

THIRTY-SEVENTH FOUNDATION TRAINING COURSE

07 May – 03 September 2006

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Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

Abbreviations

AD	Assistant Director
Admin	Administration
BARD	Bangladesh Academy for Rural Development
BR	Book Review
BRDTI	Bangladesh Rural Development Training Institute
CT	Computer Training
DD	Deputy Director
ELP	English Language Programme
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
KEO	Know Each Other
L&D	Lecture and Discussion
L & E	Lecture and Exercise
LW	Library Work
Mgt	Management
PT	Physical Training
RA	Reading Assignment
RDA	Rural Development Academy
RP	Role Play
TQM	Total Quality Management

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**BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA 1343**

THIRTY-SEVENTH FOUNDATION TRAINING COURSE

The Centre

Bangladesh Public Administration Training Centre (BPATC) is an apex training institute in the field of public administration. Government officials of all cadres and officials belonging to various departments and autonomous bodies receive training at BPATC. The Centre was established on April 28, 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). It is 28 kilometers away from Dhaka city and is located in a beautiful terrain along Dhaka-Aricha highway near Jahangirnagar University. It has four regional centres in Dhaka, Chittagong, Khulna and Rajshahi.

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

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

The Foundation Training Course

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

The Course Objectives

General

To create a corps of skilled, proactive and well-groomed civil servants committed to the welfare and development of the people in a changing global context.

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The Course Objectives

General

To create a corps of skilled, proactive and well-groomed civil servants committed to the welfare and development of the people in a changing global context.

Specific

At the end of the course, the participants will be able to:

- recognise the role of civil service in a changing national and global environment;
- identify individual behavioural strengths & weaknesses and promote interpersonal relations in administration;
- perceive and analyse socio-cultural, political and economic development issues, strategies and processes realistically;
- adhere to the basic administrative norms, rules, policies and procedures ;
- use information and communication technology in management;
- prepare research papers, reports and other documents professionally;
- communicate in English with reasonable accuracy and fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders.
- maintain physical and ethical fitness to meet arduous challenges

Course Duration

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

Course Management

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

Requirements of the Course

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

- Meet and complete all standards and formalities inside the classroom, such as academic exercises, examinations, syndicates, seminars, group discussions, etc.
- Attend all instructional sessions regularly and other activities punctually, preferably at least five minutes earlier than the scheduled time;
- Participate in BARD/RDA/BRDTI, secretariat attachments and field study programme;
- Submit term papers, field-study reports, book review reports and other assignments in time;
- Stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;

- ❑ Carrying and using of cell phone in academic sessions, formal functions and in mosque & library are strictly prohibited;
- ❑ Participate in all co-curricular activities; and
- ❑ Abide by the rules of the Centre, maintain strict discipline and code of conduct.

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

Training Methodology

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

Medium of Instruction

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

Know Each Other (KEO)

As part of the tradition of Foundation Training, there will be a number of KEO sessions during which participants will introduce themselves with others using a standard format, designed by Course Administration.

Career Counseling

Course Adviser will provide the participants counseling and consultation on their academic and professional career. The Course management will prepare the schedule of the counseling on the basis of specific needs of participants.

Course Contents

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

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

Each area is divided into several independent modules consisting of a number of topics. There are 27 modules in the present course. The details of course contents are given in Annexure-A.

Secretariat Attachment

Secretariat Attachment is an important component of the Foundation Training Course. The participants are divided into different groups and attached to Ministries for one/two working days. They get practical knowledge about the activities of the concerned section, its work procedures and decision-making and implementation process. Every participant will at least study the decision making process of a file (from the receipt of a letter/memo, putting up of the same to final decision). Later on, participants will prepare group report based on the experiences of secretariat attachment.

BARD/RDA/BRDTI Attachment

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

Field Study Program

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

Visiting Places of Interest

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

Presentation on Home Upazilla

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

Extension Lecture

Extension lecture will be held in the evening. These lectures will dwell upon the issues of national importance and offer the participants scope to interact and share experiences with senior government officials and noted personalities. A number of extension lectures are conducted with external resource persons. The external resource persons, usually being the top civil servants of the government, share their experiences with the probationers. With such exposures, the participants are expected to be well groomed as career civil servants.

Syndicate Work

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

Term Paper

Preparing term paper is also an important component of Foundation Training. The participants will prepare a number of term papers on current issues of national and global importance.

Reading Assignment

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

Book Review and Oral Presentation Programme

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

Physical Training and Games

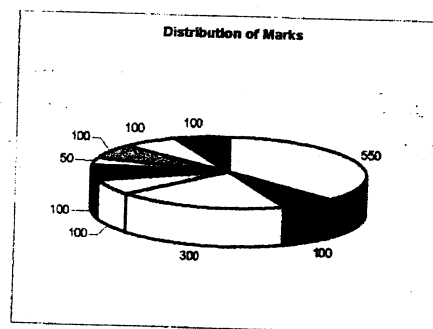
It is compulsory for the participants to take part in physical exercise and daily game sessions. This is intended to develop a sound body essential for civil administration to withstand workloads and to cope with strenuous jobs. The Center has experienced physical instructors to conduct these sessions.

Examination and Evaluation

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

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

Written Test	550
Term Paper	100
Syndicate/Exercise	300
Book Review and Oral Presentation	100
Field Study Programme	100
BARD/RDA/BRDTI Evaluation	50
PT and Games	100
Class Attendance	100
Evaluation by Course Management	100
(Punctuality-25; Participation in class room discussions-25; Attitude / conduct – 25; Viva-25)	



Evaluation of Participants

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

Percentage of Marks

90 and above
80-89
70-79
60-69
50-59

Grading

AA (Outstanding)
A+ (Very good)
A (Good)
B+ (Above average)
B (Average)

A test will be conducted to assess the pre-training level of knowledge of the participants. ***In addition to the above test the participants must ensure their attendance in at least 95% of the instructional sessions and physical training and games. Absence from classroom sessions by one percent will result in a deduction of 10% marks. A participant will be instantly released from the Centre for unauthorized absence in a single session. Qualifying marks in each module/subject is 50 percent.***

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

Interpersonal Relations

One of the objectives of the Foundation Training Course is to develop interpersonal relations and foster team spirit among the officers of different cadres through interactions. This will create an attitude of cooperation and fellow feeling among the officers of different cadres.

Meeting Faculty Members

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

Committee Activities

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

Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive to 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. The Course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants.

Dress Code

Male participants:

- i) **Formal Sessions:** White/Light-coloured full-sleeve shirt, full pant, shoes, and tie. Male participants will wear suit/sherwani in important formal occasions.
- ii) **Sports & PT Session:** White-coloured English/tennis half pant/tracksuit, white-coloured T-shirt and white-coloured keds with white-coloured socks.

Female participants:

- i) **Formal Sessions:** Three-pieces or Saree of a sober colour.
- ii) **Sports & PT Session:** White-coloured three-pieces/tracksuit and white scarves and white-coloured keds with white-coloured socks.

All participants must wear name badges in all occasions except at the time of sports activities.

Accommodation and Food

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

Table Manners

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

Other Skills Development

The Centre provides the participants with a good number of facilities to develop their skills. In its two big computer labs computer training is imparted. There is also an Internet lab where participants will be able to send and receive e-mail and browse the Net. There is provision for training on car driving.

Library

The Centre has a rich library with a collection of about 92 thousand books and bound Journals from home and abroad. The participants are encouraged to use the library facilities at the maximum effort. The library remains open from 8 am to 10 p.m. (Sunday to Thursday) without break. It also remains open from 4 p.m. on Fridays for the daily newspaper reading only. The library is a three-storied building. In the ground floor there is a Newspapers Reading Room, a Reception Counter, Room of the Director (LTA), Librarian (Doc.) Duplicating Room, Photographer's Room and the Binders Room. In the first floor, a Common Reading Room, a Reference Room, Stack Areas, an Issue Counter, Room of the Librarian (AVR.) is located. In the 2nd floor you will find a Journal Section, a Bound Materials Room, a Documentation Room and a Book Processing Room. For any query participants may contact with officers and staffs on duty; especially in Reception Counter.

Medical Treatment

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

Recreation

As Foundation Course is always very intensive, little time is left for recreation. However, dormitories are furnished with a number of television sets having dish connection. Facilities for playing Table Tennis, Carom, Chess etc. are available in the dormitories. Participants arrange cultural programmes and mess nights every month. They are also taken to different places of interest.

Mosque

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

Smoking or Taking Drugs and Alcohol

The Centre has been declared as a Non Smoking Area. No participant is allowed to smoke in the campus. Drugs and alcohol taking is strictly forbidden and any participant found violating these norms would be severely dealt with.

Rector's Medal

The Centre awards a unique prestigious medal, the "Rector's Medal" to the participant securing the topmost position in the course. The nine other top position holders are given Merit Medals.

Any Question or Query

This Course Guidelines give an outline of the various aspects of the Foundation Training Course. If there be any queries, participants may contact with the Course Director or Coordinators personally. Daily schedule of activities, pre-training activities, list of faculty speakers, list of participants, reading list are shown in Annexures B-F. In case of any emergency, participants may contact with Course Director or Coordinators through their office and home telephone numbers given in Annexure-G.

COURSE CONTENTS

Bangladesh Studies

Module 1: Introducing Bangladesh

Module Director: M. Arifur Rahman

Evaluation Method: Term Paper & Report Writing (80 marks)

Written Examination (20 marks)

Date of Examination: May 15, 2006

Objective:

At the end of the Course, the participants will be able to:

- analyse social, political and cultural aspects of Bangladesh.

