDP, GNP, NNP etc)	D & E	Zobayer
15.05	1	Monetary Policy and Inflation	D & E	Zobayer
15.06	1	Fiscal Policy and Deficit Financing	D & E	Mostak
15.07	2	Role of Financial Institutions in Economy	D & E	GS
15.08	1	Public Goods and Externalities	L & D	GS/faculty

Module 16: Economic Development: Bangladesh Perspective

Module Director: Mostak Ahmed

Evaluation Method: GE – 25, GR- 25; Total Marks – 50

Objectives: Objectives of the module are:

- a. To provide ideas about various issues related to economic development, and
- b. To get a holistic picture of strategies and the process of development of Bangladesh

Code	Hrs	Topics	TM	RP
16.01	1	Economic Development: Concept and Issues	D & E	Baki
16.02	2	Experience of 6 th FYP and overview on 7 th FYP	Gr. E	GS
16.03	3	Sustainable Development Goal (SDG): Challenges for Bangladesh	Workshop	GS/Baki
16.04	1	Middle Income Country, LDCs (Graduation Criteria): Bangladesh Perspective	D & E	Zobaer
16.05	1	Regional Cooperation and Economic Development	D & E	Baki
16.06	2	Human Development Index	Gr. E	Mostak
16.07	1	Driving Forces of Economic Development of Bangladesh	L & D	Baki

Module 17: Environment and Disaster Management

Module Director: Dr. Md. Mizanur Rahman

Evaluation Method: WE – 25; Total Marks – 25

Objectives: Objectives of the module are:

- a. to provide idea about various environmental issues,
- b. to get the trainees acquainted with the disaster and disaster management in Bangladesh and
- c. to get a holistic picture of strategies and the process of development of Bangladesh

Code	Hrs	Topics	TM	RP
17.01	2	Sustainable Development: Concepts and Issues	L & D	Yusuf
17.02	1	Environmental Pollution: Bangladesh Perspective	L & D	Amjed
17.03	1	Go Green: Green Economy and Green Energy	L & D	Mizan
17.04	2	Natural Resource Management and Nature Conservation: International Conventions and Protocols	L & D	Mizan
17.05	1	Waste Management: Role of Civil Servant	L & D	Atik
17.06	2	Climate Change, its impacts on Bangladesh and way forward to overcome	L & D	Mizan/ Atik
17.07	2	Environment Protection and Climate Change related International Conventions and Initiatives	L & D	Yusuf
17.08	2	Comprehensive Disaster Management in Bangladesh: Strategy and Initiatives	L & D	GS/Atik

Module 18: Project Management

Module Director: Kazi Hasan Imam

Evaluation Method: GE-25; IR- 25; Total Marks – 50

Objectives: Objectives of the module are:

- a. To make the trainees understand the different stages of project cycle; and
- b. Enable them to use different tools of project management.

Code	Hrs	Topics	TM	RP
18.01	2	Overview of Project Planning Process in Bangladesh	L & D	GS/Baki/Jahid
18.02	2	Introduction to Project Cycle Management: Concepts and Issues	D & E	Hasan
18.03	3	Preparation of Log Frame and Results-based Project Management (RBM)	D & E	Yusuf/ Hasan
18.04	1	Project Risk Analysis and Scoping	CS	Jahid
18.05	1	Project Implementation and Monitoring: Techniques, Issues and Challenges	D & E	Hasan

Module 19: Procurement Management

Module Director: Banik Gour Sundar

Evaluation Method: GE - 25; Total Marks – 25

Objectives: Objectives of the module are:

- a. to make the trainees understand the procurement act, rules and procedures
- b. to make the trainees understand the public procurement

Code	Hrs	Topics	TM	RP
19.01	1	Overview of PPA 2006 and PPR 2008	L&D	MD + CPTU
19.02	1	Public Procurement Planning	L&D	
19.03	2	Procurement Methods	L&D	
19.04	1	Procurement Related Committees, Complaints and Appeals	L&D	
19.05	1	Standard Tender documents & Request for Proposal	L&D	
19.06	1	Exercise on tender data sheet	L&D	
19.07	1	Electronic Government Procurement (E-GP)	Exercise	
19.08	1	Approval of Tender/ Proposals	L&D	

Module 20: Basics of Social Research

Module Director: Dr. Md. Morshed Alom

Evaluation Method: WE 25; GR - 25; Total Marks - 50

Objectives: Objectives of the module are:

- a. to make participants understand the process and techniques of research, collect, process and analyze data;
- b. to enable participants to use statistical tools in research work;
- c. to enhance the capacity of the trainees in preparing research proposal and report.

Code	Hrs	Topics	TM	RP
20.01	1	Introduction to Social Research	L&D	Shafiq/ Morshed
20.02	2	Research Problem Statement and Developing Research Question(s)	L&D	Shafiq/Morshed
20.03	1	Literature Review and Referencing	L&D	Amjed
20.04	1	Sampling Techniques	L&D	Shafiq/ Zohur
20.05	1	Collecting Quantitative Data: Preparing Questionnaire	L&D	Shafiq / Zohur
20.06	1	Collecting Qualitative Data: Interview & Observation	L&D	Zohur/ Morshed
20.07	1	Collecting Qualitative Data: FGD	L&D	Shafiq/Mamun
20.08	2	Analyzing Quantitative Data	L&D	Mizan/Zohur/Mostak
20.09	2	Analyzing Qualitative Data	L&D	Shafiq/ Zohur/ Morshed/Mamun
20.10	1	Writing a Research Proposal	L&D	Yusuf/Amjed
20.11	1	Writing a Research Report	L&D	Sajid
20.12	1	Ethics in Social Research	L&D	GS/Faculty

Module 21: Contemporary Issues

Module Director: Course Director

Evaluation Method: IR – 25; Total Marks - 25

Objectives: Objectives of the module are:

- a. To orient the trainees to the contemporary important issues in regard to administration and development; and
- b. To share ideas with renowned personalities of the country.

Code	Hrs	Topics	TM	RP
21.01	2	Blue Economy	L & D	GS
21.02	2	Cyber Security	L & D	GS
21.03	2	Autism	L & D	GS
21.04	2	Management of Mega Project	L & D	GS
21.05	2	Universal health coverage : Bangladesh perspective	L & D	GS
21.06	2	Changing Interface between Politicians and Public Officials	L & D	GS
21.07	2	Challenges of Mega Cities	L & D	GS
21.08	2	Energy Security of Bangladesh	L & D	GS
21.09	2	Aging Problem in Bangladesh	L & D	GS
21.10	2	Trans Boundary Water Management	L & D	GS
21.11	2	Ensuring Expatriates Welfare in Bangladesh	L & D	GS

21.12	2	Social Media & Governance	L & D	GS
21.13	2	Challenges of black economy	L & D	GS
21.14	2	Food safety situation in Bangladesh	L & D	GS
21.15	2	Demographic Dividend	L & D	GS

*Course Management may arrange extension lectures on any other suitable issues.

Thematic Area: Skill Development

Module 22: Language Skill

Module Director: AFM Amir Hussain

Evaluation Method: WE – 25, IE - 25; **Total Marks - 50**

Objectives: Objectives of the module are:

- to improve Bangla spelling, syntax and pronunciation norms; and
- to improve English listening, speaking, reading and writing ability

Code	Hrs	Topics	TM	RP
22.01	2	প্রমিত বাংলা বানান রীতি	L & D	GS
22.02	1	Use of Correct Bangla	L&E	GS
22.03	1	Practice of Bengali Writing	L & D	GS
22.04	2	IELTS Listening Skills: A Brief Introduction	Exercise	Amir
22.05	2	IELTS Listening Skills: Practice Session	Exercise	Amir
22.06	1	IELTS Reading Skills: A Brief Introduction	L & E	Amir
22.07	1	IELTS Reading Skills: Practice Sessions	L & E	Amir
22.08	2	IELTS Speaking Skills: A Brief Introduction	L & E	Amir
22.09	2	IELTS Speaking Skills-Practice Sessions	L & E	Amir
22.10	2	IELTS Writing skills: A Brief Introduction	Exercise	Amir/Gs
22.11	2	IELTS Writing Skills: Practice Sessions	L & E	Amir/GS
22.12	2	The Phonetic Symbols and The rules of Pronunciation	L & E	Amir
22.13	1	Writing for Official purposes	L & E	Faculty/GS
22.14	1	Writing for Academic Purposes	L & D	Faculty/GS
22.15	2	Common Mistakes in English	L & D	GS
22.16	10	Debate Competition (Bengali & English)	P	Faculty
22.17	5	Extempore Speech	P	Amir

Module 23: Art of Reviewing

Module Director: Md. Golam Mahede

Evaluation Method: IR: 20(Introduction- 4, Style & Format- 4, Main Discussion- 8, Suggestion & Conclusion- 4), IP: 30 (Material- 6, Delivery (Language, Style, Gesture & Posture, Sense of Humour, Time Mgt.)- 15, Q&A- 9); **Total Marks: 50**

Objectives: Objectives of the module are:

- To develop skills in critically reviewing books;
- To enhance public speaking capability of the trainees; and
- To develop reading habits.

Code	Hrs	Topics	TM	RP
23.01	2	Introduction to Book/Article/Case Study Review	L & D	Mahede
23.02	2	Art of Public speaking	L & D	GS
23.03	15	Book/Article/Case Studies Report Presentation (20 min. each presentation)	R & P	MD

Special Instruction:

- ☐ No bangla book / article
- ☐ Presentation will be in English
- ☐ Excluded books reviewed in last three courses
- ☐ Duration of presentation will be 20 minutes including Q&A

Module 24: ICT and E-Governance

Module Director: Tanzur Ahmed Zoarder

Evaluation Method: WE – 25, PT - 25; **Total Marks - 50**

Objectives: Objectives of the module are:

- a. To develop ICT skills and contribute towards e-Governance;
- b. To develop capacity in public sector for improving delivery of public service through ICT;
and
- c. To adopt organizational changes in public sector related to technology, strategies and policies.

Code	Session	Topic	TM	RP
Essential ICT Skills				
24.01	1	Need assessment on ICT Skill	E	Zia / Tanjur
24.02	2	Use of appropriate software for effective presentation & reporting	L & P	Saiful/Tanjur/ Rustom/Masum
24.03	2	Bangla Typing(Unicode)	L & P	Zia/Rustom/ Masum/ ICT Committee
E- Governance				
24.04	1	Concept of e-Governance	L & D	Zia / GS
24.05	1	ICT Policy	L & D	Baki/ Zia / GS
24.06	3	Innovation in service delivery	Workshop	Mallick/ Shafiq/Zakir/ Zia/Rajib/Saif ul/GS
24.07	1	e-Filing	L & D	GS
24.08	1	Use of ICT for Effective Service Delivery	L & P	Saiful/GS
24.09	1	Use of Social Media for Problem Solving	L & D	Saiful/GS

Module 25: Car Driving Programme

Module Director: KM Abdul Kader

Objectives: The participants through this module will be able to:

- ❖ drive the vehicle safely
- ❖ qualify himself in the driving test to get a driving license and
- ❖ detect and repair minor faults of engine

Code	Topic	TM	RP
25.01	Introduction to Vehicles	L & P	GS
25.02-03	Traffic Rules, Signals	L & E	GS
25.04-05	Vehicle Maintenance	L & P	GS
25.06	Trouble Shooting	L & E	GS
25.07	Motor Vehicle Ordinance	L & D	GS

Module 26: Physical Conditioning & Games

Module Director: Mohammad Moshior Rahman

Evaluation Method: IE – 10; IA – 15 (Participation, Dress, Fitness); **Total Marks - 25**

Objectives: Objectives of the module are:

- a. To enhance capacity of the participants to gain knowledge on health and nutrition;
- b. To manage stress in day to day life; and
- c. To improve and maintain physical fitness.

