

On-the-Job Training

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Preface

On the job training (OJT) is a traditional way of training which is receiving increased attention and importance now-a-days for its unique effectiveness. It is widely recognized that the newly recruited Civil Servants get their first professionalism through OJT and its effect on their whole service career is long lasting.

Though the case study was first aimed at assessing the different aspects of OJT, its scope was limited due to constraints of time, money and personnel support. I express our heartfelt thanks and gratitude to the mid-level supervisors and Deputy Commissioners of Dhaka, Sylhet, Brahmanbaria and Manikgonj for their sincerest cooperation.

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Chapter- I

Introduction

1.0. Background:

1.1 It is widely recognized that institutional training (Off-the-job training) is not adequate to develop human resources of an organization. Institutional Training tends to be good in teaching the science of management, but weak in teaching the art of management. Institutional training should be supplemented by on-the-job training. OJT is actually a kind of in-house training. It is a systematic coaching of employees by direct supervisors or managers at the workplace through actual work. There must be institutional arrangement for on-the-job training to develop newly recruited officers and support staff.

1.2 Ministries, Divisions, and other public sector offices conduct On-the-Job training. But they usually do it in an informal way. Few supervisors are aware of their role as trainer. Trainers also are not always aware that the training they impart will not do unless it is supplemented by OJT or in-house training. There is always change in workplaces and working procedures and in keeping with the organizational objectives. Functionaries must be trained in new skills to achieve efficiency in delivering public services. The supervisors must know about various aspects of on-the-job training. Though on-the-job training is a very old form of training, literature on this topic is quite scanty. There is a need to examine various aspects of OJT

and its contributions in human resource development in the bureaucracy. A study on OJT would improve one's understanding about its relevance improving civil service performance, and help the supervisors and trainers define their roles in strengthening OJT.

2.0 Rationale of the Study:

2.1 On-the-job training is receiving increased attention as a tool of developing human resources. In Bangladesh, OJT is practised by the public officials, NGO and private organizations. But its potential contributions toward human resources development are yet to be fully appreciated and explored. OJT is imparted to the newly recruited officials to facilitate their induction into the civil service. This is done for a specific period under the guidance of senior colleagues. There is much scope for improvement in the OJT programme conducted for civil service.

2.2 The Government of Bangladesh has emphasized the need for expanding and strengthening OJT for improving the in-house training capacities of the Ministries and Divisions. A pool of OJT trainers should be created among the mid-level officials to conduct effective in-house training programmes for developing human resources in the public service. The private sector usually conducts apprenticeship and OJT programmes informally. The private sector is playing a vital role in developing human resources by conducting informal OJT in the areas of manufacturing and service delivery.

2.3 The NGOs in Bangladesh which have been recognized by the Government as one of the important development partners for their contribution in rural development, poverty alleviation, literacy programme and social development have taken OJT seriously in developing manpower. Grameen Bank, for instance, trains its functionaries mainly through OJT. Grameen provides collateral free credit to about 2 million poor people of whom 94% are women. Other NGOs also give more emphasis on OJT than on institutional training. There is much to learn from NGOs in respect of conducting OJT. OJT has indeed wide scope and enormous potential to develop human resources in Bangladesh.

2.4 Appropriate training programmes should be designed and conducted so as to help the civil service improve the knowledge base and acquire skills and attitudes necessary for facing the challenges of development. But training institutes have their limitations. They are usually criticized on the ground that the curricula of training programmes are often theoretical, traditional and not updated. Training is often supplied without carrying out training needs analysis. There exists a gap between the training needs and the training provided by the training institutions. In fact, even the locally oriented training programmes may be able to impart all the skills and values necessary for a specific category of functionaries. There must be some well administered in-house arrangements to train the new entrants as they learn to perform their tasks. OJT provides a good opportunity to teach the correct methods. Here lies the relevance of OJT.