Code	Topic	Speaker	Training Method
1.01	Anthropological Background of Bangladesh	Mokbol	L & D
1.02	Historical Background of Bangladesh	K.S. Alam	L & D
1.03	Liberation War of Bangladesh: Background and Spirit	Lokman	L & D
1.04	Social Structure of Bangladesh	Anis	L & D
1.05	Natural Resources of Bangladesh	Basher	L & D
1.06	Development in Bangladesh: Sociological Perspective	Ahbab/Arif/Anis/GS	L & D
1.07	Archaeological and Tourist Spots of Bangladesh	Arif	Film Show
1.08	Know Bangladesh	Arif	Field Visit

Module 2: Public Policies

Module Director: Rizwan Khair

Evaluation Method: Syndicate (80 marks)

Written Examination (20 marks)

Date of Examination: June 05, 2006

Objectives:

At the end of the Course, the participants will be able to:

- analyse development policies objectively; and
- act coherently and take decisions correctly.

Code	Topic	Speaker	Training Method
2.01	Public Policy: Policy Process and Implementation	Rizwan	L & D
2.02	Health Policy of Bangladesh	GS	L & D
2.03	Export Import Policies of Bangladesh	GS	L & D
2.04	Industrial Policy of Bangladesh	K. S. Alam	L & D
2.05	Foreign Policy of Bangladesh	Masud	L & D
2.06	Education Policy	GS	L & D
2.07	Agriculture Policy	Habib	L & D
2.08	Public Policy: Concepts, Realities and Practices in South and South East Asia	Eidtazul	L & D

Public Administration

Module 3: Governmental System

Module Director: Rehana Begum

Evaluation Method: Written Test (100 marks)

Date of Examination: August 10, 2006

Objectives:

At the end of the course, the participants will be able to:

- recognise the functions of the executive, legislative and judicial organs of the Government, and
- apply basic rules and procedures appropriately.

Code	Topic	Speaker	Training Method
3.01-02	Salient Features of Bangladesh Constitution	GS	L & D
3.03	Fundamental Rights	GS	L & D
3.04	Executive Organ of the Govt. – Powers and Functions	Jasim	L & D
3.05	Jatiya Sangshad – Composition, Powers and Functions	Didar	L & D
3.06	Judiciary – Composition, Powers and Functions	Rehana	L & D
3.07	Rules of Business/Allocation of Business	Rector	L & D
3.08	Flag Rules, Emblem Rules, National Anthem Rules and Warrant of Precedence	Ram	L & D
3.09	Constitutional provisions relating to public servants and PSC	Nasim	L & D

Module 4: Leadership Behaviour

Module Director: Dilip Kumar Sharma

Evaluation Method: Syndicate (80 marks)

Written Examination (20 marks)

Date of Examination: May 22, 2006

Objectives:

At the end of the Course, the participants will be able to:

- identify individual behavioural strengths and weaknesses, and
- promote interpersonal relations in administration.

Code	Topic	Speaker	Training Method
4.01	Self Analysis	Shirajul	L & D
4.02	Self Analysis: Exercise	Shirajul	Exercise
4.03	Leadership Style	Sharma	L & D
4.04	Leadership Style: Case Analysis	Sharma	Case Study
4.05	Decision Making Process	KM Kader	L & D
4.06-07	Motivation & Human Relations in Administration	Zakir	L & E
4.08	Team Building	Azad	L & D
4.09-10	Team Building: Case Study	Azad	Syndicate
4.11-12	Conflict Management	GS	L & D
4.13-14	Conflict Resolution	Mahmud	Role Play / Syndicate

Module 5: Changing Public Sector

Module Director: Md. Sharif Hasan
Evaluation Method: Syndicate (80 marks)
Written Examination (20 marks)
Date of Examination: May 25, 2006

Objectives:

At the end of the Course, the participants will be able to:

- ☐ recognise the changing role of civil service;
- ☐ design citizen charter for own office, and
- ☐ support administrative reform initiatives when needed.

Code	Topic	Speaker	Training Method
5.01	Understanding Public Administration	Sharif	L & D
5.02	Development Administration: Concepts & Issues with reference to Bangladesh	Sharif	L & D
5.03	Changing Role of Government	Rizwan	L & D
5.04	New Public Management	Sharif	L & D
5.05	Good Governance	GS/Rizwan	L & D
5.06	Citizen Charter	Kanka	L & E
5.07	Total Quality Management	S. Alam	L & D
5.08	Methods of Total Quality Management	S. Alam	L & D
5.9-10	Comparative Study on Administrative Reforms in Bangladesh, Singapore, India, Pakistan and Malaysia	Rizwan	L & D

Module 6: Local Government of Bangladesh

Module Director: Md. Abul Kalam Azad
Evaluation Method: Syndicate (80 marks)
Home Work (20 marks)
Date of Examination: June 12, 2006

Objectives:

At the end of the Course, the participants will be able to:

- recognise the role and functions of local government , and
- develop supportive attitude for reforming local government.

Code	Topic	Speaker	Training Method
6.01	Concept & Evolution of the Local Government in Bangladesh	K.S. Alam	L & D
6.02	Local Government Systems in Bangladesh	Azad	L & D
6.03	Local level planning and its implementations	GS	L & D
6.04	Local Government Institutions of Chittagong Hill Districts	Dr.Ruhul	L & D
6.05-06	Local Government Reforms: Recent Thoughts	GS	L & D

Management Process
Module 7: Human Resource Management
Module Director: Santosh Kumar Sikder
Evaluation Method: Written Test (100 marks)
Date of Examination: May 29, 2006

Objectives:

At the end of the Course, the participants will be able to:

- determine HR needs scientifically;
- prepare job descriptions and job specifications at their individual workplaces, and
- apply HRM-related rules appropriately.

Code	Topic	Speaker	Training Method
7.01	Human Resource Management and Planning	Shirajul	L & E
7.02	Job Description and Job Specification	Kaes	L & D
7.03	General Conditions of Government Service and Joining Time	Moon	L & D
7.04	Methods of Recruitment, Promotion & Seniority Rules	Zohurul	L & D
7.05	Leave Rules	Santosh	L & D
7.06	Special Provisions Ordinance, Dismissal on Conviction, Punctual Attendance Ordinance	Moon	L & D
7.07	Conduct Rules	Santosh	L & D
7.08-9	Discipline and Appeal Rules	Poritosh	L & D
7.10	Administrative Tribunal and Administrative Appeal Tribunal Act	Rector	L & D
7.11	Performance Management and ACR Writing	Zohurul & Kaes	L & D

Module 8: Office Management

Module Director: Jesmin Ara Begum
Evaluation Method: Written Examination (60 marks)
Home Work (40 marks)
Date of Examination: June 15, 2006

Objectives:

At the end of the Course, the participants will be able to:

- draft and write notes, letters and other administrative correspondences as per government procedure
- maintain records and documents appropriately.

Code	Topic	Speaker	Training Method
8.01	Office Procedure: Docketing, Filing, and Referencing	Didar	L & D
8.02	Records Management	Azad	L & D
8.03-04	Noting, Drafting and Summary Writing	Jesmin	L, D & E
8.05-06	Forms of Written Communication	Shafiul	L, D & E
8.07	Office Inspection	Debashish	L & D
8.08-10	Conducting Meeting, Writing Working Paper and Minutes	Basher	L, D, E & RP
8.11	Office Security & Office Secrecy Act	Swapan	L & D
8.12	Personal Planning: Time Management	Mahmud	L & D

Module 9: Important Laws

Module Director: Md. Nasim Uddin
Evaluation Method: Written Test (100 marks)
Date of Examination: July 03, 2006

Objective:

At the end of the Course, the participants will be able to:

- apply criminal, civil and land laws appropriately.

Code	Topic	Speaker	Training Method
9.01	Administration of Criminal Justice in Bangladesh	Rehana	L & D
9.02	Civil Litigation in Bangladesh	GS	L & D
9.03	Land Laws in Bangladesh	Athar	L & D
9.04	Land Acquisition	Nasim	L & D
9.05	Public Servant and Anti-Corruption Laws	GS	L & D
9.06	Alternate Dispute Resolution	Lokman	L & D
9.07	Juvenile Delinquency and Adjudication in Bangladesh	Sarwar	L & D
9.08	Personal Laws	Azad / Nasim	L & D

Module 10: Financial Management

Module Director: Shah Alam Ghazi
Evaluation Method: Written Test (80 marks)
Home Task (20)
Date of Examination: August 14, 2006

Objectives:

At the end of the Course, the participants will be able to:

- apply financial rules and regulations correctly.

Code	Topic	Speaker	Training Method
10.01	Budgetary System (Revenue)	Ghazi	L & D
10.02	Budgetary System (ADP)	GS	L & D
10.03	Office Budget Preparation	Ghazi	L & D
10.04	Duties and Responsibilities of Drawing and Disbursing Officer	Jagobandhu	L & D
10.05	Delegation of Financial Powers	Ghazi	L & D
10.06	Pay Fixation	Nur	L & E
10.07	Pension and Gratuity	Moon	L & D
10.08	Traveling Allowance Rules	Santosh	L & D
10.09	Income Tax and Vat Rules	GS	L & D
10.10	Income Tax Return Preparation	Shafiul	Exercise
10.11	Materials Management	Anis	L & D
10.12-13	Public Procurement Regulation, 2003	Banik	L & D
10.14	General Provident Fund, Benevolent Fund and Group Insurance Rules	Ghazi	L & D
10.15	Financial Rules	Nur	L & D
10.16	Treasury Rules	Santosh	L & D
10.17	Accounting and Auditing System in Bangladesh	GS	L & D
10.18	Audit procedures: objection and reply	Ghazi	L & D

Development Economics

Module 11: Economic Theory: Micro and Macro

Module Director: Banik Gour Sundar

Evaluation Method: Written Test (100 marks)

Date of Examination: July 20, 2006

Objectives:

At the end of the Course, the participants will be able to:

- understand the basic features of market economy;
- define and determine national income, and
- explain the factors influencing the development and economic policies of Bangladesh.