Code	Hrs	Topics	TM	RP
26.01	1	Nutrition & Physical Fitness	L & D	Moshior
26.02	1	Effect of Exercise on Different Organs	L & D	Zawad
26.03	1	Wellness Concept & Management	L & D	Arif
26.04	1	Common Sports Injuries & Prevention / Rehabilitation of Back Pain	L & D	Zawad
26.05	1	Social Impact of Sports	L & D	Moshior
26.06	1	Sedentary Life Style and Effects	L & D	Moshior
26.07	1	Stress Management	L & D	Zawad
26.08	1	Work Related Musculo-Skeletal Disorder & Physiotherapy	L & D	GS
Mandatory Activities		Physical Conditioning (Morning): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Yoga.	Exercise	AD Sports & Guest Instructors
		Games (Evening): Volleyball, Basketball, Handball, Football, Tennis, Badminton, and Swimming.	Exercise	

Detailed WorkPlan of Field Attachment

First Week: Exploring Own Office

Objective: Re-inventing own office

Tasks:

- Identify the objectives and functions of the office;
- Identify the work culture in the office;
- Analyze SWOT of the office;
- Identify actual performance of the office;
- Identify gaps between set objectives and actual performances;
- Identify the root causes for the gaps;

Methodology:

- Study and analyze concerned files and documents
- Observation of work culture;
- Discussions with staffs and dignified citizens, stakeholders;
- Consultation with supervisors.

Output:

- Prepare detail individual inspection report as a participant of the FTC along with an action plan.

First week monitoring mechanism:

- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected supervising officers/ Focal point
- Supervising officer monitor the activities
- Examine/inspect the progress of the assigned works
- Inspect the learning diary of the trainees.

Second – Seventh Weeks: Attachment with BARD/RDA

All groups will be divided in two sections and each section will go either to BARD or RDA.

Group wise Attachment: Group A and Group B will be attached with BARD and RDA and Group C will be attached to District attachment for two weeks and Group C will be attached to BARD/RDA in the next weeks and Group A and Group B will attached to Districts.

Objective:

- To acquaint the trainees with the history, concept and techniques of rural development;

- To make them capable of dealing with the issues of rural development
- To know about the rural poverty and rural economy
- To observe the role of micro-economy in rural development

Task:

- Participants will complete the task of Module 4;
- They will visit rural development related institutions;
- Identify the role of cooperative in rural development; and,
- The task that BARD/RDA will assign.

Methodology: Will be set by BARD/RDA

Output: Completion of Module 4

Second week monitoring: Will be set by BARD/RDA

Second – Fifth Weeks: District Attachment

Participants will stay at attached district for two weeks. **Group B & C** participants will be attached with district on 2nd and 3rd Weeks and **Group A** participants will be attached on 4th and 5th Weeks.

Objective: Understanding activities prevalent in the districts both in public and private sector.

- Know the activities and work culture of all district level offices and a potential cooperative society/any potential firm/NGO etc. of the district (Selected by Deputy Commissioner)

Tasks:

- Identify the objectives and charter of works performed by the organizations
- Identify the gaps
- Identify the work culture
- Conduct stakeholder analysis.

Methodology:

- Study the objectives and functions of the offices/cooperative society/firm/NGO etc.;
- Study the achievement/performance of the offices/organizations for at least one year (last fiscal year);
- Discuss with concerned dignified citizens, personnel/stakeholders.

Output

- Prepare a group report on overall activities of the district both in public and private sector and make a linkage with national plan.

2nd - 5th week monitoring:

- ADC/Focal point will coordinate and monitor the activities

- Concerned officer will put remarks in the learning diary at the completion of the task and may report the ADC/Focal point regarding the progress and relevant issues (if any)
- Reports on the activities of week 3rd - 5th will be presented before the committee headed by the Deputy Commissioner (nice to present in front of all district level officers).

Fourth - Seventh week

Participants will stay at selected upazilla(s) of attached district for two weeks. **Group C** participants will be attached with upazilla on 4th and 5th Weeks and **Group A & B** participants will be attached on 6th and 7th Weeks.

Objectives:

- Understanding the Local Government Bodies and receive ideas about difficulties they face;
- Knowing the poor and find out ways to overcome their problems, if possible making linkage with any appropriate programme;
- Know the effectiveness of the Government Social Safety Net Programmes /Study disadvantaged family (poorest of the poor).

Task:

- Visit a Union Parishad/Municipality
- Explore the works and service delivery process of Union Parishad/Municipality
- Identify gaps between set objectives and actual performances;
- Identify the problems and challenges of visited Union Parishad /Municipality.
- Identify activities taken under Social Safety Net Programmes;
- Visit & Identify one or two disadvantaged family (poorest of the poor)
- Identify their social problems;
- Identify effectiveness of the Social Safety Net Programmes;
- Prepare an action plan to solve the problems which are not covered by the Social Safety Net Programmes;
- Attempt to solve some of the problems, if not all.

Methodology:

- Study/examine the performance of the visited Union Parishad/Municipality;
- Discussion with the Chairman/Mayor/members/councilors of the Union Parishad/Municipality;
- Secondary data collection and analysis;
- Interview family members of the identified disadvantaged family;
- Discussion with the concerned officials, social leaders, academics and local stakeholders.

Output: Prepare and presentation of a group report.

Fourth- Seventh week monitoring:

- ADC/Focal point will monitor and coordinate the tasks
- The UNO/Chief executive of the concerned local government organization will report ADC/Focal point about the progress of the tasks
- Also will put remarks in the learning diary of the participants at the completion of the tasks
- The report will be presented in front of the committee headed by DC and other district level officials in Eight week and,
- The task will be evaluated by the Committee headed by DC.

Eighth week: Exploring Attached District Potentials

Objective: Knowing the district as a whole and finding out its potentials.

- Discover/ explore economic potentials and Social /cultural /historical importance of the visiting district.

Task:

- Identify the productivity and economic trend of last 10 years;
- Identify the present resources and expected future demand;
- Identify the major two economic products and its potentials;
- Explore the marketing channel of the products and identify the barriers;
- Study the social/cultural/historical importance of the visited district.

Methodology:

- Discussion with government and non- government organizations.
- Discussion with social leaders, academics and other local stakeholders;
- Secondary data collection and analysis.

Output: Prepare an analytical individual report.

Eighth week monitoring:

- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected officers/ Focal point
- Examine/inspect the progress of the assigned works
- Inspect the learning diary of the trainees.
- Also will put remarks in the learning diary of the participants at the completion of the tasks
- The report will be presented in front of the committee headed by DC and other district level officials and,
- The task will be evaluated by the committee headed by DC.

Overall Monitoring Mechanism:

- One Senior Assistant Commissioner will be assigned by DC as a focal point with the responsibility to coordinate.

- Course coordinators will be assigned for specific districts to monitor from the course management.
- The authority may assign faculties both from BPATC & RPATCs for visiting the districts.
- Officers from research section will be assigned to supervise preparing research paper.
- The authority may assign faculty as mentor for a group of 8-10 participants for the whole course and the mentor may be given some responsibilities regarding monitoring and other aspects of training.
- Reports on the activities of week 3rd-5th, 6th and 8th (3 reports) may be presented before the committee headed by Deputy Commissioner (nice to present in front of all district level officers).

District Evaluation Committee (DEC)

- | | |
|--|--------------------|
| 1. Deputy Commissioner | - Chairperson |
| 2. Superintendent of Police/representative | - Member |
| 3. Deputy Director (Agriculture) | - Member |
| 4. District Livestock Officer | - Member |
| 5. District Fisheries Officer | - Member |
| 6. ADC(General/Education) | - Member Secretary |

Evaluation Criteria

Group Presentation

- Contents: Creative and innovative ideas, relevance, consistence
- Presentation style
- Questions and answer

Individual Conduct

- Discipline
- Allegiance
- Public relation (dealings with colleagues and clients)
- Overall

Individual Assignment

- Relevance
- Creativity and innovative ideas
- Consistence
- Quality of analysis
- Quality of recommendations and replicability

Evaluation committee will consider the above mentioned criteria and assess performance of the participants.

General Instructions

Maintaining Learning Diary: Each and every trainee officer must maintain a learning diary. A format for writing learning diary is attached. Each and every training activity must be

written in the learning diary and signed by the trainee and must be authenticated by the concerned monitoring/supervising officer or focal point.

Village Study and Research: Know Bangladesh and Disadvantaged Citizen Visit report will be presented at BPATC.

Submission of Reports at BPATC: Reports on activities under various modules must be submitted to concerned module director or designated officer of the CMT of BPATC/ FTC conducting training institutes.

Reviewing the Field Attachment Programme: The field attachment programme will be reviewed again if necessary in consultation with the CMTs and concerned authorities of FTC conducting training institutes and BARD and RDA.

Reading List

Module 01: Bangladesh: History, Society and Culture

1. Sirajul Islam [Ed.], History of Bangladesh, 3 Vols. Asiatic Society of Bangladesh.
2. Nihar Ranjan Roy, History of Bangladesh.
3. J.N Sarker, History of Bengal, Vol. II: Muslim Period, DU, 1972
4. R.C. Majumder, History of Bengal, Vol. I: Hindu Period, DU, 1963
5. বাংলাদেশের স্বাধীনতা যুদ্ধ দলিলপত্র (১৫ খন্ড), সম্পাদনা: হাসান হাফিজুর রহমান, হাক্কানী পাবলিশার্স, ঢাকা।
6. বাংলাদেশ সরকার ১৯৭১, লেখক: এইচ.টি.ইমাম, আগামী প্রকাশনী।
7. বাংলাদেশের ইতিহাস ১৭০৪ - ১৯৭১, সম্পাদনা: সিরাজুল ইসলাম, এশিয়াটিক সোসাইটি অব বাংলাদেশ।
8. বাঙালির মুক্তি সংগ্রাম ও জাতির জনক বঙ্গবন্ধু, লেখক: হারুন-অর-রশিদ, ঢা.বি.।
9. তাজউদ্দীন আহমদের ডায়েরী (১ ও ২ খন্ড), সম্পাদক: সিমিন হোসেন রিমি।
10. Bangabandhu Sheikh Muzib: A Leader with a difference, লেখক: ওবায়দুল হক, Radical Asia Publications.
11. The Awami League, লেখক: Shyamali Ghosh, Academic Publications. (বাংলা সংস্করণ, ইউপিএল প্রকাশিত)।
12. লেখকের রোজনামাচার চার দশকের রাজনীতি - পরিক্রমা ১৯৫৩-৯৩, লেখক: আবদুল হক, ইউপিএল।
13. বাংলাদেশের মুক্তি সংগ্রামের ইতিহাস ১৯৪৭-১৯৭১, সম্পাদনা: সালাহউদ্দীন আহমদ ও অন্যান্য, আগামী প্রকাশনী।
14. বঙ্গবন্ধু শেখ মুজিবকে ঘিরে কিছু ঘটনা ও বাংলাদেশ, লেখক: এম.এ. ওয়াজেদ মিয়া, ইউপিএল।
15. স্বাভাবিক থেকে স্বাধীনতা ১৯৬৬-১৯৭১, লেখক: কামাল হোসেন, অঙ্কুর প্রকাশনী।
16. Bangladesh Documents (Vol. 1 & 2), সম্পাদনা: Sheedndra Kumar and others, BNK press, Madras (বাংলাদেশ, ইউপিএল)
17. মুক্তিযুদ্ধে বাংলাদেশ, মূল লেখক: মেজর জেনারেল কে.এম. শফিউল্লাহ, আগামী প্রকাশনী মূলধারা ৭১, লেখক: মঈদুল হাসান, ইউপিএল।
18. বাঙালীর কণ্ঠ, সম্পাদনা: মোনায়েম সরকার, আগামী প্রকাশনী।
19. বাংলাদেশের মুক্তিযুদ্ধের ইতিহাস, লেখক: ড. মো: হান্নান, হাক্কানী পাবলিশার্স।
20. দ্য রেপ অব বাংলাদেশ, মূল: এছনী ম্যাসকারেনহাস, হাক্কানী পাবলিশার্স।
21. উত্তরপর্ব মুজিবনগর, শওকত ওসমান, সময় প্রকাশন।
22. মুক্তিযুদ্ধ কোষ (৫ খন্ড), ড. মুনতাসীর মামুন সম্পাদিত, সময় প্রকাশন।
23. দুর্দিনের দিনলিপি, আবুল ফজল, সময় প্রকাশন।
24. পরাজিত পাকিস্তানী জেনারেলদের দৃষ্টিতে মুক্তিযুদ্ধ, মুনতাসীর মামুন সম্পাদিত, সময় প্রকাশ।
25. ১৯৭১: আমেরিকার গোপন দলিল, মিজানুর রহমান খান, সময় প্রকাশন।