3.0 On the Job Training: A Brief Background

3.1 The pre-investment study of Public Administration Training and Management Project(1985) recommended that whenever in-house or on-the-job training can adequately accomplish training objectives, they should be used instead of institutional training. The third five year plan (1985-90) also gave importance to OJT, by stating that "more emphasis will be given on on-the-job training as against academic types of training as are being imparted in the existing training institution". The Staff Appraisal Report (SAR) of the Public Administration Training Project under which Bangladesh Public Administration Training Centre was created in 1984 and the Management Service Wing (MSW) of the Ministry of Establishment was reorganized, attached high priority to OJT and in-house training. It envisaged that OJT would be the central feature of supervisory training. It was stated in the SAR that the MSW of the Ministry of Establishment would focus on both improving office systems and procedures and organizational development. The MSW would improve the office systems such as records management, filing, copying, common services, and the procedural rules which govern these matters. The MSW was supposed to work closely with the TOT and Staff Training Department of BPATC to organise in-house training in the Ministries and Divisions to transfer the simplified methods and procedures as developed by it. But such in-house training programmes were not conducted and no clear-cut policy has yet been developed to improve on-the-job training.

3.2 The Bangladesh Public Administration Training Centre has of course, started conducting OJT workshops in its four regional training centres. It has also included OJT elements in the TOT programmes. BPATC's efforts should be supported by more studies.

4.0 Objectives of the Study

4.1 The objectives of the study are to:

- examine the relevance of OJT in developing human resources in the bureaucracy;
- examine the present state of OJT given in the collectorates,
- to identify the areas of deficiencies/weaknesses of OJT programmes and problems faced by the OJT trainees and OJT giving agencies, and
- to find out ways and means for improvement of the standard and quality of existing OJT programmes.

5.0 Scope of the study:

5.1 The study would examine the state of OJT in some of the Districts. The OJT activities of the District Administration for the new recruits in Bangladesh Civil Service(Administration) will especially be examined.

6.0 Methodology:

6.1 The methodology of the research study will include literature survey, opinion survey, exchange of ideas with civil servants, trainers and NGO workers and visit to the concerned agencies. Literature on OJT is scanty. However, recently some of the regional countries, like India, Sri Lanka, Singapore, Taiwan, Malaysia have emphasised OJT for human resource development. The OJT literature of these countries would be reviewed and the state of OJT literature of these countries would be reviewed and the state of OJT in the country would be examined from a comparative perspective.

6.2 The civil servant of different levels would be interviewed to know about the practice of OJT at their workplaces and seek their suggestions about its improvement. A set of questionnaire would be developed for this purpose. Senior administrators, trainers and NGO workers would be consulted to define the scope of the of OJT in public services.

7.0 Limitations of the study:

7.1 It was not possible for the researchers to cover on OJT programmes organized for the BCS officers of all cadres because of practical difficulties. To do the job is obviously a stupendous task in terms of time, cost and personnel support. Therefore, for the sake of research expediency, the OJT programmes for the BCS(Admn.) cadre officers have only been brought within the scope of research.

7.2 It is needless to say that, OJT is an on-going process and it continues till an officer retires from his job. It is not practically possible to give treatment of whatever has happened in the entire service career of the officers. Therefore only the probationary period of BCS(Admn.) cadre officers has been singled out for the purpose of the study.

7.3 Reference materials on this subject were hadly available as OJT is a new field in the training area and literature on OJT is quite scanty. But it has a long tradition.

8.0 Plan of presentation

The case study has been structured on four pillars:
Examination of the present state of OJT in the collectorates, determination of OJT effectiveness, survey of field situation and findings and review of emerging issues and conclusion. The following table presents the tabular view of the plan on the basis of which the case study has been structured.

Table 1.1 The analysis of the case study by chapter

1. Introduction	Chapter 1	Introduction
2. Present state of OJT	Chapter 2	Present state of OJT
3. Survey of OJT in field situation	Chapter 3	Post entry training scenario.
4. Findings of the study	Chapter 4	Results of the survey and identification of barriers of OJT.
5. Conclusion	Chapter 5	Emerging issues and conclusion.

Chapter 2 describes the present state of OJT programmes for the BCS(Admn.) cadre officials at the Collectorates.

Chapter 3 describes the post entry training sunario for the BCS(Admn.) cadre officers in Bangladesh.

Chapter 4 offers the results of the survey and identification of barriers of OJT.

Chapter 5 concludes the analysis of the issues emerged from the study. It may help the BPATC authority guide the Government for initiating effective OJT programmes for the BCS(Admn.) cadre officers at the Collectorates.

2.1 In Bangladesh, the new recruits to the Civil Service remain on probation for two years. During this time, the officers are given on-the-job training by their respective Ministries.