Code	Topic	Speaker	Training Method
11.01	Concepts of Micro and Macro Economics: An Overview	Banik	L & D
11.02	Characteristics of Market Economy	Banik	L & D
11.03	Market Structure	Fahmida	L & D
11.04	GDP, GNP, NNP with Reference to Bangladesh	Zobayer	L & D
11.05	Demand Analysis: Concept of Elasticity and Application	Kaes	L & D
11.06	Monetary Policy: With Reference to Central Bank	Zobayer/GS	L & D
11.07	Fiscal Policy of Bangladesh & Role of NBR	Zobayer/GS	L & D
11.08	Exchange Rate Analysis	Fahmida	L & D
11.09	Recent Trends in Bangladesh Economy	Banik	L & D

Module 12: Quantitative Analysis

Module Director: Dr. Mir Obaidur Rahman

Evaluation Method: Written Test (100 marks)

Date of Examination: July 10, 2006

Objectives:

At the end of the Course, the participants will be able to:

- organise and analyse data
- understand the interdependent relationships among a set of variables

Code	Topic	Speaker	Training Method
12.01	Data Analysis: Measures of Central Tendency	Obaidur	L & D
12.02	Data analysis: Measures of Variation I	Obaidur	L & D
12.03	Data analysis: Measures of Variation II	Obaidur	L & D
12.04	Data Analysis: Study Among Variables I	Obaidur	L & D
12.05	Data Analysis: Study Among Variables II	Obaidur	L, D & E
12.06	Index Number Analysis I	Obaidur	L & D
12.07	Index Number Analysis II	Obaidur	L & D
12.08	Quantitative Analysis in Decision Making	Obaidur	L & D

Module 13: Social Research Method

Module Director: Md. Morshed Alom

Evaluation Method: Written Test (20 marks)

Research Paper (80 marks)

Date of Examination: June 01, 2006

Objectives:

At the end of the Course, the participants will be able to:

- collect, classify, and analyse data
- prepare research reports scientifically.

Code	Topic	Speaker	Training Method
13.01	Research: Definition, Classification, Usage & Idea About Formulation of Hypothesis	Morshed	L & D
13.02	Techniques of writing Research Proposal	Morshed	L & D
13.03	Techniques of Preparing Questionnaires	Morshed	L & D
13.04	Exercise on Preparing Questionnaires	Morshed	Exercise
13.05	Methods of Data Collection	Basher	L & D
13.06	Sampling Technique	Zobayer	L & D
13.07	Techniques of Data Presentation: Classification, Tabulation and Use of Graphs	Zobayer	L & D
13.08	Techniques of Preparing Research Reports	Morshed	L & D
13.09	Participatory Rural Appraisal (PRA)/Rapid Rural Appraisal (RRA)/Focus Group Discussion (FGD)	Kanka	L & D

Module 14: Poverty Reduction and Development Planning

Module Director: S.M. Zobayer Enamul Karim

Evaluation Method: Written Test (100 marks)

Date of Examination: July 13, 2006

Objectives:

At the end of the Course, the participants will be able to:

- realise the significance of human development in nation-building process
- formulate need-based poverty alleviation programmes , and
- formulate project documents appropriately

Code	Topic	Speaker	Training Method
14.01	Poverty: Definition and measurement	Banik	L & D
14.02	Poverty Trend in Bangladesh	Banik	L & D
14.03-04	PRS	GS	L & D
14.05	Government and NGOs Programme in Poverty Reduction: Role of PKSF, BRAC, BRDB and Grameen Bank	Sharif / GS	L & D
14.06	Human Development Index: With Special Reference to Human Development Report	Zobayer	L & D
14.07	Micro credit program in Bangladesh	K.S Alam	L & D
14.08	Project: Concepts, Classification and Formats	Hasan	L & D
14.09	Project: Approval Process	Hasan	L & D
14.10-12	DPP & TPP Formulation	Hasan	L & E

Module 15: Globalisation

Module Director: A.K.M. Enamul Haque
Evaluation Method: Syndicate (80 marks)
Written Examination (20 marks)
Date of Examination: July 31, 2006

Objectives:

At the end of the Course, the participants will be able to:

- understand the basic concepts of globalization;
- understand the nature, problems and prospects of international trade and foreign aid and
- recognise the implications of globalization for Bangladesh.

Code	Topic	Speaker	Training Method
15.01	Globalization: Concepts and Implication	Enam	L & D
15.02	Foreign Aid	GS	L & D
15.03-04	World Trade Organization and Bangladesh Economy	GS	L & D
15.05	Regional Trading Blocs & FTA	GS	L & D
15.06	Review of Selected books on Globalization	Enam	L & D

Module 16: Environmental Management and Sustainable Development

Module Director: Syed Shamsul Alam
Evaluation Method: Exercise (80 marks)
Written Examination (20 marks)
Date of Examination: August 03, 2006

Objectives:

At the end of the Course, the participants will be able to:

- perceive the implication of environmental degradation and
- mitigate disaster

Code	Topic	Speaker	Training Method
16.01	Sustainable Development: Concepts and Issues	Prashanta	L & D
16.02	Environmental Policies and Laws in Bangladesh	Hasan	L & D
16.03	Environmental Pollution in Bangladesh	Mahmud	L & D
16.04	Disaster: Definition, Types, Impact and Measurement	S. Alam	L & D
16.05-06	Environmental Impact Assessment	Jesmin	L & E
16.07	Earthquake preparedness in Bangladesh	S. Alam	L & D
16.08	Conservation of Biodiversity	Dr. Rouf	L & D
16.09	Pesticidal Hazards	Habib	L & D

Module 17: Gender and Reproductive Health

Module Director: Rokeya Fahmida

Evaluation Method: Syndicate (80 marks)

Written Examination (20 marks)

Date of Examination: August 21, 2006

Objectives:

At the end of the Course, the participants will be able to:

- develop gender-neutral attitude;
- recognise and appreciate the gender and reproductive health rights; and
- explore opportunities to create gender friendly environment in the family, work place and society.

Code	Topic	Speaker	Training Method
17.01	Gender: Concept and Issues	Fahmida	L & D
17.02	Reproductive Rights & Health: Concepts and Issues	Dr. Mustafiz	L & D
17.03	Introduction to International Charter, Convention & Declaration on Gender	Ram	L & D
17.04	Violence Against Women in Bangladesh	Shafiul	L & D
17.05	Child Rights	K.S. Alam	L & D
17.06	Nari O Shishu Nirjatan Daman Ain-2000	Jesmin	L & D
17.06	Social Movement against Dowry	Mokbul	L & D

Skill Development

Module 18: English Language Skill (ELS)

Module Director: Md. Serajul Huq Khan

Evaluation Method: Written Test (100 marks)

Date of Examination: August 07, 2006

Objectives:

At the end of the Course, the participants will be able to:

- comprehend British and American conversations through listening;
- identify and rectify the common mistakes in everyday use of English;
- speak English with reasonable fluency and accuracy
- improve their writing ability.

Code	Topic	Speaker	Training Method
18.01-09	Listening Skills	Tapan 5, Amir 4	L, D & E
18.10-18	Writing Skills	Mahbub 3, Seraj 4, Amir 2	D & E
18.19-28	Speaking Skills	Shafiul 2, Mahbub 2, Tapan 6	L, D & E
18.29-32	Reading Skills	Tapan 2, Amir 2	L, D & P
18.33-34	Syntax	Kamal	L, D & P
18.35-36	Enriching Vocabulary	Kamal	L, D & P
18.37-38	Words widely mispronounced	Amir	L, D & P
18.39-41	Literary and rhetorical terms	Seraj 2, Amir 1	L, D & P
18.42-43	Determiners	Amir	L, D & P
18.44-45	Social Expressions	Mahbub	L, D & P

Module 19: Information and Communication Technology (ICT)

Module Director: Shah Md. Sanaul Hoque

Evaluation Method: Practical Test (80 marks)

Written Examination (20 marks)

Date of Examination: July 17, 2006

Objectives:

At the end of the Course, the participants will be able to:

- perform word and data processing works;
- make presentations using ICT, and
- use e-mail and internet in official works

Code	Topic	Speaker	Training Method
19.01	Introduction to ICT	Sanaul/Ziaul	L & D
19.02	Operating System	Ziaul/Saiful/Farid	L & P
19.03 – 04	Typing Basics & Practices	Ziaul/Joerder	Practice
19.05 – 09	MS Word	Zakiul/Farid	L & P
19.10 – 12	Use of Internet & Surfing the Net	Enam/Ziaul/Joerder	L & P
19.13 – 14	E-mail	Enam/Ziaul/Joerder	L & P
19.15	Networking	Ziaul / Joerder	
19.16 - 20	MS PowerPoint	Zakiul/Farid	L & P
19.21 - 24	MS Excel	Saiful/Joerder	
19.22 - 29	MS Access	Enam/Saiful/Joerder	L & P
19.30 - 31	E-Governance	Dr. Obaidur/Sanaul	L & D
19.32	Troubleshooting	Ziaul/Farid/Zoerder	L & D

Module 20: Physical Conditioning and Games

Module Director: ATM Arif Hossain

Evaluation Method:

- Written Test (50 marks)
- Attendance (10 marks);
- Dress (10 marks)
- Participation in Games (10 marks)
- Jogging & Marathon (10 marks)
- Instructor's Evaluation (10 marks)

Date of Examination: August 23, 2006

Objective:

At the end of the Course, the participants will be able to:

- improve and maintain physical fitness ; and
- learn rules of selected game

Code	Topic	Speaker	Training Method
Theoretical			
20.01-04	Stress Management	GS / Faculty	L, D & E
20.05	Nutrition & Physical Fitness	M. M. Rahaman	L & D
20.06	Effect of Physical Exercise on Different Organs	Zawad	L & D
20.07	Wellness Concept & Management	GS / Faculty	L & D
20.08	First Aid: Common Sports Injuries & Management	Zawad	L & D
20.09	Social Impact of Games & Sports	M.M. Rahman	L & D
20.10-17	Rules of Selected Games: Football, Handball, Basketball, Volleyball, Cricket, Tennis, Swimming and Badminton	Faculty	L, D & Video Clip
Practical		AD(s) /GI(s)	L & E
Physical Conditioning (Morning) Walking, Jogging, Freehand Exercise, Ground Exercises, Stretching, Minor Games, Road March & Swimming			
Games (Evening) Volleyball, Basketball, Handball, Football, Tennis and Badminton		AD/GI(s)	L & E

Module-21: Book Review

Module Director: Md. Golam Mahede

Evaluation Method: Report Writing and Presentation (100 marks)

Objectives:

At the end of the Course, the participants will be able to:

- develop the art of speaking before audience;
- develop the skills of critically reviewing and analyzing professional books, journals and documents, and
- use audio-visual aids in presentation

Each participant will critically review one English and one Bengali book to be selected by the module director. A separate guidelines will be designed and distributed to the participants in time.