Module -2 Liberation war of Bangladesh

1. বাংলাদেশের রক্তের ঋণ, মূল: এছনী ম্যাসকারেনহাস, হাক্কানী পাবলিশার্স।
2. মুক্তিযুদ্ধের নয় মাস: অবরমদ রাজ-বিশ্ববিদ্যালয়, লেখক: আমানুল্লাহ আহমদ, হাক্কানী পাবলিশার্স।
3. লক্ষ প্রাণের বিনিময়ে, লেখক: রফিকুল ইসলাম বীর উত্তম, অনন্যা।
4. বাঙালির মুক্তিযুদ্ধের ইতিবৃত্ত, লেখক: মাহবুব-উল-আলম, অনুপম প্রকাশনী
5. স্বাধীনতা সংগ্রামে প্রবাসী বাঙালি, লেখক: আবদুল মতিন, অনন্যা।
6. Blood Beaten Track by Ahmad Salim, ঐতিহ্য।
7. International Document of Great Liberation War in Bangladesh (Vol. 1,2&3) LK: Dr. M.A. Mannan Chowdhury & Sharifa Mannan, জাতীয় গ্রন্থ প্রকাশন।
8. মুক্তিযুদ্ধের প্রেক্ষাপটে ব্যক্তির অবস্থান, লেখক: এ. এস. এম. সামছুল আরেফিন, ইউপিএল।
9. সারেন্ডার অ্যাট ঢাকা: একটি জাতির জন্ম, লেখক: লে.জে. জেএফআর জ্যাকব, ইউপিএল।
10. The Cruel Birth of Bangladesh ...by Archer K. Blood, UPL.

11. বাংলাদেশ ১৯৭১ (১-৪ খণ্ড), আফসান চৌধুরী, মাওলা ব্রাদার্স।
12. সেক্টর কমান্ডাররা বলছেন মুক্তিযুদ্ধের স্বর্ণীয় ঘটনা, সম্পাদনায় শাহরিয়ার কবির, মাওলা ব্রাদার্স।
13. ডেট লাইন বাংলাদেশ: নাইনটিন সেভেনটি ওয়ান, মূল: সিডনি শনবার্গ, অনু: মফিদুল হক, সাহিত্য প্রকাশ।
14. মুক্তিযুদ্ধ জনযুদ্ধ: আর্থ সামাজিক পরিপ্রেক্ষিত, লেখক: আতিউর রহমান, সাহিত্য প্রকাশ।
15. বাংলাদেশের মুক্তিসংগ্রাম ও আওয়ামী লীগ: প্রাসঙ্গিক দলিল, লেখক: আতিউর রহমান, সাহিত্য প্রকাশ।
16. পাকিস্তানী যুদ্ধাপরাধী ১৯১ জন, ডা. এম.এ. হাসান, সময় প্রকাশন।
17. Evidence (1 & 2), Lt. Gen. (Retd.) Mir Shawkat Ali.
18. বাংলাদেশের মুক্তিযুদ্ধ, প্রত্নিকোষ, সম্পাদক: কুতুব আজাদ, শাহেদ মমতাজ, বাংলা একাডেমী।
19. মুক্তিযুদ্ধে বাঙালী বৌদ্ধ সম্প্রদায়, লেখক: প্রণব কুমার বড়ুয়া, বাংলা একাডেমী।
20. মুজিবনগর সরকার ও বাংলাদেশের মুক্তিযুদ্ধ, লেখক: ড. মু. ফায়েকুজ্জামান, বাংলা একাডেমী।

Module 3: Poverty Reduction and Rural Development: Bangladesh Perspectives

1. Rethinking Rural Poverty: Bangladesh as a Case Study, Hossain Zillur Rahman (Editor) Mahbub Hossain (Editor), Publisher(s): The University Press Limited (UPL).
2. Agricultural Development Possibilities in Bangladesh, Hugh Brammer (Author), Publisher(s): The University Press Limited (UPL).
3. Retrospects and Prospects of the Rice Economy of Bangladesh, Raisuddin Ahmed. (Author), Publisher(s): The University Press Limited (UPL).
4. Agro ecological Aspects of Agricultural Research in Bangladesh, Hugh Brammer. (Author), Publisher(s): The University Press Limited (UPL).
5. Agricultural Disaster Management in Bangladesh, Hugh Brammer (Author), Publisher(s): The University Press Limited (UPL).
6. Rural Financing and Agricultural Credit in Bangladesh: Future Development Strategies for Formal Sector Banks, MD. Ruhul Amin Sarkar (Author) ,Publisher(s): The University Press Limited (UPL).
7. Rice Pests of Bangladesh Their Ecology and Management, Zahirul Islam (Author) David Catling (Author), Publisher(s): The University Press Limited (UPL)
8. Managing Food Price Inflation in South Asia, Sadiq Ahmed (Editor) Hans G.P. Jansen (Editor)
9. Myths about Governance and Corruptions
10. Daniel Kaufmann
11. <http://www1.worldbank.org/publicsector/anticorrupt/feb06course/10_myths__english.pdf>
12. Corruption: Diagnosis and Treatment >
13. Alina Mungui
14. <<http://muse.jhu.edu/journals/journal>>

Module 06: Fundamentals of Foundation Training Course

1. Carter, Jimmy (1975), Why Not The Best. Broadman Press
2. The role of District Administration, Kaji Azahar Ali
3. The Chief Secretary to the Government, Malaysia by Ahmad Sarji. Published by Pelanduk Publications (M) Sdn Bhd, Malaysia.
4. Family Values by A.Z.M. Shamsul Alam. Published by Bangladesh Co-operative Book Society Limited. 306-85 ALF
5. What Every Supervisor Should Know, Sixth Edition by Lester R. Bittel, John W. Newstrom.
6. Towards a Theory of Governance and Development Learning from East Asia by Rehman Sobhan. Published by The University Press Limited.

7. The Three Pillars of Public Management Secrets of Sustained Success by Ole Ingstrup and Paul Crookall. Published by McGill-Queen's University Press, London.
8. The Law of Success by Napoleon Hill. Published by D.B. Taraporevala Sons & Co. Private Ltd. Bombay, India.
9. People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts by Robert Bolton, Ph.D. Published by Prentice-Hall, Inc., New Jersey.
10. Human Development a Social Work Perspective by Riva Specht & Grace J Craig, University of Massachusetts. Published by Prentice-Hall, Inc. Englewood Cliffs, New Jersey 07632.
11. Issues in Training and Development by Saadat Hussain. Published by New Age Publications.
12. Taking Charge Making the Right Choices by Perry M. Smith. Library of Congress Cataloging-in-Publication Data.
13. Managing Government Organizations by Robert D. Pursley Neil Snortland. Published by Duxbury Press, North Scituate, Massachusetts.
14. Management by Ricky W. Griffin, Texas A & M University. Published by Houghton Mifflin Company, Boston.
15. mykvmb I c~e© Gwkqvi Dİvb| wnëb Gj. iæU| AvjxMo jvB†e°ix.
16. Role of Higher Civil Servants in Pakistan by Dr. Ali Ahmed. NIPA
17. The Civil Service in Pakistan by Chaudhury Muzaffar Ahmed, NIPA
18. The civil service in Pakistan, Chowdhury Mozaffar Ahmed

Module 07: Organization and Human Resource Management

1. Robbins, S.P. and Coutler, M (1999) Management, N.J. Prentice-Hall
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Module 08: Important Statutory Service Laws in Bangladesh

1. The Constitution of the Peoples Republic of Bangladesh, Government Publication.
2. Bangladesh Service Rules-Part 1, Government Publication.
3. Establishment Manual Vol.-I and II, Government Publication.
4. Kreitner, Robert, *Management*, Houghton Mifflin Company, Boston New York, 9th Edition, 2004.
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8. Lewis, Chad T. et. al. (1990), *Managerial Skills in Organizations*, Singapore, Boston, London: Allyn and Bacon.
9. Bangladesh Service Rules Part-I, Government Publication.
10. Establishment Manual - Vol-I & II, Government Publication.
11. Fundamental Rules & Subsidiary Rules, Government Publication.

12. Office Secrecy Act.
13. The Bengal Records Manual, 1943.

Module 09: Modern Office Management

1. The Constitution of the People's Republic of Bangladesh.
2. General Financial Rules (GFR)
3. Rules of Business, 1996
4. Office Memorandum No. FM/FD/Exctr.1/DP-1/2000/2 Dated 03.02.2005.
5. General Provident Fund Rules – 1979
6. Benevolent Fund Rules – 1982
7. Group Insurance Rules – 1982
8. Local Audit Manual, Local and Revenue Audit Department.