2.2 In case of the members of Bangladesh Civil Service (Administration) Cadre, the officers are normally posted at the District Headquarters for the on-the-job training and to finish certain formalities like passing the departmental examinations, annotating 9 case records independently sitting with the trying magistrates and judges and undergoing the treasury training for 42 days.

2.3 A six-month on-the-job training programme is prepared on behalf of the Deputy Commissioners. The probationary officers are attached to all sections of District Administration like general section, revenue section, local government and rural development section, judicial munshikhana, confidential section and other sections. The Deputy Commissioner remains in charge of this on-the-job training programme.

2.4 The officers sit with the head assistant of a section and tries to see how the job is done with his help. The officers write their experiences and submit it to the Deputy Commissioner. ..

2.5 From time to time and according to convenience of the Deputy Commissioner he sits with the officers to see how far they are progressing.

2.6 After the on-the-job training a completion report is sent to the government.

2.7 The Treasury Training is conducted by the District Accounts Officer. The officers get a completion certificate after the training. But no evaluation is made.

2.8 How far the on-the-job training is carried out systematically depends on the concerned Deputy Commissioner. Some Deputy Commissioners take personal and active interest in the training of the officers. But, unfortunately, this does not always happen.

2.9 The new recruits are used for protocol duties for the visiting Ministers and organising public meetings and rallies for the ruling political party. In many places, the officers do not take proper interest due to lack of supervision and guidance. The main shortcoming is that, no evaluation is made after the completion of the on-the-job training.

2.10 Because of government policy of Administrative Reforms a huge number of officers, (629) were recruited in 1983. They were posted to perform duties especially the magisterial duties with a very inadequate training. Most of them were not given on-the-job training at all.

2.11 Proper on-the-job training normally dovetails in with the formal training especially with respect to revenue, judicial and accounts matters. The other thing is that the programme of the on-the-job training imparted by the different training

institutes which are more democratic and accommodative than the District Administration.

2.12 The District Administration is losing the "old guards" i.e. the old and experienced staff who could help the young officers in learning their job are retiring gradually. This poses a threat in conducting the on-the-job training to be conducted in near future. This may have an adverse effect on the performance of the officers.

3.1 The newly recruited officers of BCS(Admn.) cadre officers are sent to Bangladesh Public Administration Training Centre for Foundation Training Course. It is a course which is made compulsory for all the cadre officials of Bangladesh Civil Service. The duration of the course is for 4 months in which the officers are evaluated on different criteria. The successful completion of the course is one of the prerequisites for confirmation in service.

3.2 The objectives of the Foundation Training Course are as follows:

- (i) To build the officers physical and mental fitness so they can cope with arduous professional responsibilities.
- (ii) To develop decision-making ability and analytical skills;
- (iii) To foster 'esprit de corps' among the officers belonging to various cadres;
- (iv) To create a uniform perception in the officers through acquiring theoretical and practical knowledge on development and administration of Bangladesh as a whole;
- (v) To build appropriate attitude among the officers in view of the changed scenario of market economy, globalisation and private sector participation, so that they create an enabling environment where citizens can participate spontaneously in development activities;

- (vi) To help them acquire skills and techniques of modern management;
- (vii) To equip them with skills of computer applications at their individual workplaces; and
- (viii) To improve spoken and written English proficiency so that they can communicate or interact effectively with the international agencies working as development partners.

3.3 The syllabi of 2 month Special Foundation Training Course, 4 Month Foundation Training Course , Curricula of Specialized Training for BCS(Admn.) cadre officers and Formal OJT Programme at Dhaka Collectorate for new officers are given in Annexures I, II, III and IV respectively.

4.1 The researchers of this study sent 200 questionnaires to 200 officers of BCS(Admn.) cadre of which only 50 officers responded. The questionnaire is shown in Annexure-V. The findings of the survey are shown in the following tables.

Table-1

Supervisor's training capacity.

Sl.	Topic	No. of Respondents	Yes (%)	No (%)
1.	Training of the Sup.	50	24 48%	26 52%
2.	Knowledge of the process of OJT	50	30 60%	20 40%
3.	Integral Part of his duty	50	27 54%	23 46%
4.	Adequate Motivation	50	27 54%	23 46%

Comments: Unfortunately most of the supervisors are not competent enough to supervise the OJT of their junior officers, and 40% supervisors have no knowledge of OJT. Only 54% think OJT as an integral part of their duty and only 54% have the motivation.