Module 22: Village Study

Module Director: A.N.M. Sajidul Ahsan

Evaluation Method: Report Writing and Presentation

Objectives:

At the end of the Course, the participants will be able to:

- collect, organize and analyze data, and
- prepare research and study reports professionally

A village study will be conducted by each participant independently. Participants will have to stay in the village for about seven days and study a particular issue of the village selected by course management. It will be followed by submission of individual written report and verbal presentation at a seminar. Concerned UNOs will locally monitor and coordinate the village study programme. A member of the faculty will also supervise the study.

Module 23: Ethics & Etiquette

Module Director: Nur Mohammad

Evaluation Method: Observation

Objective:

At the end of the Course, the participants will be able to:

- follow and practise administrative norms and etiquette.

Code	Topic	Speaker	Training Method
23.01-02	Essential Qualities of a Civil Servant / Role Model	Mahbub	L & D
23.03	Civil Service Ethics	Nur/GS	L & D
23.04	Manners & Etiquette	Mahbub	L & D
23.05	Table Manners & Etiquette	Mahbub	L & D

Module 24: Extension Lectures

Module Director: Md. Zakir Hossain

Evaluation Method: Observation

Objective:

At the end of the Course, the participants will be able to:

- realise the contemporary leading issues of Administration and Development

Code	Topic	Speaker	Training Method
24.1	Stress Management	GS	L & D
24.2	Energy Resources in Bangladesh	GS	L & D
24.3	Water Resources in Bangladesh	GS	L & D
24.4	Separation of Judiciary	GS	L & D
24.5	Asian High Way & Tri-national Pipe Lines	GS	L & D
24.6	Public Accountability	GS	L & D
24.7	Medicinal Plants	GS	L & D
24.8	Constitution & Democratic Governance	GS	L & D
24.9	Resource Mobilization	GS	L & D
24.10	Politics-Administration Interface	GS	L & D
The Course Administration will try to arrange as many extension lecture as possible. Additional topics may be included if necessary.			

Module 25: Car Driving

Module Director: Santosh Kumar Sikder

Objectives:

At the end of the module, the participants 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	Speaker	Training Method
25.01	Introduction to Vehicles	GS	L & P
25.2	Traffic Rules	GS	L & E
25.3	Traffic Signals	GS	L & E
25.4	Vehicle Maintenance	GS	L & P
25.5	Vehicle Maintenance	GS	L & E
25.6	Trouble Shooting	GS	L & E
Car driving training will be started after one week of the commencement of the Course. The Module Director will notify schedule of the Car Driving training.			

Module 26: Reading Assignment

Module Director: Ram Chandra Das

Evaluation Method: Term Paper (100 marks)

Objectives:

At the end of the course, the participants will be able to:

- develop awareness about national and international contemporary issues; and
- develop reading habits

Participants of each section will remain attached with BPATC library at least one evening (from Magrib to Dinner) per week for reading / reviewing news papers, foreign journals and other related books. Based on these readings , every participant must choose one topic on national and another topic on global importance and prepare a term paper.

Module 27: Secretariat Attachment

Module Director: Eidtazul Islam

Evaluation Method: Report Writing (100 marks)

Objective:

At the end of the course, the participants will:

- know about the allocation of business and working procedures of the ministries / divisions

Annexure-B

Tentative Schedule of Daily Activities

Time	Activities
0530-0615*	Physical Exercise
0715-0800	Breakfast
0830-0930	Classroom Session
0940-1040	Classroom Session
1040-1105	Tea Break
1105-1205	Classroom Session
1215-1315	Classroom Session
1315-1430	Prayer and Lunch
1430-1530	Classroom Session
1700-1800*	Games/Car Driving
1900-2000	Library Reading/Extension Lecture
2000-2100	Dinner

***Time is subject to change according to sunrise and sunset**

Annexure-C

Pre-Training Activities

Date	Time	Event	Venue	Assignee
May 06, 2006 Saturday	1700-1800	Arrival of the participants, registration and room allotment	Dormitory-2	Course Management AD (Dormitory)
	2030-2100	Briefing	Auditorium	Course Management
	2100-2200	Dinner	Cafeteria	DD (Service) AD (Dormitory)
May 07, 2006 Sunday	0715-0800	Breakfast	Cafeteria	DD (Service)
	0830-0930	Pre-Training Evaluation	Class Room	Director (Evaluation) Evaluation Officers
	1015-1130	Course Inauguration	Auditorium	Course Management
	1130-1200	Tea Break	Cafeteria	DD (Service) AD (Dormitory)
	1200-1300	Briefing on Evaluation	Auditorium	Dir. (Evaluation)
	1300-1430	Lunch & Prayer	Cafeteria	DD (Service) AD (Dormitory)
	1430-1530	Course Briefing	Auditorium	Course Management
	1600-1800	Visit National Mausoleum at Savar	National Mausoleum	Course Management
	1800-1830	Tea Break	Cafeteria	DD (Service) AD (Dormitory)
	1900-1945	Medical Test (Section-A)	Clinic	Medical Officer
	1945-2000	Medical Test (Section-B)	Clinic	Medical Officer
	2030-2130	Dinner	Cafeteria	DD (Service)
May 08, 2006 Monday	0715-0800	Breakfast	Cafeteria	DD (Service) AD (Dormitory)
	0830-1040	Course Briefing	Auditorium	Course Management, Director (LTA), Director (Sports), DD (Service), Medical Officers
	1040-1110	Tea-Break	Cafeteria	DD (Service)
	1110-1310	Committee Formation		Course Management
	1310-1430	Prayer and Lunch	Cafeteria	DD (Service)
	1430-1530	Test on Course Guidelines	Auditorium	Course Management
	1630-1700	Tea-Break	Cafeteria	DD (Service)
	1900-1945	Medical Test (Section-C)	Clinic	Medical Office
	1945-2000	Medical Test (Section-D)	Clinic	Medical Officer
	2000-2100	Dinner	Cafeteria	DD (Service)

**Name of Faculty Speakers
(At random order)**

Sl. No.	Name	Designation	Code
1.	Md. Abdus Salam Khan	Rector, BPATC	Rector
2.	Dr. Mir Obaidur Rahman	MDS	Obaidur
3.	Mohammad Shafiul Alam	MDS	Shafiul
4.	Syed Mahboob Hasan	MDS	Mahboob
5.	Nur Mohammad	MDS	Nur
6.	Dr. Md. Ruhul Amin Sarkar	MDS	Dr. Ruhul
7.	Md. Abul Kalam Azad	Director	Azad
8.	Syed Shamsul Alam	Director	S. Alam
9.	Md. Shirajul Islam	Director	Shirajul
10.	Jagobandhu Biswas	Director	Jagobandhu
11.	Md. Didarul Alam	Director	Didar
12.	Kazi Md. Shamsul Alam	Director	KS Alam
13.	Md. Serajul Huq Khan	Director	Seraj
14.	Fakir Kamaluddin	Director	Kamal
15.	Md. Nasim Uddin	Director	Nasim
16.	Md. Jasim Uddin	Director	Jasim
17.	Abu Sadek Mohammad Athar	Director	Athar
18.	Tapan Kumar Karmoker	Director	Tapan
19.	Prashanta Kumar Roy	Director	Prashanta
20.	Rehana Begum	Director	Rehana
21.	Dilip Kumar Sharma	Director	Dilip
22.	Lokman Ahmed	Director	Lokman
23.	Md. Faizur Rahman	Director	Faizur
24.	Md. Mahamud-ul-Hoque	Director	Mahmud
25.	Dr. Rizwan Khair	Director	Rizwan
26.	Shah Mohammad Sanaul Hoque	System Analyst	Sanaul
27.	Dr. A.J.M Abdur Rouf	Deputy Director	Rouf
28.	Kanka Jamil	Deputy Director	Kanka
29.	Md. Habibur Rahman	Deputy Director	Habibur
30.	Banik Gour Sundar	Deputy Director	Banik
31.	Santosh Kumar Sikdar	Deputy Director	Santosh
32.	Kazi Hasan Imam	Deputy Director	Hasan
33.	AKM Enamul Haque	Deputy Director	Enam
34.	Mohammad Moshior Rahman	Deputy Director	Moshior
35.	Md. Golam Mahede	Deputy Director	Mahede
36.	Md. Zakir Hossain	Deputy Director	Zakir
37.	Ram Chandra Das	Deputy Director	Ram
38.	Md. Zakir Hossain	Librarian	M. Zakir
39.	Md. Mokbul Hossain	Deputy Director	Mokbul
40.	Jesmin Ara Begum	Deputy Director	Jesmin
41.	Muhammad Ziaul Islam	Asstt. System Analyst	Zia
42.	Mohammad Saiful Islam	Programmer	Saiful
43.	Dr. Mostafizur Rahman	Medical Officer	Mostafiz
44.	S.M. Zobayer Enamul Karim	Sr. Research Officer	Zobayer