Module 10: Important Statutory Financial Management

1. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
2. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
3. Adhikary, Lal Bahadur (July 2013), Income Tax Manual, Part 1 & II
4. মিয়া, মোহাম্মদ ফিরোজ (২০১০), অষ্টাদশ সংস্করণ, বাংলাদেশ সার্ভিস রুলস
5. মিয়া, মোতাহার হোসেন (১৯৮৭) ২য় সংস্করণ, বাজেটারী সিস্টেম
6. Finance Division, Ministry of Finance, General Financial Rules & Treasury Rules
7. ব্যয় নিয়ন্ত্রণ অনুবিভাগ, অর্থ মন্ত্রণালয় (২০০৯), আর্থিক ক্ষমতা অর্পন আদেশ
8. Arndt, Sven W et al, (ed) (1985) Exchange Rates, Trade and the U.S. Economy,

Module 11: Governmental System & Essential Laws

1. The Constitution of the People's Republic of Bangladesh.
2. The Code of Criminal Procedure, 1898.
3. Constitution, Constitutional Laws and Politics: Bangladesh Perspective; Md. Abdul Halim
4. Bangladesh: Constitution Quest for Autonomy; Ahmed, Moudud (Dhaka UPL, 1978)
5. Constitutional law of Bangladesh; Mahmudul Islam (Dhaka: Bangladesh Institute of law and International Affairs, 1995)
6. Bangladesh Constitution: Trends and Issues; Justice Mustafa Kamal ,(Dhaka: Dhaka University, 1994)
7. ভূমি প্রশাসনের দৈনন্দিন কার্য পদ্ধতি (ভলিউম-১, ২), লেখক: ফায়েকুজ্জামান চৌধুরী
8. ভূমি প্রশাসন ম্যানুয়াল
9. ভূমি ব্যবস্থাপনা ম্যানুয়াল, ১৯৯০
10. বাংলাদেশের ভূমি ব্যবস্থাপনা, লেখক: নারায়ন চন্দ্র দেবনাথ
11. বাংলাদেশের স্থানীয় স্বায়ত্তশাসন, লেখক: ড. মোঃ মকসুদুর রহমান
12. Local Government in Bangladesh, Edited by Kamal Siddiqui, 2nd Revised ed. Dhaka UPL 1995.
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Module 12: Public Service Management

1. Public Administration and Public Affairs, Nicholas Henry, Prentice Hall of India.
2. Development Administration, Dr. RK Sapru, Deep & Deep Publishers, India.
3. Development Administration, RD Sharma, HK Publications & Distributors, India.
4. Development Administration, TN Chaturvedi (Edited), Indian Institute of Public Administration.
5. Public Management & Administration, Owene E. Hughes, McMillan Press Limited (UK).
6. Administrative Reforms in Bangladesh, Mohammad Mohabbat Khan, UPL, Dhaka.
7. Administrative Reforms, PR Dubhashi, BR Publishing Corporation, Delhi.
8. Towards Good Governance in Bangladesh, Kamal Siddiqui, UPL, Dhaka.
9. Governance: South Asian Perspective, Hasnat Abdul Hye (Edited), UPL, Dhaka.
10. Ombudsman for Bangladesh, Ali Ahmed, Academic Publishers, Dhaka.
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Module 13: Child Rights, Gender and Development

1. First Call of Children: a booklet published by UNICEF
2. First Periodic report of the Government under the Convention on the Right of the Child, M/O Women and Children Affairs, December 2000

3. The State of the World Children 2004, UNICEF.
4. Gender and Development Training Manual for Bangladesh Civil servants, CBGM project, Module-2. Theoretical Context of Gender, UNDP Dhaka, Bangladesh.
5. OECD Development Assistance committee 1998, source book on concept and approaches linked to gender equality, OECD Paris.
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7. A curriculum for the Training of Trainers in gender mainstreaming, FEMNET, African Women's Development and Communication Network, 2004.
8. Social Mobilization Strategies for Elimination of Gender Discrimination in Bangladesh, Edited by M. Mahbubur Rahman Morshed, Published by BPATC and UNFPA, 2002.

Module 14: Integrity in Public Administration

1. Making a Anti Corruption Agencies more effective.
2. Jeremy Pope and Frank Vogl
3. <<http://cism.my/cismv2/uploads/articles>>
4. Ethics in Public administration Management
5. H George Frederickson and Richard K. Ghere, Editors. Second >
6. Mashite, Hiroyuki, Theology, Ethics and Meta-physics
7. Begum, Hasna, Ethics in Social Practice.
8. Sterba, James P., Ethics: Classical Western.
9. Rohr, John A., Ethics for Bureaucrats.
10. Werhane, Patricia H, Business Ethics.
11. Sterpa, Jame P., Ethics.
12. Banks, Sarah, Ethical Issues in Youth Work.
13. Sadeq, Abul Hasan, Ethics in Business and Management.

Module 15: Macroeconomic Management and Module 16: Economic Development: Bangladesh Perspectives

1. Asian Development Bank, Macroeconomic Management and Government Finance, Oxford University Press (2009), India.
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10. GOB, External Resources Division, Flow of External Resources into Bangladesh, Various issues.

11. GOB, Ministry of Finance, Bangladesh Economic Review-2013.
12. GOB, Ministry of Planning, Sixth Five Year Plan (FY2011-FY2015).
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23. Ray, Partha (2013): Monetary Policy, The Oxford University Press, India
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Module 17: Environment and Disaster Management

1. UNDP, Human Development Report -2013.
2. Baki, A., Islam, M. J. and Hasan, M.,K (2015), 'Policy makers understanding and their response to climate change: Bangladesh perspective; *Proshikhyan*, Vol: 23, No. 2.
3. Sustainable Development: Concepts and Issues
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 - b. Meadows, D. H., 2008, *Thinking in Systems: A Primer*, EARTHSCAN, UK.
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Module 18: Project Management and Module 19 Procurement Management

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8. Public Procurement Act 2006, Government of Bangladesh.
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Module-20: Basics of Social Research

1. Abedin M. Zainul,(1996) A Hand Book of Research for the Fellows of M. Phil and Ph.D. Programmes. Dhaka: Book Syndicate.
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Module 21: Important Contemporary Issues

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Module 22: Language Skills

1. Cambridge IELTS (2007-2008). Cambridge: Cambridge University Press (All Volumes)
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Module 23: Art of Reviewing

1. Muslim, Syed Naquib (1999) Public Speaking and Writing Seminar Paper, Syndicate Report, Book review; Theory and Practice, Dhaka, BPATC.
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Module 24: ICT and e-Governance

1. Imran, A, Gregor, S and Turner, T. (2013) e-Government Management for Developing Countries, Canberra: NCISR.
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4. Peter Norton (2008) : Introduction to computers, .
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Module 25: Physical Conditioning and Games

1. Fox, Borwers, Foss, Exercise Physiology.
2. Hardyail Singh, Sports Training.
3. Dr. A.K. Uppal, Sports Training.
4. Zegler, Sports Management.
5. I.B.F. Official Rules Book of Basketball.
6. F.I.F.A. Official Rules Book of Football.
7. I.V.E Official Rules Book of Volleyball.
8. I.C.C. Official Rules Book of Cricket.
9. I.T.F. Official Rules Book of Tennis.
10. I.H.F. Official Rules Book of Handball.

Profile of the Rector



Dr. M Aslam Alam is the Rector of Bangladesh Public Administration Centre (BPATC). Prior to his current appointment, Dr. Alam served as Rector, BCS Administration Academy. Before that he was the Secretary, Bank and Financial Institutions Division (BFID) of the Ministry of Finance, Government of Bangladesh. Before assuming that position he was the Secretary of the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Previously, he was the Director General of the Department of Land Records and Surveys, where he pursued formulation and implementation of a land digitization strategy and action plan, involuntary resettlement as well as land use planning. Previously, he was the Director General-3 at the Prime Minister's Office. Prior to that, Dr. Alam was on lien to UNDP/UNOPS from October 2004 to July 2008, and worked as Senior Program Manager of the Comprehensive Disaster Management Programme (CDMP).

Dr. Alam is a career civil servant and started his career in the administrative service of Bangladesh. At the field level, he has served as Assistant Commissioner at Faridpur, Gopalganj, Jamalpur and Chittagong Districts. He worked as Upazila Nirbahi Officer and Additional Deputy Commissioner at Chandpur District. He was a faculty member (Deputy Director) of BCS Administration Training Academy as well. He also served as Deputy Secretary at the Ministry of Establishment and Project Director of two projects under the Ministry of Primary and Mass Education.

Dr. Alam obtained his PhD in Social Science and Policy (Environmental Policy) from the University of New South Wales at Sydney, Australia. Prior to doing PhD, he did an MA in International Relations with specialization in international economic cooperation at the International University of Japan (IUJ). He originally graduated from the University of Dhaka, Bangladesh. He obtained his M. Com and B. Com (honours) degrees in Accounting. He has undergone a number of professional training at home and abroad. He has presented numerous papers at various academic and professional conferences/ seminars/ workshops at home and abroad. He has published extensively in professional journals on training and development, public administration, climate change and disaster reduction and environmental protection.

List of Faculty Members
(not in order of seniority)

Sl.	Name & Designation	Code
1.	Rector	Rector
2.	Md. Zaydul Hoque Molla, ndc (Additional Secretary), MDS	Zayed
3.	Ranjit Kumar Sen, ndc (Additional Secretary) MDS	Ranjit
4.	Dr. Mohd. Shahadt Hossain Mahmud (Additional Secretary) MDS	Shahadt
5.	Banik Gour Sundar, MDS	Banik
6.	Dr. Muhammad Abu Yusuf, (Joint Secretary) MDS	Yusuf
7.	Dr. Rizwan Khair, (Joint Secretary) MDS	Rizwan
8.	Md. Abdul Hakim, (Joint Secretary) Director	Hakim
9.	AKM Enamul Haque, Director	Enam
10.	Abdul Baki, Director	Baki
11.	Mollick Syed Mahbub, Director	Mallik
12.	Md. A. Razzaque Sarker, Director	Razzak
13.	Kazi Hasan Imam, Director	Hasan
14.	Md. Golam Mahede, Director	Mahede
15.	Md. Shafiqul Haque, Director	Shafiq
16.	SM Zobayer Enamul Karim, PhD, Director	Zobayer
17.	Md. Zakir Hossain, Director	Zakir
18.	Mohammad Moshior Rahman, Director	Moshior
19.	Muhammad Ziaul Islam, Systems Analyst (C.C)	Ziaul
20.	Dr. Md. Mijanur Rahman, Deputy Director	Dr. Mijan
21.	Dr. Mohammed Amjed Hossain, Deputy Director	Amjed
22.	Md. Jahidul Islam, , Deputy Director	Jahid
23.	Mohammad Razibul Islam, Deputy Director	Razib
24.	A.F.M. Amir Hussain, Deputy Director	Amir
25.	Md. Atikuzzaman, Deputy Director	Atik
26.	Dr. Md. Zohurul Islam, Deputy Director	Zohur
27.	BM Benojir Ahmed, Deputy Director	Benojir
28.	Rokeya Fahmida, PhD, Deputy Director	Fahmida
29.	Md. Sharif Hasan, Deputy Director	Sharif
30.	Mehedi Masud, PhD, Deputy Director	Mehedi
31.	K.M. Abdul Kader, Deputy Director	Kader
32.	Md. Abul Basher, Deputy Director	Basher
33.	Md. Moin Uddin, Deputy Director	Moin
34.	Hasan Murtaza Masum, Deputy Director	Masum
35.	ATM Arif Hossain, Deputy Director	Arif
36.	Mostak Ahmed, Deputy Director	Mostak
37.	Mohammad Saiful Islam, Programmer	Saiful(P)
38.	Mohammad Rezaul Karim, Deputy Director	Reza
39.	Abdullah Al Mamun, Deputy Director	Mamun
40.	Dr. Md. Moshior Rahman, Deputy Director	Moshior
41.	Md. Motaher Hossain, Deputy Director	Motaher
42.	Parimal Kumar Roy, Deputy Director	Parimal
43.	Abu Naser Mohammad Sajidul Ahsan, Senior Research Officer	Sajid
44.	Md. Morshed Alom, Senior Research Officer	Morshed