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Table-2

Training Environment

Sl	Topic	No. of Res.	Yes (%)	No (%)
1.	Accommodation, seating arrangement etc.	50	27 54%	23 46%
2.	Necessary support logistics	50	27 (54%)	23 (46%)
3.	Library facilities	50	38 (76%)	12 (24%)

Comments: (1) (i) Suitable -54%
(ii) Not suitable-46%

(2) (i) Necessary support-54%
(ii) Not adequate-46%

(3) Library facilities
(i) 76%
(ii) 24%

Some officers told me verbally they could not find a room to accommodate themselves.

Table-3

OJT Programme

Sl.	Topic	Respondents	Yes (%)	No (%)
1.	OJT programme Preparation and Schedule	50	30 60%	20 40%
2.	Use of a Lesson Plan by the Supervisor	50	30 60%	20 40%
3.	Supervisor's Explanation of the OJT	50	23 46%	27 54%

- Comments: (1) In 40% cases, the OJT programmes is not well planned.
(During the OJT other duties : law & order, examinations, OMS etc.)
- (2) No lesson plan in 40% cases. The supervisor does not bother.
- (3) Explaining the OJT in details, not sufficient in 54% cases.
This is a serious drawback.

Table-4

Trainees

Sl.	Topic	Respondents	Yes	No
1.	Use of a book or a diary	50	42 84%	8 16%
2.	Demonstration of the knowledge	50	26 54%	24 48%
3.	Trainee given a certificate	50	23 46%	27 54%

Comments: (1) Trainees are serious themselves.

(2) Demonstration is not sufficient, that depends on the supervisors.

(3) Recognition is not adequate, Treasury Training.

Table-5

Evaluation

Sl.	Topic	No. of Respondent	Yes (%)	No (%)
1.	Evaluation of OJT programme	50	13 (26%)	37 (74%)

Comments: This is very unfortunate, the OJT can never be effective if it is not properly evaluated.

Table-6

Further OJT

Sl.	Topic	No. of Respondents	Yes (%)	No (%)
1.	Follow up or further assessment of OJT	50	20 (40%)	30 (60%)

Comments: No evaluation, no follow-up or further training (OJT) needs assessment. Most of the officers get it once for all.

Table-7

Linkage

Sl.	Topic	No. of Respondents	Yes (%)	NO (%)
1.	Linkage to institutional training	50	22 (44%)	28 (56%)

Comments: Most of the respondents were not clear about it.
Has relevance/linkage.

5.1 Training is defined by Armstrong, M-as Training is the systematic modification of behaviour through learning which occurs as a result of education, instruction, development and planned exercise(Armstrong, M.,1991, p 414).

5.2 The on-the-job training may be one of the effective ways of imparting training to the new recruits into Bangladesh Civil Service(Admn.) cadre. The effective on-the-job training depends on three partners namely the supervisors, the trainees and the clerical staff of the collectorates who actually help the newly recruited officers to learn the task from desk to desk.

5.3 With a very exceptions, the capacity of the supervisors has been questioned by the officers who underwent through the on-the-job training. Moreover, the newly recruited officers are not properly motivated by the supervisors or any officers on behalf of the Ministry of Establishment.

5.4 People are asking now-a-days the competence and efficiency of the civil servants of our country. The position of the civil servants in the eyes of the public may be raised to a considerable extent if the on-the-job training for the new recruits are be carried out properly and effectively.

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA.

SYLLABUS FOR FIRST SPECIAL FOUNDATION COURSE
(A) BANGLADESH STUDIES

MOUDLE- I

RESEARCH OF BANGLADESH

BS-1	Land utilisation in Bangladesh
BS-2	Water resources of Bangladesh
BS-3	Prospects of agricultural development in Bangladesh
BS-4	Forest resources of Bangladesh
BS-5	Fisheries resources of Bangladesh
BS-6	Livestock resources of Bangladesh
BS-7	Mineral resources of Bangladesh
BS-8	Demands and prospects of fuel energy in Bangladesh
BS-9	Nutrition problems in Bangladesh and their possible solutions
BS-10	Human resources of Bangladesh.