Sl. No.	Name	Designation	Code
45.	M. Arifur Rahman	Evaluation Officer	Arif
46.	Serajul Islam Sheikh	Assistant Director	Sk. Seraj
47.	Md. Shah Alam Ghazi	Assistant Director	Ghazi
48.	A. T. M. Arif Hossain	Assistant Director	ATM Arif
49.	Md. Arafe Zawad	Assistant Director	Zawad
50.	Md. Zohurul Islam	Assistant Director	Zohur
51.	Md. Sharif Hasan	Assistant Director	Sharif
52.	Anisur Rahman Khan	Assistant Director	Anis
53.	BM Benojir Ahmed	Assistant Director	Benojir
54.	AFM Amir Hossain	Assistant Director	Amir
55.	Dr. Sheikh Muslima Moon	Assistant Director	Moon
56.	Rokeya Fahmida	Evaluation Officer	Fahmida
57.	Mehedi Masud	Evaluation Officer	Masud
58.	Eidtazul Islam	Assistant Director	Eidtazul
59.	Md. Abul Basher	Research Officer	Basher
60.	Md. Kaesuzzaman	Assistant Director	Kaes
61.	K. M. Abdul Kader	Assistant Director	Kader
62.	Abu Naser Mohammad Sajidul Ahsan	Research Officer	Sajid
63.	Md. Morshed Alam	Research Officer	Morshed
64.	Muhammad Shafiul Sarwar	Assistant Director	Sarwar
65.	Md. Farid Hasan	Asstt. Programmer	Farid
66.	Md. Zakiul Alam Sarker	Asstt. Programmer	Zakiul
67.	Tanjur Ahmed Joader	Asstt. Programmer	Tanjur
68.	Md. Azizul Hoque	Technical Supervisor	Aziz
69.	Md. Mufazzal Hossain	Technical Supervisor	Mufazzal

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (শাপলা শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১।	ডঃ মুনিরা সুলতানা সিনিয়র সহকারী সচিব সংস্থাপন মন্ত্রণালয় বাংলাদেশ সচিবালয়, ঢাকা।
৩।	বেগম মোছাঃ মাজেদা ইয়াসমীন সহকারী কমিশনার টান্গাইল কালেক্টরেট টান্গাইল।
৫।	বেগম ফারহানা ইসলাম সহকারী কমিশনার নরসিংদী কালেক্টরেট নরসিংদী।
৭।	বেগম মনিরা বেগম সহকারী কমিশনার রংপুর কালেক্টরেট রংপুর।
৯।	জনাব মোস্তফা মোরশেদ সহকারী কমিশনার ভোলা কালেক্টরেট ভোলা।
১১।	জনাব মোঃ রাশেদুর রহমান সরদার সহকারী কমিশনার ময়মনসিংহ কালেক্টরেট ময়মনসিংহ।
১৩।	জনাব মোঃ সাহাদৎ হোসেন ব্যাটালিয়ন উপ অধিনায়ক ১ আনসার ব্যাটালিয়ন মানিকছড়ি, খাগড়াছড়ি।
১৫।	বেগম ফারজানা আফরোজ সহকারী বেতার প্রকৌশলী ট্রান্সক্রিপশন সার্ভিস বাংলাদেশ বেতার, ঢাকা।

ক্রঃ	নাম, পদবী ও কর্মস্থল
২।	বেগম নাজনীন সুলতানা সহকারী কমিশনার কুষ্টিয়া কালেক্টরেট কুষ্টিয়া।
৪।	জনাব আবু নঈম মোহাম্মদ মারুফ খান সহকারী কমিশনার গাজীপুর কালেক্টরেট গাজীপুর।
৬।	বেগম নুরজাহান খানম সহকারী কমিশনার নারায়নগঞ্জ কালেক্টরেট নারায়নগঞ্জ।
৮।	জনাব মোঃ জসিম উদ্দীন সহকারী কমিশনার নারায়নগঞ্জ কালেক্টরেট নারায়নগঞ্জ।
১০।	জনাব কামরুজ্জামান সহকারী কমিশনার নারায়নগঞ্জ কালেক্টরেট নারায়নগঞ্জ।
১২।	জনাব মোহাম্মদ রাশেদুল ইসলাম সহকারী কমিশনার কুড়িগ্রাম কালেক্টরেট কুড়িগ্রাম।
১৪।	জনাব তারেক জহিরুল হক সহকারী পরিচালক (অনুষ্ঠান) ট্রান্সক্রিপশন সার্ভিস বাংলাদেশ বেতার, ঢাকা।
১৬।	জনাব মোঃ আব্দুল মান্নান সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার রাজশাহী।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (শাপলা শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৭।	জনাব মোঃ নজরুল ইসলাম সরকার সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার রাজশাহী ।
১৯।	শেখ আব্দুর রশিদ সহকারী বেতার প্রকৌশলী উচ্চ শক্তি প্রেরণ কেন্দ্র বাংলাদেশ বেতার, নওয়াপাড়া, যশোর ।
২১।	জনাব এ কে এম কামরুল আহসান তথ্য অফিসার তথ্য অধিদপ্তর, ঢাকা ।
২৩।	জনাব মোঃ বদরুজ্জামান মানিক উপজেলা মৎস্য কর্মকর্তা তাড়াশ, সিরাজগঞ্জ ।
২৫।	জনাব মোঃ মুখলেসুর রহমান উপজেলা মৎস্য কর্মকর্তা রানীনগর, নওগাঁ ।
২৭।	সৈয়দ জিয়াউল আহসান উপ-বিভাগীয় প্রকৌশলী (চঃদাঃ) গণপূর্ত সাইপ বিভাগ-৪ ঢাকা ।
২৯।	জনাব মোঃ ফজলুর রহমান সহকারী পরিচালক কৃষি বিপন্নন অধিদপ্তর খামারবাড়ী, ঢাকা ।
৩১।	জনাব এস, এম, রশিদুল হক এএসপি গাজীপুর ।
৩৩।	জনাব মোহাম্মদ শরীফ উদ্দিন এএসপি রাজশাহী ।
৩৫।	জনাব খালেদ মোহাম্মদ আবু হোসেন সহকারী কমিশনার কাস্টমস, এক্সাইজ ও ভ্যাট রাজশাহী কমিশনারেট ।

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৮।	খন্দকার গোলাম মহিউদ্দিন সহকারী বেতার প্রকৌশলী জাতীয় বেতার ভবন বাংলাদেশ বেতার, ঢাকা ।
২০।	জনাব মোঃ আব্দুর রশিদ সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার রংপুর ।
২২।	বেগম ফেরদৌসী আরা উপজেলা মৎস্য কর্মকর্তা রূপসা, খুলনা ।
২৪।	জনাব এস, এম, মনিরুজ্জামান উপজেলা মৎস্য কর্মকর্তা দিঘলিয়া, খুলনা ।
২৬।	জনাব বরুন চন্দ্র বিশ্বাস উপজেলা মৎস্য কর্মকর্তা ফুলবাড়ী, দিনাজপুর ।
২৮।	জনাব মোঃ জাহাঙ্গীর হোসেন সহকারী পরিচালক কৃষি বিপন্নন অধিদপ্তর খামারবাড়ী, ঢাকা ।
৩০।	জনাব মোঃ হুমায়ুন কবীর গবেষণা কর্মকর্তা কৃষি বিপন্নন অধিদপ্তর খামারবাড়ী, ঢাকা ।
৩২।	জনাব মোঃ আবুল কালাম আজাদ এএসপি নেত্রকোনা ।
৩৪।	বেগম হামিদা পারভীন এএসপি এসবি, ঢাকা ।
৩৬।	মির্জা আশিক রানা সহকারী কর কমিশনার কর অঞ্চল, রাজশাহী ।

প্রশিক্ষার্থী কর্মকর্তাদের তালিকা (শাপলা শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৭।	জনাব শাহ মুহাম্মদ ইত্তেদা হাসান সহকারী কর কমিশনার কর অঞ্চল-১, চট্টগ্রাম।
৩৯।	জনাব তাপস কুমার দাস এডব্লিউএম/কেলোকা এডব্লিউএম/কেলোকা।
৪১।	মুনসী আব্দুল মজিদ সহকারী জজ বিনাইদহ।
৪৩।	জনাব মোহাম্মদ মোরশেদ ইমতিয়াজ সহকারী জজ কক্সবাজার।
৪৫।	জনাব মোঃ মঞ্জুরুল ইসলাম সহকারী জজ মাগুড়া।
৪৭।	জনাব মোহাম্মদ সামছুল হক সহকারী জজ বরিশাল।
৪৯।	ডাঃ মোঃ হুজ্জত আলী ভেটেরিনারি সার্জন চরফ্যাশন, ভোলা।