Sl.	Name & Designation	Code
45.	Farzana Ferdous Zaman, Assistant Director (Personnel)	Farzana
46.	Dr. Md. Arafe Zawad, Assistant Director (Sports)	Zawad
47.	Tanjur Ahmed Joarder, Assistant Programmer	Tanjur
48.	Mohammad Mamun, Research Officer	Mamun
49.	Farjana Afroze, Assistant Director	Farjana
50.	Jakia Sultana, Evaluation Officer	Jakia
51.	Nasrin Akter, Evaluation Officer	Nasrin
52.	Md. Tanjir Hasib Sarker, Evaluation Officer	Hasib
53.	Mir Md. Taufiqul Islam, Assistant Director	Taufiq
54.	Tanzina Akhter, Assistant Director	Tanzina
55.	Roma Rani Biswas, Assistant Director	Roma
56.	Md. Masud Ahmed, Assistant Director	Masud
57.	Md. Jewel Rana, Evaluation Officer	Jewel
58.	Md. Yousuf Ali, Assistant Director	Yousuf
59.	Robiul Alam Lokman, Research Officer	Lokman
60.	Md. Nazim Uddin, Assistant Director	Nazim
61.	Mohammad Mozaherul Islam	Mozaher
62.	Shahnewaz, Assistant Director	Shahnewaz
63.	Sanjoy Kumar Sarma, Evaluation Officer	Sanjoy
64.	Razib Mia, Evaluation Officer	Razib

List of Registered Participants
Section- A

Roll No	Name	Designation	Work Station	Mobile
101	Mun Mun Jahan Liza	Assistant Commissioner	DC Office, Tangail	01704506433
102	Md Ashraf Uddin	Assistant Commissioner Of Taxes	Taxes Zone 12, Dhaka	01918447931
103	Sazid Khan	Assistant Commissioner of Taxes	Taxes Zone-13, Dhaka	01716455835
104	DEWAN MOHAMMAD GHOLAM KIBRIA	ASSISTANT OF COMMISSIONER OF TAXES	TAXES ZONE -12,DHAKA	01792482805
105	Rubaiya Tasnim	Assistant Commissioner	Dc Office .Barguna.	01716209018
106	Rajib Chowdhury	Assistant Commissioner	Office of District Commissioner, Magura	01715030224
107	MST. LOVELY KHATUN	Instructor	Agriculture Training Institute, Faridpur	01734210152
108	Joydev Chakraborty	Assistant Commissioner	DC Office, Jamalpur	01723950159 /01620780680
109	Shadia Shahnaz Khanam	Assistant Commissioner	DC office Rajbari	01750613495
110	SK. AHSAN UDDIN	Assistant Commissioner	Office of Deputy Commissioner	01991555111
111	Md. Arifur Rahman	Assistant Commissioner	DC Office, Sirajganj	01969089983
112	TAMANNA TASNEEM	ASSISTANT COMMISSIONER	DC OFFICE, KUSHTIA	01722232019
113	Md. Imtiazul Islam	Senior Assistant Judge	District Judge Court, Naogaon	01713-077866
114	Md. Delower Hossain	Senior Judicial Magistrate	Chief Judicial Magistrate Court, Rangpur	01718408974
115	S.M. Samiul Awal	Animal Production Officer	Byre section, Central cattle breeding an	01814382569
116	Umme Salma	Assistant Commissioner	District Commissioner Office, Netrakona	01942925692
117	MD. HUMAYUN KABIR	Senior Assistant Judge	Fatikchhari Chowki Court, Chittagong.	01717-800108
118	Md. Masud Alam	Assistant Director	RPATC Dhaka	01716041011
119	Nur Mohammad Ali Chisty	Senior Assistant Director	RAB Forces Headquarter, Kurmitola, Dhaka	01715299147
120	Md. Tanvir Hasib Sarker	Evaluation Officer	Bangladesh Public Admin. Training Centre	0167046877
121	K. M. Tanim-Uz-Zaman	Assistant Commissioner Of Taxes	71/2 Pioneer Road, Kakrail, Dhaka.	01711454134
122	Azmarina Tanzir	Assistant Commissioner	Customs Bond Commissionerate	01789158545
123	Md.Rashidul Islam	Assistant Director	Khamarbari	01689048172
124	Mir. Md. Arif Hossain	Assistant Commissioner of Taxes	Circle-18(Salary), Taxes Zone, Rajshahi.	01710439189
125	Tasneem Jahan	Assistant Commissioner	DC Office, Rajshahi	01815552773
126	Nayan Kumar Rajbanshi	Assistant Commissioner	DC Office, Chapainawabganj.	01719478271
127	MOHAMMAD SAIFUL ISLAM	ASSISTANT COMMISSIONER	BOGRA DC OFFICE, BOGRA	01670246108
128	Tanvir Ahmed Plabon	Upazilla Famaly Planning Officer	Lohagara, Narail.	01716381122
129	Abu Yousuf	Assistant Conservator of Forests	Tangail Forest Division	01713415673
130	Sultana Jareen	Assistant Commissioner	Office of Deputy Commissioner, Naogaon	01687672301
131	Roma Rani Biswas	Assistant Director	BPATC, Savar, Dhaka	01722878088
132	Md. Tarikul Islam	Assistant Commissioner	DC Office, Mymensingh	01917110163
133	Mst. Rumana Afroze	Assistant Commissioner	DC Office, Rangpur	01722043228
134	NAZRUL ISLAM	Senior Judicial Magistrate	CJM Court, Sirajganj	01710385340
135	TANIA MOSTAFA	Assistant Director (Environment)	Akhaura-Laksam Double line Project	01553562001

Roll No	Name	Designation	Work Station	Mobile
136	Md.Shamsul Al-Amin	Senior Judicial Magistrate	Chief Judicial Magistrate Court, Natore	01716-347745
137	Anamul Hasan-Al-Noman	Assistant Commissioner of Taxes	Circle-93, Zone-5, Dhaka	01911329956
138	Tahmina Afroz Bhuiyan	Assistant Commissioner	Chapai Nababganj	01813902888
139	MD. NAIMUL HASSAN	Scientific Officer	SRDI, District Office Pabna.	01719734055
140	F. M. Shafayat Salam	Assistant Judge	District Judge Court, Lakhmipur	01712268086
141	H.M.Kabir Hossain	Senior Judicial Magistrate	Chief Judicial Magistrate	01716865578
142	MD. ABDUL HAI SIDDIQUE	Assistant Commissioner	District Commissioner office, Bogra	01761940080
143	Tahmina Aktar	Assistant Commissioner	DC office, Chittagong	01723292470
144	MEHADI HASAN KHANDAKER	ASSISTANT COMMISSIONER OF TAXES	928, GAITAL, KISHOREGANJ	01711263685
145	Istiaque Ahmed Siddique	Senior Assistant Judge	District Judge Court, Kishoregonj	01715149787
146	Elora Yasmin	Assistant Commissioner	DC office Munshiganj	01714926886
147	Kamrun Nahar	Senior Assistant Judge	District Judge Court, Kishoregonj	01716436207
148	Mohammad Khaled Chafullaha	Assistant Engineer	Reserve(attached to Special Design Unit)	01672663417
149	Md. Ashraful haque	Assistant Commissioner	Office of the Deputy Commissioner, Sylhet	01678715741
150	MD. EMRAN HOSSAIN	Sample Collection Officer	District Seed Certification Office	01717513548
151	Rupali Saha	Sample Collection Officer	Seed Certification Agency	01723816522
152	HOSSAIN MD. SHAFI MONDAL	Assistant Engineer (Civil)	Gaibandha PWD Division, Gaibandha	01674711036
153	Md. Monwar Hossain	Assistant Commissioner	Office Of the Deputy Commissioner	01757117788
154	Asrofa Emdad	AC		01712020890

Section B

Roll No	Name	Designation	Work Station	Mobile
201	Shamima Sultana	Assistant Commissioner	Office of the Deputy Commissioner	01708704139
202	Md. Ishahaque Ali	Assistant Commissioner	DC Office, Magura	01735246154
203	Mohammed Hassan	Senior Assistant Judge	Sandwip Chawki Court, Chittagong.	01914058860
204	MAHFUJUL ISLAM	Assistant Director (program)	Bangladesh Betar, Agargaon, Dhaka	01712716760
205	SHARMIN AKTER	Scientific Officer	Soil Resource Development Institute	01720832828
206	Md. Jahidul Islam	Assistant Commissioner of Taxes	Taxes zone - Gazipur	01740573966
207	Mst. Farzana Yesmin	Assistant Commissioner (Admin)	DC Office, Manikganj	01717486105
208	FARUK AHMED	Assistant Commissioner	Deputy Commissioner Office, Magura	01671850125
209	Anamika Nazrul	Assistant Chief	Planning Commission, Ministry of Planning	01924400783
210	M.A. MUHAJIB AL ZIHAN	ASSISTANT COMMISSIONER	DC OFFICE, KUSHTIA	01733990436
211	SHARMIN AKTER	ASSISTANT CONSERVATOR OF FORESTS	DHAKA FOREST DIVISION	01916522803
212	MD. MOHIDUL HAQUE	Assistant Commissioner	Deputy Commissioner Office, Meherpur	01786-530504
213	Mohammad Mozaherul Islam	Assistant Director	BPATC, Savar	01912972652
214	MD. Forhath Khondokar	Assistant Controller of Food	Directorate Of Food	01717585175
215	ARIFA SULTANA	Assistant Commissioner	Deputy Commissioners office, Meherpur	01717390131
216	Md. Nurul Islam	Assistant Commissioner	Dc office, Jessore	01917328004
217	Md. ALAUDDIN BHUIYAN JONEE	Assistant Chief	Planning Commission	01731303308
218	MIRZA SHIBLI MAHMOOD	Assistant Engineer	PW Division, Gopalganj	01716-323912
219	MOHAMMAD SAIFUR RAHMAN	Assistant Commissioner	DC Office, Chandpur	01716837542
220	Chowdhury Mustafizur Rahman	Assistant Commissioner	DC Office, Chuadanga	01952666655
221	AFROZA BEGUM	Assistant Commissioner of Taxes	Circle- 19, Thakurgaon, Taxes Zone Rangpur	01717448324
222	Arun Krishna Paul	Office of Deputy Commissioner, Bandarban	Office of Deputy Commissioner, Bandarban	01987852008
223	Mamunur Rashid	Assistant Commissioner	Office of the Deputy Commissioner, Shari	01716181241
224	Mst. Afroza Khatun	Assistant Commissioner	Dc office, Dinajpur	01765236232
225	Mohammed Shahjahan Sabuz	Assistant Director	DAM, Head Office, Khamarbari.	01814831580
226	MAMNOON AHMED ANIK	Assistant Commissioner	DC Office, Rajshahi	01732353328
227	Md. Saifur Rahman	Assistant Commissioner of Taxes	Circle-71, Taxes Zone-4, Dhaka	01922246393
228	Abdullah Al Mamun	Assistant Conservator of forests	Sylhet Forest Division	01776834219
229	KOHENUR AKTER	Assistant commissioner	DC office, Jhenaidah	01783912940
230	MAHARA NAZIN	Assistant Commissioner	Chapainababganj District	01722308558
231	Kazi Shamim	Assistant Commissioner	DC Office, Joypurhat	01777148326
232	Mahmuda Akter Mowsumi	Assistant Controller of Food	District Controller of Food	01755955191
233	Md. Raseduzzaman	Assistant Commissioner	DC office, Joypurhat	01711992956
234	FOUGEA KADIR	Veterinary Surgeon	Kaligong, Gazipur	01918261179
235	Md. Shah Alam Miah	Assistant Commissioner	Office of the Deputy Commissioner	01738018833