MODULE-II

IMPORTANT POLICIES OF BANGLADESH
GOVERNMENT

BS-11	Policy of decentralisation of Bangladesh Government
BS-12	Agricultural credit programme
BS-13	Privatisation of agricultural inputs
BS-14	Evaluation of Programmes for the landless
BS-15	Role of non-government organisations in rural dev.
BS-16	Manpower policy of Bangladesh
BS-17	Education policy of Bangladesh
BS-18	Health policy of Bangladesh government
BS-19	Industrial policy of Bangladesh government
BS-20	Disaster Preparedness

MODULE-III

DECENTRALISATION AND THE UPAZILA SYSTEM

BS-21	Decentralisation-theoretical perspective
BS-22	Rural development & administrative decentralisation
BS-23	Decentralisation and co-operatives
BS-24	Decentralisation and non-government organizations
BS-25	Structure of local government of Bangladesh
BS-26	Legal framework of Upazila Administration
BS-27	Upazila Parishad's development plan
BS-28	Upazila development and resource mobilisation

- BS-29 People's participation in upazila administration
 BS-30 Problems and prospects of upazila parishad
MODULE-IV ETHICS IN ADMINISTRATION

- BS-31 Mass communication problems of government officers
 BS-32 Rights and duties of government officers in civil and criminal cases
 BS-33 Islam and administration
 BS-34 Social values and administration
 BS-35 Influence of religion and ethics on administration.

(B) PUBLIC ADMINISTRATION

MODULE 1 GOVERNMENTAL SYSTEM

- PA-1 Constitutional evolution of Bangladesh
 PA-2 State principles and human rights and role of the judiciary
 PA-3 Distribution of executive powers of the state in the constitution
 PA-4 Rules of business
 PA-5 Rules of business(exercise)
 PA-6 Structure of the government of Bangladesh
 PA-7 Personnel administration and constitutional roles
 PA-8 Merit system and personnel administration
 PA-9 Job distribution and job description
 PA-10 Performance appraisal system

MODULE-11 OFFICE MANAGEMENT-1

- PA-11 Etiquettes in administration-1
 PA-12 Etiquettes in administration-2
 PA-13 File management
 PA-14 File management(E)
 PA-15 Note writing
 PA-16 Note writing(E)
 PA-17 Preparation of drafts
 PA-18 Preparation of drafts(E)
 PA-19 Summary writing
 PA-20 Summary writing(E)

OFFICE MANAGEMENT-2

- PA-21 Pay fixation
 PA-22 Pay fixation(E)
 PA-23 Travel Allowance rules
 PA-24 Travel Allowance rules(E)
 PA-25 Responsibilities and duties of receipts and disbursements officer

PA-26	Financial rules
PA-27	Financial rules(Exercise)
PA-28	Leave rules
PA-29	Leave rules(E)
PA-30	Conduct rules-1
PA-31	Discipline and appeal rules
PA-32	Discipline and appeal rules(E)
PA-33	Service rules

MODULE 3 ADMINISTRATIVE COMMUNICATION

PA-34	Government letters
PA-35	Government letters(E)
PA-36	Meetings and conferences-1
PA-37	Meetings and conference-2
PA-38	Exercise
PA-39	Report writing
PA-40	Office inspection

(C) DEVELOPMENT ECONOMICS

MODULE-1 QUANTITATIVE ANALYSIS

DE-1	Definition and techniques of measurement
DE-2	Sampling and survey methods-1
DE-3	Sampling and survey methods-2
DE-4	Data presentation techniques-1
DE-5	Data presentation techniques-2
DE-6	Date presentation techniques-3
DE-7	Measures of central tendency-1
DE-8	Measures of central tendency-2
DE-9	Analysis of numerical index-1
DE-10	Analysis of numerical index-2

MODULE-11 THEORIES AND STRUCTURES OF ECONOMIC DEVELOPMENT

DE-11	Nature & characteristics of economic development
DE-12	Theories of economic development-1
DE-13	Theories of economic development-2
DE-14	Theories of economic development-3
DE-15	Theories of economic development-4
DE-16	Selection of technology, transfer of appropriate technology
DE-17	Allocation of investible resources-1
DE-18	Allocation of investible resources-2
DE-19	Strategies for the development of Bangladesh
DE-20	Role of human resources in economic development and employment strategy