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৮।	জনাব মর্তুজা শরিফুল ইসলাম সহকারী কর কমিশনার কর অঞ্চল-২, চট্টগ্রাম।
৪০।	জনাব মোঃ মনিরুজ্জামান সহকারী প্রকৌশলী মনিটরিং বিভাগ ঢাকা।
৪২।	জনাব শাহরিয়ার কবির সহকারী জজ খুলনা।
৪৪।	জনাব মোহাম্মদ মোসলেহ উদ্দিন সহকারী জজ সিলেট।
৪৬।	জনাব মোঃ ইকবাল হোসেন সহকারী জজ মানিকগঞ্জ।
৪৮।	ডাঃ পার্থ সারথি দত্ত ভেটেরিনারি সার্জন বোরহানউদ্দিন, ভোলা।
৫০।	ডাঃ ফিরোজা বেগম প্রভাষক এলটিআই, সিলেট।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (পলাশ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১।	জনাব মোহাম্মদ মোজাম্মেল হক সহকারী কমিশনার খুলনা কালেক্টরেট খুলনা।
৩।	জনাব মোহাম্মদ নাসির উদ্দীন মিয়া সহকারী কমিশনার সিরাজগঞ্জ কালেক্টরেট সিরাজগঞ্জ।
৫।	বেগম খাদিজা শারমিন সহকারী কমিশনার সিলেট কালেক্টরেট সিলেট।
৭।	লায়লা মুনতাজেরী দীনা সহকারী কমিশনার ব্রাহ্মণবাড়ীয়া কালেক্টরেট ব্রাহ্মণবাড়ীয়া।
৯।	জনাব মুহাম্মদ আসাদুল হক সহকারী কমিশনার জামালপুর কালেক্টরেট জামালপুর।
১১।	জনাব মোঃ আবু আউয়াল সহকারী কমিশনার ময়মনসিংহ কালেক্টরেট ময়মনসিংহ।
১৩।	জনাব মুহাম্মদ কামরুজ্জামান সহকারী কমিশনার নোয়াখালী কালেক্টরেট নোয়াখালী।
১৫।	জনাব মোঃ ওমর শরীফ সহকারী পরিচালক (অনুষ্ঠান) বাংলাদেশ বেতার খুলনা।
১৭।	জনাব হুসাইন আহমদ সহকারী বেতার প্রকৌশলী গবেষণা ও গ্রহণ কেন্দ্র বাংলাদেশ বেতার, ঢাকা।

ক্রঃ	নাম, পদবী ও কর্মস্থল
২।	জনাব দুলাল চন্দ্র সূত্রধর সহকারী কমিশনার মাদারীপুর কালেক্টরেট মাদারীপুর।
৪।	জনাব মোঃ মামুনুর রশিদ সহকারী কমিশনার শরিয়তপুর কালেক্টরেট শরিয়তপুর।
৬।	জনাব মনোয়ার হোসেন মোল্লা সহকারী কমিশনার রাজশাহী কালেক্টরেট রাজশাহী।
৮।	জনাব মোঃ কামরুল হাসান সহকারী কমিশনার পার্বত্য রাস্তামাটি কালেক্টরেট পার্বত্য রাস্তামাটি।
১০।	বেগম মনোয়ারা বেগম সহকারী কমিশনার যশোর কালেক্টরেট যশোর।
১২।	জনাব মোঃ আবুল হাসান সহকারী কমিশনার মানিকগঞ্জ কালেক্টরেট মানিকগঞ্জ।
১৪।	জনাব মুহাম্মদ দেলোয়ার হোসেন ব্যাটালিয়ন উপ অধিনায়ক ৬ আনসার ব্যাটালিয়ন নাসিরাবাদ, চট্টগ্রাম।
১৬।	কাজী মকবুল আহমদ সহকারী বেতার প্রকৌশলী মনিটরিং পরিদপ্তর বাংলাদেশ বেতার, ঢাকা।
১৮।	জনাব মোঃ আব্দুল আউয়াল সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, রংপুর।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (পলাশ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৯।	শেখ এনামুল করিম সহকারী বেতার প্রকৌশলী জাতীয় বেতার ভবন বাংলাদেশ বেতার, ঢাকা।
২১।	জনাব হিরন কুমার রায় সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, ঢাকা।
২৩।	জনাব এস, এম, খালেদুজ্জামান উপজেলা মৎস্য কর্মকর্তা কুতুবদিয়া, কক্সবাজার।
২৫।	মাসুদ আরা মমি উপজেলা মৎস্য কর্মকর্তা (রিজার্ভ) মৎসা অধিদপ্তর, ঢাকা।
২৭।	জনাব সুনীল মন্ডল উপজেলা মৎস্য কর্মকর্তা আত্রাই, নওগাঁ।
২৯।	জনাব বিমল কুমার প্রামাণিক কৃষি সম্প্রসারণ অফিসার কৃষি সম্প্রসারণ অধিদপ্তর খামারবাড়ি, ঢাকা।
৩১।	জনাব মোঃ আমজাদ হোসেন প্রশিক্ষক কৃষি প্রশিক্ষণ ইনস্টিটিউট দৌলতপুর, খুলনা।
৩৩।	জনাব পংকজ চন্দ্র রায় এএসপি সিআইডি, ঢাকা।
৩৫।	নাবিলা জাফরিন রীনা এএসপি সিআইডি, ঢাকা।
৩৭।	শেখ আবু ফয়সল মোঃ মুরাদ সহকারী কমিশনার কাস্টমস, এক্সাইজ ও ভ্যাট ঢাকা (উত্তর) কমিশনারেট।

ক্রঃ	নাম, পদবী ও কর্মস্থল
২০।	জনাব মোঃ আঃ জলিল সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, ঢাকা।
২২।	জনাব মোঃ লিয়াকত হোসেন ভূঞা তথ্য ও ডকুমেন্টেশন অফিসার সদর দপ্তর, ঢাকা।
২৪।	জনাব মোঃ আনিছুর রহমান উপজেলা মৎস্য কর্মকর্তা আলফাডাংগা, ফরিদপুর।
২৬।	জনাব সুজিত কুমার চাটার্জী উপজেলা মৎস্য কর্মকর্তা রাউজান, চট্টগ্রাম।
২৮।	বেগম তানজিলা শারমিন সহকারী প্রকৌশলী রাজশাহী গণপূর্ত জোন, রাজশাহী।
৩০।	জনাব মোঃ মফিজুল ইসলাম সহকারী উদ্যান তত্ত্ববিদ মান সম্পন্ন উদ্যান উন্নয়ন প্রকল্প ধনবাড়ী, টাংগাইল।
৩২।	বেগম তামান্না ইয়াসমীন এএসপি ডিএমপি, ঢাকা।
৩৪।	জনাব মোহাম্মদ আনোয়ার হোসেন এএসপি লক্ষীপুর।
৩৬।	বেগম শিরিন আখতার সহকারী প্রধান আর্থ-সামাজিক অবকাঠামো বিভাগ পরিকল্পনা কমিশন, ঢাকা।
৩৮।	বেগম রেজিনা সুলতানা রিজু সহকারী কর কমিশনার কর অঞ্চল-৪, ঢাকা।

প্রশিক্ষার্থী কর্মকর্তাদের তালিকা (পলাশ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৯।	জনাব মোহাঃ আব্দুস সালাম সহকারী কর কমিশনার কর অঞ্চল-৭, ঢাকা।
৪১।	জনাব মনির হোসেন চৌধুরী জেপিএলও/ঢাকা জেপিএলও/ঢাকা।
৪৩।	জনাব মুহাম্মদ নুরুল আমীন বিপ্লব সহকারী জজ কিশোরগঞ্জ।
৪৫।	জনাব মোহাম্মদ নজরুল ইসলাম সহকারী জজ কিশোরগঞ্জ।
৪৭।	জনাব মোঃ মজিবুর রহমান সহকারী জজ বগুড়া।
৪৯।	ডাঃ মোঃ আব্দুল মতিন সরকার ভেটেরিনারি সার্জন কমলগঞ্জ, মৌলভীবাজার।

ক্রঃ	নাম, পদবী ও কর্মস্থল
৪০।	জনাব মোঃ আবু জাফর হামিদ সহকারী কর কমিশনার কর অঞ্চল-৩, চট্টগ্রাম।
৪২।	জনাব মোহাম্মদ জাহেদ হোসেন সহকারী প্রকৌশলী রক্ষণাবেক্ষণ সার্কেল, ঢাকা।
৪৪।	জনাব মোঃ সাইদুল আলম খান সহকারী জজ ভোলা।
৪৬।	জনাব এ, কে, এম, এমদাদুল হক সহকারী জজ দিনাজপুর।
৪৮।	ডাঃ মোঃ জাহাঙ্গীর আলম ভেটেরিনারি সার্জন নবীনগর, ব্রহ্মণবাড়ীয়া।
৫০।	ডাঃ মোহাঃ আহসান হাবীব ভেটেরিনারি সার্জন হাতিয়া, নোয়াখালী।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (গোলাপ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১।	জনাব মোঃ শাহীন হোসেন সহকারী কমিশনার লক্ষীপুর কালেক্টরেট লক্ষীপুর ।
৩।	জনাব মোহাম্মদ নাছিম আহমেদ সহকারী কমিশনার গাইবান্ধা কালেক্টরেট গাইবান্ধা ।
৫।	জনাব মোঃ আবুল কালাম তালুকদার সহকারী কমিশনার মৌলভীবাজার কালেক্টরেট মৌলভীবাজার ।
৭।	জনাব মোঃ বোকন-উল-হাসান সহকারী কমিশনার টাংগাইল কালেক্টরেট টাংগাইল ।
৯।	জনাব খোকন কান্তি সাহা সহকারী কমিশনার বাগেরহাট কালেক্টরেট বাগেরহাট ।
১১।	বেগম হাছিনা বেগম সহকারী কমিশনার নরসিংদী কালেক্টরেট নরসিংদী ।
১৩।	জনাব মোহাম্মদ সাখাওয়াত হোসেন ব্যাটালিয়ন উপ অধিনায়ক ১৫ আনসার ব্যাটালিয়ন কালিহাতি, টাঙ্গাইল ।
১৫।	জনাব মোঃ বজলুর রহমান সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার আগ্রাবাদ, চট্টগ্রাম ।