Roll No	Name	Designation	Work Station	Mobile
236	Md. Iqbal Hasan	Assistant Commissioner	Chapai Nababganj Collectorate Office	01829458438
237	RASHIDUN NAHAR	Scientific Officer	SRDI, District Office, Jessore	01723479249
238	MD. NAJMUS SADAT RATNA	Scientific Officer	District Office, SRDI, Boyra, Khulna	01737238855
239	MD. SHIFUL ISLAM	Scientific Officer	SRDI, District Office, Moulvibazar	01912965899
240	MD. MEHEDI HASAN	Scientific Officer	SRDI, Regional Office, Sylhet	01799763267
241	MD. NEWAZUL ISLAM SHOVON	ASSISTANT DIRECTOR	BCS (TAX) ACADEMY, DHAKA	01713099629
242	Fatema Tuz Zohora	Assistant Commissioner	DC Office, Mymensingh	01790007991
243	Tofayel Ahmed	Assistant Commissioner of Taxes	Office of the Deputy Commissioner of Tax	01731-949353
244	NISHAT ANJUM ANANNA	Assistant Commissioner	DC Office, kushtia	01747000881
245	ASLAM HOSSAIN SHEIKH	Upazila Fisheries Officer	Upazila Fisheries Office, Gazaria	01736111554
246	PRASENJIT PAUL	Assistant Engineer	Public Works Department ,segunbagicha,	01717587510
247	Farhana Yeasmin	Assistant Commissioner	DC Officer , Netrokona	01733770095
248	ANINDYA GUHA	Assistant Engineer	Purto Bhobon, Segunbagicha, Dhaka	01749202292
249	Md. Badiul Alam Shufol	Upazila Fisheries Officer	Upazila Fisheries Office, Homna, Comilla	01744233833
250	Md. Touhid Hasan Ohi	Assistant Engineer	Kurigram PWD Division, Kurigram	01717828101
251	ASMA NAZNIN	Instructor	Agriculture Training Institute,Araihazar	01712117360
252	Sarwar Kamal	Assistant Commissioner	Netrokona Collectorate	01710819881
253	Mohammad Rahamat Ullah	Assistant Commissioner	DC Office,Sirajganj	01554117117

Section-C

Roll No	Name	Designation	Work Station	Mobile
301	Samima yasmin	Assistant Commissioner	Kishoreganj	01718587951
302	METHUN CHANDRA DEY	Asst. Poultry Extension Officer	Central poultry farm, Mirpur.	01719397884
303	ARAFAT MOHAMMAD NOMAN	ASSISTANT COMMISSIONER	Deputy Commissioners Office, Narsingdi	01722878102
304	Md. Rasel Shaikh	Assistant Director (Program)	Bangladesh Betar, Agargaon, Dhaka.	01712387304
305	YASINA FERDOUS	Sr. ASP	1 APBn, Uttara, Dhaka	01816530646
306	MD. MOSTOFA MONJUR	Assistant Superintendent of Police	APBn Specialized Training Centre	01711-857586
307	Shikrity Pramanik	Assistant Commissioner	Mymensingh DC office	01536155837
308	MD. NADIM HOSSAIN	ASSISTANT COMMISSIONER OF TAXES	TAXES ZONE	01914794180
309	Shifat Anwar Tumpa	Assistant Chief	GED, Planning Commission	01711992802
310	Md. Jahid Bin Kashem	Assistant Commissioner	DC Office, Netrokona	01737220234
311	kafi bin kabir	assistant commissioner	dc office, rajbari	01719972703
312	ASHIQR RAHAMAN	Assistant Director	Bangladesh Betar, Agargaon, Dhaka	01712950654
313	Firoza parvin	Assistant Commissioner	office of the deputy commissioner, Brahma	01717337689
314	Monirul Islam	Assistant Director	BPATC, Savar, Dhaka-1343	01724740987
315	Md. Anisur Rahman Bali	Assistant Commissioner	District Administration, Mymensingh	01719094366
316	SHAHRIAR SHAHHID	Assistant Commissioner of Taxes	Circle-22, Zone-1, Taxes Zone-1, Dhaka	01715190592
317	Sihinta Zaman	Asst Works Manager	Komlapur, Dhaka	01628678279
318	MD. ROCKYBUL HASSAN	Assistant Commissioner	Deputy Commissioner Office, Meherpur	01719422546
319	Md. Yousuf Ali	Assistant Director	BPATC	01723167298
320	A. K. M. FAISAL	Assistant Commissioner	Deputy Commissioners Office, Comilla.	01554591119
321	Md. Humayun Kabir	Assistant Commissioner	Bogra DC Office, Bogra	01741940484
322	URMI ROY	ASSISTANT COMMISSIONER	DEPUTY COMMISSIONERS OFFICE, BRAHMANBAR	01733502295
323	TANBIR FARHAD SHAMIM	Assistant Commissioner	Office of Deputy Commissioner, Sirajganj	01962368553
324	Md. Aminul Islam	Assistant Commissioner	Deputy Commissioner Office of Shariatpur	01775661458
325	Reza Shahbaz Hadi	Assistant Director	Dept. of Agricultural Marketing	01823310870
326	Afia sharmin	Asst. Commissioner & Exe. Magistrate	Gopalganj DC Office	01701748352
327	KAWSAR AHAMMAD	Assistant Commissioner	Office of the Deputy Commissione, Gazipur	01710-068651
328	Sumit Saha	Assistant Commissioner	Office of Deputy Commissioner, Natore	01912815697
329	Md. Shahin Kabir	Assistant Conservator of Forests	Karerhat, Mirersorai	01741520030
330	Nahid Akter	Agriculture Extension Officer	Upazila Agriculture Office	01197073292
331	Tania Tabassum Toma	Assistant Commissioner	Deputy Commissioners Office, Naogaon	01937835291
332	MD. RUBEL HOSSAIN	Assistant Engineer	Public Works Division, Nilphamari	01717088758
333	NISHAT SHARMIN	ASSITANT CHIEF	PLANNING COMMISSION	01760316166
334	S.M. IMAM RAZI TULU	Assistant Commissioner	Deputy Commissioner office, joypurhat	01714592910
335	SHAWKAT IMRAN ARAFAT	Assistant Conservator of Forests	Chittagong North Forest Division	01719705838
336	Antina Chakma	Scientific Officer	Halisohor, chittagong	01684954331
337	Harbilas roy	Assistant director	commercial service, Bangladesh betar.	01768280979

Roll No	Name	Designation	Work Station	Mobile
338	ISRAT JAHAN	Scientific Officer	SRDI, Regional office, Barisal	01732228556
339	Md. Moshir Rahman	Scientific Officer	SRDI, District Office, Rangpur	01722806689
340	Gautam Mallick	Senior Judicial Magistrate	Bagerhat	01716076811
341	Md. Saiful Islam	Metropolitan Magistrate	Metropolitan Magistracy, Rajshahi	01757841882
342	Md. Elyus Rahman	Judicial Magistrate	Joydebpur, Gazipur	01712174174
343	Farashid Bin Enam	Assistant Commissioner	DC office Munshiganj	01779484805
344	MOHAMMAD JAKIR HOSSEN	Assistant Commissioner	Office of Deputy Commissioner, Barguna	01788672887
345	Nazmun Nahar Afia	Agriculture Extension Officer	DAE, Burichang, Comilla	01736843899
346	Md Jahangir Alam	Agriculture Extension Officer	Upazila Agriculture Office, Magura Sadar	01724788041
347	Nelufa Yesmein Chowdhury	Assistant Commissioner	DC Office, Moulvibazar	01775568363
348	Irtiza Hasan	Assistant Commissioner	DC Office, Sylhet	01972233270
349	K.M.Abu Nawshad	Assistant Commissioner	DC Office, Jessore	01670957526
350	Homayra Islam	Assistant Commissioner	DC Office, Bhola	01884354274
351	MD. FARHAD HOSSAIN	Upazila Fisheries Officer	Patgram, Lalmonirhat	01720399476
352	MD. MINHAZUL ISLAM	Assistant Commissioner	Office of Deputy Commissioner, Meherpur	01762546827
353	Wadia Shabab	Assistant Commissioner	DC Office, Comilla	01726261585

Section-D

Roll No	Name	Designation	Work Station	Mobile
401	Shahinur Begum	Assistant Engineer	PWD E/M P&D Division-2	07171212509
402	MD.MANOAR HOSSAIN	Assistant Commissioner	Kishoreganj DC Office	01718198999
403	Md. Nur-E-Alam Siddiquee	Assistant Commissioner	Deputy Commissioner Office, Bhola	01727652705
404	SHAKHAWATE JAMIL SAIKAT	ASSISTANT COMMISSIONER	Deputy Commissioners Office, Netrakona	01722880778
405	Hosne Ara Tanni	Assistant Commissioner	D C Office Madaripur	01553430929
406	MD. AKTER HOSSAIN	Sub-Divisional Engineer	Jessore PWD Sub-Division 1	01756575893
407	Tanushree Sanyal	Assistant Director	Bangladesh Betar, Rajshahi	01925041353
408	MD. ZOHORUL ISLAM	ASSISTANT DIRECTOR	CPC-3, RAB-5, JOYPURHAT CAMP, RAJSHAHI	01718699751
409	Md Mohiuddin	Assistant commissioner	DC office, Rajbari	01918014834
410	Faria Sultana	Assistant Commissioner(Probation)	DC Office, Kushtia	01912141358
411	A. B. M. Jakaria	Upazila Fisheries Officer	Dohar, Dhaka	01717046936
412	Md. Masud Rana	Assistant commissner	khagrachary deputy commissioner office	01551816497 /01857176209
413	MONJURUL HASAN MEHEDI	Assistant Commissioner of Taxes	House- 2/F, Sector- 4, Uttara, Dhaka	01710377450
414	Zakia Sultana	Assistant Commissioner	Office of Deputy Commissioner, Narsingdi	01761171744
415	Sumon Chandra Kundu	Assistant Commissioner of Taxes	Circle-004,Naogaon ,Taxes Zone- Rajshahi	01980-592522
416	S.M. Tareque Sultan	ASSISTANT CHIEF	PLANNING COMMISSION	01717810093
417	IFFAT TANZIA	ASSISTANT CHIEF	ECONOMIC RELATIONS DIVISION (ERD)	01716908803
418	MOHAMMAD SAJEDUL ISLAM SAJAL	ASP (ASSISTANT DIRECTOR)	RAB-4, PAIKPARA, MIRPUR,DHAKA	01712065924
419	MUHAMMAD SHIHABUL ISLAM	ASSISTANT COMMISSIONER OF TAXES	TAXES ZONE-14,DHAKA	01819946321
420	S. M. NADIM SULTAN	Assistant Director (Programme)	Bangladesh Betar, Rajshahi	01675498824
421	Md.Mainul Haque	Assistant Commissioner	Dc Office,Chandpur	01714505737
422	Umme Habiba Mira	Assistant Commissioner	DC Office, Chandpur	01729330453
423	Md. Abdullah Al Mahmud Bhuiyan	Assistant Cionmissioner	Office of the Deputy Commissioner,Pabna	01672424084
424	NIPU CHANDRA DEY	Assistant Commissioner of Taxes	Taxes circle-11(Golapganj)	01793087723
425	Shovan Sarkar	Assistant Commissioner	DC Office. Gopalganj	01515212128
426	SONIA PARVIN	Assistant Superintendent of Police	SP Office,Kawtoli, Brahmanbaria.	01816454759
427	Tanvir Ahmed	Assisstant Commissioner	Coxs Bazar Deputy Commissioners Office	01719171272
428	MOHAMMAD SOHAL RANA	Assistant Conservator of Forest	Coxsbazar South Forest Division	01924759649
429	Md. Imam Hasan	Senior Assistant Judge	Senior Assistant Judge, Sadar, Jamalpur	01911133612
431	Kaniz Afroz	Assistant Commissioner	DC Office, , Comilla	01746509062
432	BEER AMIR HAMZA	ASSISTANT COMMISSIONER	DC OFFICE RANGPUR	01714217142
433	SAJIA SHAHNAZ TOMA	ASSISTANT COMMISSIONER	DC OFFICE, BAGERHAT	01916168727
434	Md. Abul Kashem	Upazilla Fisheries Officer	Chowhali	01737478141