MODULE-3 ECONOMIC PLAN OF BANGLADESH

DE-21	Nature of Plan
DE-22	Method of planning
DE-23	Goals and objectives of planning & planning framework-1
DE-24	Goals and objectives of planning & planning framework-2
DE-25	Overall evaluation of planning in Bangladesh
DE-26	poverty in Bangladesh, levels of poverty & its different aspects
DE-27	Strategies of rural development
DE-28	Strategies of industrial development
DE-29	Resource mobilisation for development (national)
DE-30	Resource mobilisation for development(local)

MODULE-5 PROJECT MANAGEMENT

DE-31	Definition and classification project
DE-32	Project cycle
DE-33	Feasibility study
DE-34	Cost-benefit analysis
DE-35	Project approval process
DE-36	Project implementation-1
DE-37	Project implementation-2
DE-38	Project implementation-3
DE-39	Project implementation-4
DE-40	Evaluation of projects.

Annexure-II

Bangladesh Studies

Module-1: History of Bangladesh, Tradition and Social Evolution

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
BS-1 Anthropological Background of Bangladesh	GS	L & D
BS-2 Cultrural Heritage of Bangladesh	GS	L & D
BS-3 In Search of National Entity of Bangladesh	GS	L & D
BS-4 Historical Significance of Liberation Struggle and Language Movement	GS	L & D
BS-5 Introducing Districts / Thanas	Participants	Presentation

Module-2: Important Policies of the Government of Bangladesh

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
BS-6 Public Policy and Policy Process	Musharraf/Rizwan	L & D
BS-7 Education Policy of Bangladesh	Shafique	L & D
BS-8 Health Policy of Bangladesh	GS	L & D
BS-9 Industrial & Trade Policy of Bangladesh	GS	L & D
BS-10 Foreign Policy of Bangladesh	GS	L & D
BS-11 Environmental Policy Bangladesh	GS	L & D
BS-12 Problems of Policy Formulation and Implementation in Bangladesh	GS	L & D

Module-3: Globalization: Bangladesh Perspective

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
PA-1 Basic Concepts of Public Administration	Kanka	L & D
PA-2 Concepts and Issues of Development Administration	Kanka	L & D
PA-3 Local Government: Bangladesh Perspective	Kamal	L & D
PA-4 Administrative Accountability, Transparency and the Changed Concept of Development	Rector	L & D
PA-5 New Public Management	Rizwan	L & D
PA-6 GO-NGO Collaboration in Development	Rizwan	L & D
PA-7 Good Governmance	GS	Panel discussion

Module-2: Governmental System

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
PA-8 Comparative Politics and Constitution	GS	L & D
PA-9 Constitution of Bangladesh, Fundamental Principles, Rights and Amendments	Kamal	RA
PA-10 Executive Power of the State	Kamal/GS	L & D
PA-11 Rules of Business	GS	L & D
PA-12 Matters relating to Judiciary and Public Services	GS	L & D
PA-13 Matters Relating to the Formulation of Law	GS	L & D
PA-14 Act of Parliament	GS	L & D

Module-3: Administrative Reforms

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
PA-15 Changing Role of the Public Sector and Administrative Reforms	Rizwan	L & D
PA-16 Administrative Reforms: Comparative Perspective	Rizwan/GS	L & D
a. Reforms of Malaysia and Singapore		
b. Reforms in India		
PA-17-18 Review of the Recent Reforms Reports in Bangladesh		RA
a. Report on the Public Administration Sector Study in Bangladesh (UNDP Report)		
b. Towards Better Government in Bangladesh		
c. Government that Works: Reforms in the Public Sector		
d. Local Government Commission Report		
PA-19-20. Strategy for Public Sector Reforms in Bangladesh		Syndicate

Module-4: Total Quality Management and Negotiation Techniques

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
PA-21 Concept of TQM and its implication in the Public Sector	S. Alam	L & D
PA-22 Management Methods of TQM	Kamal/Kanka	Excercise

PA-23 Analytical Methods of TQM	Shiraj/Rizwan	Exercise
PA-24 Idea Generation Methods of TQM	Naquib	Exercise
PA-25-26 Negotiation Techniques	GS	L & D
PA-27-28 Conference Techniques	GS	L & D