ক্রঃ	নাম, পদবী ও কর্মস্থল
২।	জনাব এ, কে, এম, পালিত খান সহকারী কমিশনার গাইবান্ধা কালেক্টরেট গাইবান্ধা ।
৪।	জনাব মোহাম্মদ সাইফুল ইসলাম সহকারী কমিশনার জয়পুরহাট কালেক্টরেট জয়পুরহাট ।
৬।	জনাব আবু সাফায়াৎ মুহাম্মদ শাহেদুল ইসলাম সহকারী কমিশনার বাগেরহাট কালেক্টরেট বাগেরহাট ।
৮।	বেগম শারমিনা হাসিন সহকারী কমিশনার খুলনা কালেক্টরেট খুলনা ।
১০।	শেখ তৌহিদুল হক সহকারী কমিশনার জয়পুরহাট কালেক্টরেট জয়পুরহাট ।
১২।	জনাব মুহাম্মদ আসাদুজ্জামান সহকারী কমিশনার মুন্সীগঞ্জ কালেক্টরেট মুন্সীগঞ্জ ।
১৪।	জনাব দেওয়ান মোহাম্মদ আহসান হাবীব সহকারী পরিচালক (অনুষ্ঠান) বহিঃবিঃ কার্যক্রম, বাংলাদেশ বেতার, ঢাকা ।
১৬।	জনাব মোঃ আবদুল বারী সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার কুমিল্লা ।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (গোলাপ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৭।	জনাব মোঃ এরফানুল হক সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, ঢাকা।
১৯।	জনাব নিতাই পদ চৌধুরী সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার অগ্রাবাদ, চট্টগ্রাম।
২১।	জনাব মুহাম্মদ আবদুল্লা আল মামুন সহকারী নিবন্ধক সমবায় অধিদপ্তর, ঢাকা।
২৩।	সরকার মুহাম্মদ রফিকুল আলম উপজেলা মৎস্য কর্মকর্তা জৈন্তাপুর, সিলেট।
২৫।	জনাব মোঃ মশিউর রহমান উপজেলা মৎস্য কর্মকর্তা বাকেরগঞ্জ, বরিশাল।
২৭।	বেগম মনিরা রহমান পরিবার পরিকল্পনা কর্মকর্তা সাভার, ঢাকা।
২৯।	বেগম জাকিয়া বেগম প্রশিক্ষক কৃষি প্রশিক্ষণ ইনস্টিটিউট শেরপুর।
৩১।	জনাব মোহাম্মদ রেজা আহমেদ খান গবেষণা কর্মকর্তা কৃষি বিপন্নন অধিদপ্তর খামারবাড়ী, ঢাকা।
৩৩।	মীর মোদদাছকের হোসেন এএসপি এসবি, ঢাকা।
৩৫।	জনাব সুব্রত কুমার হালদার এএসপি ঠাকুরগাঁও।

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৮।	জনাব মোঃ আবুল বাশার সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, ঢাকা।
২০।	জনাব মোঃ ফরহাদ হোসেন তথ্য অফিসার ঠাকুরগাঁও।
২২।	জনাব শরীফ উদ্দিন উপজেলা মৎস্য কর্মকর্তা চুনারাঘাট, হবিগঞ্জ।
২৪।	জনাব মোঃ মোস্তাদির খান উপজেলা মৎস্য কর্মকর্তা বেলকুচি, সিরাজগঞ্জ।
২৬।	জনাব অধীর চন্দ্র দাস উপজেলা মৎস্য কর্মকর্তা সীতাকুন্ডু, চট্টগ্রাম।
২৮।	জনাব সরদার মুহাম্মদ মাহবুবুর রহমান উপ-বিভাগীয় প্রকৌশলী (চঃদাঃ) গণপূর্ত উপ-বিভাগ-৩ চট্টগ্রাম।
৩০।	বেগম নিলুফার ইয়াসমিন পাবলিকেশন অফিসার সার্ভি, জয়দেবপুর, গাজীপুর।
৩২।	জনাব মোঃ দেলোয়ার হোসেন কৃষি সম্প্রসারণ অফিসার উপজেলা কৃষি অফিসার সেনবাগ, নোয়াখালী।
৩৪।	জনাব মোঃ আবদুছ সালাম এএসপি ডিএমপি, ঢাকা।
৩৬।	জনাব মোহাম্মদ রবিউল হোসেন ভূহা এএসপি ডিএমপি, ঢাকা।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (গোলাপ শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৭।	জনাব মোঃ মুমিতুর রহমান সহকারী প্রধান বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ শেরে বাংলা নগর, ঢাকা।
৩৯।	জনাব মোঃ নাসেরুজ্জামান সহকারী কর কমিশনার কর অঞ্চল-৩, চট্টগ্রাম।
৪১।	জনাব মোঃ মিজানুর রহমান সহকারী কর কমিশনার কর অঞ্চল-৩, চট্টগ্রাম।
৪৩।	জনাব এস এম কামরুল ইসলাম পরিসংখ্যান কর্মকর্তা বাংলাদেশ পরিসংখ্যান ব্যুরো পরিসংখ্যান ভবন শেরে বাংলা নগর, ঢাকা।
৪৫।	জনাব মোঃ এনায়েত কবির সরকার সহকারী জজ রাজশাহী।
৪৭।	জনাব মোঃ জাহিদুল কবির সহকারী জজ পিরোজপুর।
৪৯।	ডাঃ মোঃ আরিফ হাসনাত ভেটেরিনারী সার্জন নবাবগঞ্জ, ঢাকা।

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৮।	জনাব মুহাম্মদ রাশেদুল আলম দ্বিতীয় সচিব (প্রেষণে সহকারী কমিশনার) জাতীয় রাজস্ব বোর্ড, বৃহৎ করদাতা ইউনিট (মুসক) সেগুনবাগিচা, ঢাকা।
৪০।	বেগম মাসুমা খাতুন সহকারী কর কমিশনার কর অঞ্চল-৬, ঢাকা।
৪২।	জনাব মোঃ আবু জাফর মিত্রা এইএন/কুমিল্লা এইএন/কুমিল্লা।
৪৪।	জনাব আবু নঈম মোহাম্মদ শফিউল আলম সহকারী খাদ্য নিয়ন্ত্রক জেলা খাদ্য নিয়ন্ত্রকের দপ্তর খুলনা।
৪৬।	জনাব মোঃ আশরাফুল ইসলাম সহকারী জজ ফরিদপুর।
৪৮।	বেগম শামীমা পারভীন সহকারী জজ গোপালগঞ্জ।
৫০।	ডাঃ মোঃ শহীদুল ইসলাম ভেটেরিনারি সার্জন সদর, লক্ষীপুর।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (বকুল শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১।	জনাব মোঃ আব্দুস সামাদ সহকারী কমিশনার লক্ষীপুর কালেক্টরেট লক্ষীপুর।
৩।	বেগম সুফিয়া আক্তার রুমী সহকারী কমিশনার রাজশাহী কালেক্টরেট রাজশাহী।
৫।	জনাব আবু কায়সার খান সহকারী কমিশনার কুড়িগ্রাম কালেক্টরেট কুড়িগ্রাম।
৭।	বেগম হোসনা আফরোজা সহকারী কমিশনার দিনাজপুর কালেক্টরেট দিনাজপুর।
৯।	জনাব মোঃ মাহবুব আলম সহকারী কমিশনার বাগেরহাট কালেক্টরেট বাগেরহাট।
১১।	কাজী জিয়াউল বাসেত সহকারী কমিশনার বগুড়া কালেক্টরেট বগুড়া।
১৩।	জনাব মোহাম্মদ আবুল খায়ের সহকারী কমিশনার সিরাজগঞ্জ কালেক্টরেট সিরাজগঞ্জ।
১৫।	জনাব মোঃ মোস্তাফিজুর রহমান সহকারী পরিচালক (অনুষ্ঠান) বাংলাদেশ বেতার রংপুর।

ক্রঃ	নাম, পদবী ও কর্মস্থল
২।	জনাব মোঃ মামুনুর রশিদ সহকারী কমিশনার মুন্সীগঞ্জ কালেক্টরেট মুন্সীগঞ্জ।
৪।	জনাব মোহাম্মদ হুমায়ুন কবির সহকারী কমিশনার জয়পুরহাট কালেক্টরেট জয়পুরহাট।
৬।	জনাব মোঃ শফিউল ইসলাম সহকারী কমিশনার নেত্রকোনা কালেক্টরেট নেত্রকোনা।
৮।	জনাব মোহাম্মদ আলী নেওয়াজ রাসেল সহকারী কমিশনার পঞ্চগড় কালেক্টরেট পঞ্চগড়।
১০।	জনাব মোহাম্মদ জিল্লুর রহমান খান সহকারী কমিশনার জয়পুরহাট কালেক্টরেট জয়পুরহাট।
১২।	বেগম আয়সা আক্তার সহকারী কমিশনার চট্টগ্রাম কালেক্টরেট চট্টগ্রাম।
১৪।	জনাব শাহরিয়ার বিন সালেহ ব্যাটালিয়ন উপ অধিনায়ক ১৭ আনসার ব্যাটালিয়ন ইলাইপুর, রূপসা, খুলনা।
১৬।	জনাব এস, এম মহিউদ্দিন সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার বরিশাল।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (বকুল শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৭।	জনাব মোঃ আলাউদ্দিন তালুকদার সহকারী বেতার প্রকৌশলী উচ্চশক্তি প্রেরণ কেন্দ্র বাংলাদেশ বেতার, কাহালু, বগুড়া।
১৯।	জনাব মোঃ সাইফুল ইসলাম সহকারী বেতার প্রকৌশলী উচ্চ শক্তি প্রেরণ কেন্দ্র-২ বাংলাদেশ বেতার, সাভার, ঢাকা।
২১।	জনাব মোঃ এনামুল হক সহকারী বেতার প্রকৌশলী বাংলাদেশ বেতার, রাজশাহী।
২৩।	জনাব মোহাম্মদ হেলাল উদ্দিন সহকারী নিবন্ধক সমবায় অধিদপ্তর, ঢাকা।
২৫।	জনাব মুহাম্মদ মামুনের রশিদ উপজেলা মৎস্য কর্মকর্তা সোনাগাজী, ফেনী।
২৭।	জনাব মুহাম্মদ তানভীর হোসেন চৌধুরী উপজেলা মৎস্য কর্মকর্তা নাসিরনগর, বি-বাড়ীয়া।
২৯।	জনাব মোঃ মাহাবুবুর রহমান উপ-বিভাগীয় প্রকৌশলী (চঃদাঃ) খুলনা গণপূর্ত উপ-বিভাগ-৩ খুলনা।
৩১।	জনাব মোঃ হাবিবুল ইসলাম খান কৃষি সম্প্রসারণ অফিসার উপজেলা কৃষি অফিস নিয়ামতপুর, নওগাঁ।
৩৩।	জনাব আনোয়ারুল কবির গবেষণা কর্মকর্তা কৃষি বিপন্নন অধিদপ্তর খামার বাড়ী, ঢাকা।