Roll No	Name	Designation	Work Station	Mobile
435	MOST. BABY NAZNIN	Scientific Officer	SRDI, District Office, Nashipur, Dinajpur	01913692183
436	Md. Sayedur Rahman	Senior Judicial Magistrate	Chief Judicial Magistrate Court	01558423606
437	SHOEB AHMED KHAN	ASP	RAB-8, BARISAL	01758-123653
438	AFRUZA HABIB SHAPLA	ASSISTANT COMMISSIONER	DC OFFICE, NOAKHALI	01925309237
439	Md. Nazmul Hossain	Senior Assistant Judge	Chapainawabgonj	01744846263
440	JANNATUL AFROZ SWARNA	Assistant Commissioner	Deputy Commissioners Office, Khulna	01786147747
441	Rashed Latif	Assistant Mechanical Engineer (OP&F)	Kamlapur, Dhaka	01720447477
442	SHAKHAOWAT HOSSAIN	Assistant Chief	GED, Bangladesh Planning Commission	01735434477
443	M. Rakibul Hassan	Assistant Commissioner	DC Office, Mymensingh-2200	01712645012
444	MD. ANAMUL HAQUE	Assistant Engineer	Mymensingh PWD Circle, Mymensingh	01920747468
445	CHAITI DHALI	Scientific Officer	Central Cattle Breeding And Dairy Farm	01719442532
446	MD. SHAHNUR ZAMAN	Assistant Commissioner	Tangail DC Office	01953007617
447	Falgoni Afrin	Agriculture extension officer	upazila krishi office, Meghna, comilla.	01748686204
448	MD. SALAH UDDIN	INFORMATION OFFICER	DISTRICT INFORMATION OFFICE	01612900419
449	S. M. Shahjahan Siraj	Upazila Fisheries Officer	Upazila Fisheries Office, Manikchari	01714521625
450	Khushnoor Rubaiyath	Assistant Commissioner	DC Office, Chittagong	01763176161
451	MD. MOSTAFIJUR RAHMAN	Assistant Commissioner	DC Office, Sherpur	01677730140
452	SHUVASHISH CHAKMA	Assistant Commissioner	Deputy Commissioners Office, Nilphamari	01715041862
453	SHAMMI AKTAR	Assistant Commissioner	Deputy Commissioner Office, Satkhira	01717516475
454	Md. Roknuz Zaman	Asst. Engineer	PWD Division, Jessore	01719455688

Section- E

Roll No	Name	Designation	Work Station	Mobile
501	K.M. Rafiqul Islam	Assistant Commissioner	Deputy Commissioners Office, Munshiganj	01747458989
502	Amatul Fatiha	Assistant commissioner of taxes	circle -13, taxes zone -Rangpur	01772231337
503	MD. NAZMUL AHSAN	ASSISTANT COMMISSIONER OF TAXES	TAXES ZONE-12	01772553477
504	MD. SHAHEEN MAHMUD	ASSISTANT COMMISSIONER	Deputy Commissioners Office, Netrakona	01729251282
505	Nuzhat Tasneem Awon	Assistant Commissioner	Deputy Commissioners Office, Tangail	01916317198
506	AKASH KUMAR KUNDU	Assistant Commissioner	DC office, Jamalpur	01611264463
507	Rehanuma Tarannum	Assistant Commissioner	Kishoregonj	01737-898447
508	Zohirul Islam	Assistant Commissioner	DC office, Sherpur	01724189010
509	Partha Protim Seal	Assistant Commissioner	DC office, Kushtia	01725238164
510	RULI BISWAS	Assistant Commissioner	Natore DC Office	01767632626
511	Md. Najmul Huda	Assistant Commissioner of Taxes	Circle 307, Tax Zone 14, Dhaka	01716843392
512	SHAMIM AHMED	UPAZILA FISHERIES OFFICER	NAWABGANJ, DINAJPUR	01911210093; 01777595728
513	Masud Rana	Assistant Director	Khamarbari, Farmgate, Dhaka-1215	01736125546
514	Israt Jahan	Assistant Superintendent of Police	Police Headquarters	01758888862
515	Sheikh Mohammad Giyas Rayhan Pervez	Assistant Director	Bangladesh Betar, Khulna	01712221670
516	MD. NAVEED REZWANUL KABIR	Assistant Chief	Planning Commission	01743945944
517	MD AL MAMUN	ASSISTANT COMMISSIONER	COMILLA DC OFFICE	01833180588
518	Kazi Rukaiya Sultana	Assistant Commissioner of Taxes	Circle 28, Taxes Zone 2, Dhaka	01918088504
519	MD SULTAN AHMED	ASSISTANT DIRECTOR(PROGRAM)	BANGLADESH BETAR, CHITTAGONG	01670496628
520	Md. Imran Bin Kalam	Assistant Engineer/Sub Divisional Engr.	Office of the Sub-Divisional Engineer,	01616404044
521	Md. Robiul Alam	Assistant Commissioner	DC Office, Kushtia	01717472839
522	Snigdha das	Assistant commissioner	DC office, chuadanga	01722258430
523	SHUVO DEBNATH	Assistant Commissioner	Office of the Deputy Commissioner, Pabna	01722311737
524	Md. Faiz	Assistant Director	Deputy Directors Office, DAM, Barisal	01924444284
525	MD. IQBAL HASAN	Assistant Commissioner	DC Office, Rajshahi	01717738312
526	SADIA AFRIN	Asst. Commissioner	Women support & investigation div, DMP	01742168499
527	JOYNAL ABEDIN	ASSISTANT COMMISSIONER	COXS BAZAR DEPUTY COMMISSIONERS OFFICE	01515601190
528	Md. Adnan Chowdury	Assistant Commissioner	District Commissioner Office, Natore	01913218213
529	MD. RABIUL ISLAM	ASSITANT COMMISSIONER	DC OFFICE, SHERPUR	01913959349
530	MST. NAZMUN NAHAR	Assistant Commissioner	Deputy Commissioner Office, Satkhira	01717624607
531	Kazi Nazib Hasan	Assistant Commissioner	Office Of Deputy Commissioner, Jessore	01717861131
532	Md. Anisur Rahman	Assistant Conservator of Forest	Dohazari Range, Ctg South Forest Division	01745315749
533	Nishat Tamanna	Assistant Commissioner	Dc office, Mymensingh	01765365469
534	ABDUL MANNAN	ASSISTANT DIRECTOR	DAM, HEAD OFFICE	01728354951

Roll No	Name	Designation	Work Station	Mobile
535	Md.Mohiuddin Al Helal	ASSISTANT CHIEF	ROOM-14,BLOCK-1,PLANNING COMMISSION,DHK	01739488188
536	TABASSUM FERDOUS	Scientific Officer	Soil Resource Development Institute	01717000897
537	Mir Rasheduzzaman Rashed	Assistant Commissioner	Deputy Commissioners Office, Feni	01740361135
538	MD. HASAN ALI	AD	RAB-8, BARISAL	01912-567007
539	Saiful Islam Kamol	Assistant Commissioner	DC office, Kushtia	01711938923
540	NAHIDA AKTER	ASSISTANT COMMISSIONER	DC OFFICE, BAGERHAT	01781468864
541	Abdul Karim	Assistant Superintendent of Police	Kasba Circle, Brahmanbaria	01769691940
542	UMME NAHIDA AKTER	Assistant Commissioner	Tejgaon Division, Customs,Excise and VAT	01790583758
543	Sainy Azeez	Assistant Chief	Planning Commission,Dhaka.	01704877304
544	Monjur Alam	Assistant Commissioner	DC Office, Sunamganj	01812665477
545	SHAHADAT HUSSEIN	Assistant Chief	Planning Commission	01774593906
546	Nowsher Ibni Halim	Assistant Commissioner	DC Office, Chittagong	01670112443.
547	FAHRIA ISLAM	Assistant Commissioner and Executive Mag	Office of Deputy Commissioner, Patuakhali	01723881011
548	Nurul Huda Bhuya	Assestant Commissioner Of Taxes	Taxes Zone- Mymensingh	01721820252
549	Rakiba Kabir	Assistant Director	Bangladesh Television,Rampura,Dhaka	01917068073
550	SUJIT KUMAR CHANDA	Assistant Commissioner	Office of the Deputy Commissioner	01920850054
551	RASNA SHARMIN METHY	Assistant Commissioner	Sylhet DC office	01718470140
552	DHIMAN BHUSAN	Sample Collection Officer	District Seed Certification Office	01718788806
553	Md. Imranul Hoque	Assistant Commissioner	Office of the Deputy Commissioner	01913093607