ক্রঃ	নাম, পদবী ও কর্মস্থল
১৮।	জনাব মোঃ শহিদুল ইসলাম প্রামানিক সহকারী বেতার প্রকৌশলী উচ্চশক্তি প্রেরণ কেন্দ্র বাংলাদেশ বেতার, কাহালু, বগুড়া।
২০।	জনাব মোঃ মনোয়ারুল হক সহকারী বেতার প্রকৌশলী মহাশক্তি প্রেরণ কেন্দ্র বাংলাদেশ বেতার, ধামরাই, ঢাকা।
২২।	কাজী গোলাম আহাদ তথ্য অফিসার সুনামগঞ্জ।
২৪।	জনাব মোঃ খালিদুজ্জামান উপজেলা মৎস্য কর্মকর্তা গোয়ালন্দ, রাজবাড়ী।
২৬।	জনাব মোঃ আবু সাঈদ উপজেলা মৎস্য কর্মকর্তা মিরপুর, কুষ্টিয়া।
২৮।	জনাব মোঃ দিলদার হোসেন পরিবার পরিকল্পনা কর্মকর্তা চিতলমারী, বাগেরহাট।
৩০।	জনাব শাহজাহান সিরাজ কৃষি সম্প্রসারণ অফিসার উপজেলা কৃষি অফিসার সদর, সুনামগঞ্জ।
৩২।	জনাব মনোতোষ সিকদার কৃষি সম্প্রসারণ অফিসার উপজেলা কৃষি অফিস লালমোহন, ভোলা।
৩৪।	জনাব দেবশীষ বর্মা গবেষণা কর্মকর্তা কৃষি বিপন্নন অধিদপ্তর খামার বাড়ী, ঢাকা।

প্রশিক্ষণার্থী কর্মকর্তাদের তালিকা (বকুল শাখা)

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৫।	জনাব শাহেদুল আকবর খান এএসপি এসবি, ঢাকা।
৩৭।	খোন্দকার নূরুন নবী এএসপি এসবি, ঢাকা।
৩৯।	কাজী তোহিদা আখতার সহকারী কমিশনার কাস্টমস, এক্সাইজ ও ড্যাট ঢাকা (উত্তর) কমিশনারেট।
৪১।	বেগম রোকসানা তাবাকুম সহকারী কর কমিশনার কর অঞ্চল-৭, ঢাকা।
৪৩।	জনাব মোঃ রফিকুল ইসলাম পরিসংখ্যান কর্মকর্তা বাংলাদেশ পরিসংখ্যান ব্যুরো পরিসংখ্যান ভবন শেরে বাংলা নগর, ঢাকা।
৪৫।	জনাব মোঃ হায়দার আলী সহকারী জজ গাইবান্ধা।
৪৭।	জনাব মোস্তফা পাভেল রায়হান সহকারী জজ খুলনা।
৪৯।	ডাঃ মোঃ বজলুর রশিদ ভেটেরিনারি সার্জন বাগাতিপাড়া, নাটোর।

ক্রঃ	নাম, পদবী ও কর্মস্থল
৩৬।	জনাব মোহাম্মদ সালাম কবির এএসপি এসবি, ঢাকা।
৩৮।	বেগম জাহান আরা সহকারী প্রধান কৃষি মন্ত্রণালয় বাংলাদেশ সচিবালয়, ঢাকা।
৪০।	জনাব মোঃ ফখরুল ইসলাম সহকারী কর কমিশনার কর অঞ্চল, রাজশাহী।
৪২।	জনাব মোঃ তানভিরুল ইসলাম এইএন/সিলেট এইএন/সিলেট।
৪৪।	জনাব মোঃ ফরজুল্লাহ খান শিবলী সহকারী পরিচালক পাউকা বিভাগ খাদ্য অধিদপ্তর, ঢাকা।
৪৬।	বেগম শারমিন আকতার সহকারী জজ ঠাকুরগাঁও।
৪৮।	বেগম রেজিনা আক্তার সহকারী জজ নেত্রকোনা।
৫০।	ডাঃ মোঃ মিজানুর রহমান ভেটেরিনারি সার্জন নিকলী, কিশোরগঞ্জ।

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Module – 9 : Important Laws

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The code of civil Procedure (C.P.C) 1908

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মুসলিম ও পারিবারিক আইন পরিচিতি ।

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ইসলামিক ফাউন্ডেশন বাংলাদেশ ।

হিন্দু আইন

মুহম্মদ বদরুল ইসলাম

হিন্দু উত্তরাধিকার আইনের ভাষ্য

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- আহমেদ, নাসিরউদ্দীন ও অ.ক.ম, মাহবুবুজ্জামান সম্পাদিত (১৯৯৪) সামাজিক গবেষণা পদ্ধতি, গবেষণা ও উপদেশনা বিভাগ, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাতার, ঢাকা।
- রউক, কাজী আবদুর ও কে, মউদুদ ইলাহী (১৯৮৭) ভূগোলে গবেষণা পরিচিতি। ঢাকাঃ লক্ষীবাজার
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Module – 17 : Gender and Reproductive Health

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Bayroze, A.Frozen: DataCommunication & Networking.

Nance, Barry: DataCommunication & Networking.

Module – 20 : Physical Conditioning and Games

Fox, Borwers, Foss, Exercise Physiology

Hardyail Singh Sports Training

Dr. A.K. Uppal Sports Training

Zegler Sports Management

I.B.F. Official Rules Book of Basketball

F.I.F.A. Official Rules Book of Football

I.V.E Official Rules Book of Volleyball

I.C.C. Official Rules Book of Cricket

I.T.F. Official Rules Book of Tennis

I.H.F. Official Rules Book of Handball

Module- 23: Ethics & Etiquette

Mashite, Hiroyuki, Theology, Ethics and Meta-physics.

Begum, Hasna, Ethics in Social Practice.

Sterba, James P., Ethics : Classical Western.

Rohr, John A., Ethics for Bureaucrats.

Werhane, Patricia H, Business Ethics.

Sterpa, Jame P., Ethics.

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National & Local Dailies

News Week, The Economist

Time, Reader's Digest

Far Eastern Economic Review

Annexure-G

Relevant Telephone Numbers

BPATC PABX: 7710010-16 Fax: 88-02-7710029

Sl. No.	Name	Designation	Telephone No			
			Office		Residence	
			Direct	Extn	Direct	Extn
1.	Md. Mahamud-ul-Hoque	PS (Director) to Rector	7710021	4141	7712936	-
2.	Dr. Ruhul Amin Sarker	Course Adviser	7711609	4106	9673940	-
3.	Md. Shirajul Islam	Course Director	7711600	4108	7711622	4408
			7711612	4224		
4.	Md. Faizur Rahman	Director (Sports)	7714241	4317	7711631	4406
5.	Santosh Kumar Sikdar	Course Coordinator		4226		4431
6.	Ram Chandra Dsa	Course Coordinator		4225		4312
7.	Md. Zakir Hossain	Course Coordinator		4226		
8.	B.M. Benojir Ahmed	Course Coordinator		4227		
9.	Eidtajul Islam	Course Coordinator		4227		
10.	Poritosh Chandra Das	Deputy Director (Service)	7711617	4121		-
11.	Dr. Mustafizur Rahman	Medical Officer		4143		4443
12.	Sirajul Islam Bhuiyan	UDA		4233		4454
13.	Compounder			4223		4493,4442
14.	Dormitory-2	Ground Floor		4244		
		First Floor		4245		
		Second Floor		4246		
15.	Dormitory-3	Ground Floor		4256		
		First Floor		4242		
		Second Floor		4237		
		Third Floor		4250		
		Fourth Floor		4238		
		Fifth Floor		4273		
16.	Dormitory-4	Ground Floor		4247		
		First Floor		4248		
		Second Floor		4249		
	Supervisor			4247		4453
17.	Dormitory-5	Ground Floor		4239		
		First Floor		4240		
		Second Floor		4241		
		Third Floor		4243		
	Supervisor			4239		4473
18.	PABX (Operator)	0700 hours – 2400 hours		9, 4212		
19.	Cafeteria (Ground Floor)			4210		
20.	Cafeteria (1 st Floor)			4214		
21.	Library Counter	Ground Floor		4466		
		First Floor		4198		
22.	Reception	24 hours on duty		4199		
				4444		
23.	Gate-1 (Residential Area)	24 hours on duty		4220		
24.	Gate-2 (Main Gate)	24 hours on duty		4221		