Section: F

Roll No	Name	Designation	Work Station	Mobile
601	SUBIR KUMAR DAS	Assistant Commissioner	DC Office Munshiganj /	01674669085
603	S. M. Bashir Ahmed	Assistant Commissioner of Taxes	Taxes Zone-11, Dhaka	01715475824
604	S. M. Abu Darda	Assistant Commissioner (Admin)	DC Office, Manikganj /	01782556866
605	Rakhi Banerjee	Assistant Commissioner	D C Office Madaripur	01721007434
606	MD. BILLAL HOSSEN	Assistant Commissioner (Admin)	DC Office, Manikganj	01754247726
607	Susmita Saha	Assistant Commissioner	DC Office, Natore	01726995379
608	CHANDAN DEBNATH	ASSISTANT DIRECTOR	CPC3, BHAIRAB CAMP, RAB14	01718882968
609	Abdul Kayum	Assistant Commissioner	DC office, Netrakona	01718871300
610	Rezwana Jerin Samira	Assistant Engineer	PWD, Maulivibazar Division	01768457739
611	Md.Rafiqul Islam	Assistant commissioner	DC Office,Rajbari	01705769205
612	Amit Roy	Assistant Commissioner	Gopalganj	01723001158
613	Soumen bachhar	Assistant Director	Bangladesh Betar,Khulna	01725846205
614	Ismet Jihan	Senior Assistant Judge,DLAO	District and Sessions Judge Court	01723336240
615	Sujan Chakraborty	Assistant Director(Programm)	Bangladesh Betar,Rangamati	01818066298
616	S. M. HASAN	ASSISTANT CHIEF	ECONOMIC RELATIONS DIVISION (ERD)	01760219820
617	SAIFUL ISLAM	Assistant Commissioner	DC Office, Chandpur	01719089127
618	MD. AIEYUB ALI	Assistant Commissioner of Taxes	50/1 VIP Road , Nayapalton, Dhaka-1000	01723210648
619	Mispe Soren	Assistant Commissioner of Taxes	4 Purana Paltan, Dhaka-1000	01722340498
620	Md. Dalim Sarker	Assistant Commissioner	Bogra DC Office, Bogra	01708929959
621	ZANNATUL FERDOUS	Assistant Director (Program)	Bangladesh Betar,Aagargaon,Dhaka	01710446084
622	Belal Uddin	Senior Assistant Judge	District Judge Court, Sylhet.	01812430530
623	TANVIR HASSAN CHOWDHURY	Assistant Commissioner	Office of the Deputy Commissioner, Pabna	01676325062
624	Refat Asma	Assistant Commissioner	Office of the Deputy Commissioner, Pabna	01832379658
625	Muhammad Al-Amin	Assistant Commissioner	Office of the Deputy Commissioner, Narail	01711577004
626	Zissan Bin Mazed	Assistant Commissioner	DC Office, Rajshahi	01711086292
627	Krishnaa Roy	Asst.Commissioner & Exe.Magistrate	Gopalganj DC Office	01789505089
628	Md. Omar Farouk	Upazilla Family Planning Officer	Upazilla Family Planning Office, Damudya	01952951859
629	A.K.M.Nur Hossain Nirzor	Assistant commissioner	DC office,Jhenaidah	01919860232
630	ARIF FAYSAL KHAN	ASSITANT COMMISSONER		01924794617
631	MD. FIROJ MAMUN	Senior Judicial Magistrate	Magura	01719-195554
632	Rubiya Khanam	Assistant Commissioner	DC Office, , Comilla	01675943542
633	Imdadul Haque	Senior Assistant Judge	District Judge Court Manikganj /	01717665018
634	Mahmuda Begum	Assistant Commissioner	D.C Office, Moulvibazar	01723286668
635	Jamshed Alam Rana	Assistant Commissioner	DC office, Joypurhat	01813522735
636	Md. Afser Uddin Khan	Assistant Superintendent of Police (ASP)	237, Mizmizi T.C. Road,Siddirgonj	01716004336
637	ATIA SULTANA	Assistant Postmaster General	Metropolitan Circle	01772280054
638	PARTHA KOMOL KUNDU	Scientific Officer	SRDI,District Office,Dinajpur	01722643679
639	Abu Shams Kaiser	Sub-Divisional Engineer	Azimpur PWD Sub-Division-1, Azimpur,	01979177222

Roll No	Name	Designation	Work Station	Mobile
	Chowdhury			
640	MD. BULBUL ISLAM	SENIOR JUDICIAL MAGISTRATE	CHIEF JUDICIAL MAGISTRATE COURT, JESSORE	01717843048
641	ROZYNA AKTER	INSTRUCTOR	ATI, ARAIHAJAR	01865657525
642	MOHAMMAD AL AMIN SARKAR	Assistant Commissioner	DC Office, Sunamganj	01736555536
643	Elora Yasmin	Assistant Commissioner	DC office Munshiganj	01714926886
644	Md. Jubair Hossen	Assistant Commissioner	Deputy Commissioner Office	01705982993
645	MD. IFTEKHARUL ISLAM	Assistant Engineer (Civil)	PWD Design Circle 2, Purta Bhaban, Dhaka	01916499679
646	Bhupali Sarkar	Assistant Commissioner	DC office, Jaypurhat	01735874495
647	Md. Naharul Islam	Assistant Commissioner	Office of the Deputy Commissioner	01750600338
648	Shamima Akter Jahan	Assistant Commissioner	Office of the Deputy Commissioner, Bhola	01516786084
649	ASIFUL ISLAM BHUIYAN	Assistant Engineer	PWD EM Div-1 (Gonobhaban)	01720065993
650	RIPON PROSAD SAHA	Agriculture Extension Officer	Upazilla Agriculture Office, Saltha	01717573026
651	SUBRINA SHARMIN	ASSISTANT COMMISSIONER	DC OFFICE, RAJBARI	01775438804
652	Fazle Rabbi	Assistant Engineer	PWD Project Division-4	01710366696
653	DIDARUL ISLAM	ASSISTANT COMMISSIONER	DEPUTY COMMISSIONER OFFICE , BARGUNA	01754927607
654	Shahina Akter	Assistant Commissioner	DC Office, Pirozpur	01720308711

Important Telephone Numbers

(PABX: 7745010-16, 7742080-85; Fax 7745029)

Sl. No.	Name	Designation	Telephone No		
			Office		Residence
			T&T/Mobile	Extension	Extension
1.	Dr. M Aslam Alam	Rector	7745010-16 7745028	4101	-
2.	Md. Zaydul Hoque Molla, ndc	MDS & Course Adviser	01715616743 7744822	4301	
3.	Tahsinur Rahman	Course Director	01711566414 7746612	4624/4119	-
4.	Md. A. Razzaque Sarker	Director (Administration)	01712803934	4107	-
5.	Mehedi Masud, PhD	Course Coordinator	01747074422	4169	
6.	K.M. Abdul Kader	Course Coordinator	01718114448	4128	4454
7.	Mohammad Tazib Uddin	Course Coordinator	01789732829	4627	
8.	Hasan Murtoza Masum	Course Coordinator	01686900243	4122	
9.	Porimal Kumar Roy	Course Coordinator	01713791448	4140	
10.	Afia Rahman Mukta	Course Coordinator	01914890462	4175	
11.	Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
12.	Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
13.	Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
14.	Md. Sohrab Hossain	AD (Dormitory)	01715817450	4180	-
15.	Md. Shahidul Islam	UDA (Course Office)	01875782366	4630	4820
16.	Md. Zosim Uddin	Computer Oparator	01723918693	4630	
17.	Abu Baker Siddiqui	Compounder	01820524061	4223	
18.	Dormitory-2	Ground Floor	-	4759	
		First Floor	-	4750	
		Second Floor	-	4770	
19.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530
20.	Dormitory-3	Ground Floor/First Floor	-	4651	-
		Second Floor	-	4653	-
		Third Floor	-	4655	-
		Fourth Floor	-	4657	-
		Fifth Floor	-	4660	-
		Sixth Floor	-	4661	-
21.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571
22.	Dormitory- 4	G. Floor /Child Care	-	4664	-
		First Floor	-	4664	-
		Second Floor	-	4667	-
		Third Floor	-	4668	-
23.	Armita Islam, Dormitory- 4	Supervisor	01817621625	4663	4570
24.	Dormitory- 5	Ground Floor/ First Floor	-	4670	-
		Second Floor	-	4671	-
		Third Floor	-	4674	-
		Forth Floor	-	4676	-
25.	Md. Rafiqul Islam, Dormitory- 5	Supervisor	01834927255	4669	4577
26.	PABX (Operator)	07.30 – 23.00 hours	-		-
27.	Cafeteria	Ground Floor	-	4621/4622	-
		First Floor	-	4623	-
28.	Library Counter	Ground Floor	-	4649	-
		First Floor	-	4650	-
29.	Computer Lab	Faculty Building- 2	7745017	4322	-
30.	Reception	24 hours on duty	-	4220	-
31.	Gate-1 (Residential Area)	24 hours on duty	-	4100	-
32.	Gate-2 (Main Gate)	24 hours on duty	-	4200	-

N.B.: Please dial 9 for Operator and Emergency Service.

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

P64 Foundation Training Course
(24 May – 19 November 2017)

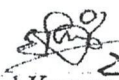
DAILY SCHEDULE

Date: 23.05.2017

Day: Tuesday

Time	Section	Event	Speaker/Attached Faculty	Venue
15.00-16.30	Combined	Arrival of the participants	Course Management Team/ AD (Dormitory)	Dormitory
16.50-17.50		Registration	Course Management Team	Coffee Corner
19.15-20.45		Course Briefing	Course Management Team	Auditorium
20.45-21.30		Dinner	DD (Service)	Cafeteria

➤ This schedule is changeable.


(Parimal Kumar Roy) 21-5-17
Course Coordinator
PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, all ongoing courses, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (C.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

P64 Foundation Training Course
(24 May – 19 November 2017)

DAILY SCHEDULE

Date: 24.05.2017

Day: Wednesday

Time	Section	Event	Speaker/Attached Faculty	Venue
07.30-08.15	Combined	Breakfast	AD (Dormitory)	Cafeteria
08.30-09.15	A+B	Session with Course Coordinator	Mehedi Masud PhD	Mini Auditorium
	C	Session with Course Coordinator	Dr. Moshir Rahman	Syndicate Building#204
	D	Session with Course Coordinator	Mohammad Tazib Uddin	Syndicate Building#215
	E	Session with Course Coordinator	Md. Sharif Hasan	Syndicate Building#303
	F	Session with Course Coordinator	Afia Rahman	Syndicate Building #306
09.30 -10.05	A+B	Pre Training Evaluation	Jakia Sultana & Mir Md. Taufiqul Islam	Mini Auditorium
	C		Md Nazim Uddin	Syndicate Building#204
	D		Razib Mia	Syndicate Building#215
	E		Md. Golam Azam Khan	Syndicate Building#303
	F		Robiul Alam Lokman	Syndicate Building #306
10.10 -10.35	Combined	Health Break		Cafeteria
10.40-13.00	Combined	Inauguration Ceremony of the P64 th FTC	Course Management Team (CMT) and Participants	Auditorium
13.00-14.00	Combined	Lunch & Prayer		Cafeteria & Mosque
14.30-16.00	Combined	Paying tribute to the Martyrs, Savar.	Course Management Team & Participants.	Vehicles will leave from Reception
16.00-17.00	Combined	Distribution of Kit Allowance	Course Management Team	Auditorium
19.15 -21.00	Combined	Formation of Different Committees	Course Management Team	Auditorium
21.15-22:00	Combined	Dinner		Cafeteria

➤ This schedule is changeabl


(Parimal Kumar Roy)
Course Coordinator
PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, all ongoing courses, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (C.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka
9. Office copy / Omnibus copy.

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

P64 Foundation Training Course

(24 May-19 November 2017)

DAILY SCHEDULE**Date: 25.05.2017****Day: Thursday**

Time	Section	Code	Event	Speaker/ Facilitator	Venue
08.30-09.20	Combined	-	Briefing on Different services of Centre	Mohammad Moshior Rahman / DD Admin / Dr. Md. Mostafizur Rahman	Auditorium
09.30-10.00	Combined	-	Briefing on 'Evaluation System.	Director (Evaluation)	Auditorium
10.00 -10.25	Tea Break				Cafeteria
10.25-11.25	Combined	-	Briefing on Online Evaluation System & Library	Md. Zakir Hossain Md. Altab Hossain	Auditorium
11.35 - 12.35	Combined	24.01	Need assessment on ICT Skill (Participants are requested to bring their Laptop)	Tanjur Ahmed Joarder	Auditorium
12.35 -14.00	Combined	Lunch & Prayer Break		AD (Dormitory)	Cafeteria & Mosque
15.00- 17.00	Combined	-	Rector's Tea	Participants & Course Management Team	Auditorium

➤ This schedule is changeable.


22.05.17
(Parimal Kumar Roy)
Course Coordinator
PABX: 4629

Distribution:

8. MDS (All), BPATC, Savar, Dhaka;
9. Course Advisor/Course Director/Course Coordinators, all ongoing courses, BPATC, Savar, Dhaka;
10. Director (Administration/PPR/Evaluation/LTA/SA (C.C)), BPATC, Savar, Dhaka;
11. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka
12. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
13. Concerned Speaker.....
14. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka
- 8.Dormitory Supervisors/Supervisor, Day Care Centre, BPATC.