Module-5: Team Building and Coordination in Administration

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
PA-29 Team Building: Mechanics & Dynamics	Naquib	L & D
PA-30 Coordination: Concepts and Mechanisms	Shiraj	L & D
PA-31 Problems of Coordination at the Field Level	Naquib	L & D
PA-32 Motivation & Human Relations in Administration	Shiraj	L & D
PA-33-34 Team Building: Case Study	Ayesha/ Naquib/Kanka	Exercise
PA-35 Leadership for Teamwork	Ayesha	L & D
PA-36 Styles of Leadership	Ayesha/ Kanka	Role Play

Management Process

Module-1: Human Resource Management

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-1 Human Resource Management and Planning	Shiraj	L & D
MP-2 Job Description and Job Specification	Shiraj	L & D
MP-3 General Conditions of Service	Jagabandhu	L & D
MP-4 Methods of Recruitment and Promotion	GS	L & D
MP-5 Important Laws relating to the Govt. Service	Amalendu	L & D
MP-6 Leave Rules	Maqsudur	L & D
MP-7 Conduct Rules	Jagabandhu	L & D
MP-8 Discipline and Appeal Rules	GS	L & D
MP-9 Administrative Tribunal Act and Legal Rights of the Government Servants	Amalendu	L & D
MP-10 Performance Appraisal	Altaf	L & D

Module-2: Office Management

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-11 Management of Office Records and Files	Matin	L & D
MP-12 Note Writing	Afzal	L & D
MP-13 Summary Writing	Musharraf	L & D
MP-14-15 Official Letter Writing	Musa	L & D
MP-16 Office Inspection	Kamal	L & D
MP-17 Preparing Working Paper and Writing Resolution	Musharraf	L & D

Module-3: Important Criminal, Civil and Land Laws

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-18 Judicial System of Bangladesh	GS	L & D
MP-19 Criminal Judiciary	GS	L & D
MP-20 Civil Judiciary	GS	L & D
MP-21 Land Management System	Debashish	L & D
MP-22 Land Survey Methods and Maintenance of Land Records	Debashish	L & D
MP-23 Mutation and Registration Procedures	Kamal	L & D
MP-24 Land Acquisition	Kamal	L & D
MP-25 Preventive sections of Cr.P.C.	Mahmud	L & D
MP-26 Public Servant and Anti-corruption Laws	GS	L & D

Module-4: Financial Management

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-27 Budgetary System	Hasib	L & D
MP-28 Duties and Responsibilities of Drawing and Disbursing Officer	Jagabandhu	L & D
MP-29 Delegation of Financial Powers	GS	L & D
MP-30 PaY fixation	Amalendu	L & D
MP-31 Pension and Gratuity	Jagabandhu	L & D
MP-32 Travel Allowance Rules	Jagabandhu	L & D
MP-33 Income Tax Rules	GS	L & D
MP-34 Purchase, Sales and Store Management	Gazi	L & D
NP-35 General Provident Fund, Benevolent Fund and Group Insurance Rules	Afzal	L & D

Module-5: Project Management

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-36 Project: Definition, Formulation and Approval Process	Obaidur	L & D
MP-37 Project Concept Paper and Project Proforma	Altaf	L & D
MP-38 Project Selection: Project Appraisal	Monjur	L & D
MP-39-40 Project Appraisal: Exercise 1-2	Altaf	Exercise
MP-41-42 Project Implementation, Audit and Evaluation Form 1 & Form 2	GS	L & D
MP-43 Project Selection: A Critical Overview	Shafiqul	Discussion

Module-6: Disaster Management

<u>Topic</u>	<u>Speaker</u>	<u>Training Method</u>
MP-44 Natural Disaster: Definition and Classification	S. Alam	L & D
MP-45 Disaster Management in Bangladesh	GS	L & D
MP-46 Disaster and Development	Nasirul	L & D
MP-47 Role of Media and NGOs in Disaster Management	GS	L & D

MP-48 Post of Disaster Rescue and Restoration of Communication	Debashish	L & D
MP-49 Flood Management of Bangladesh	GS	L & D
MP-50 Preparing Action Plan for Disaster Management through People's Participation	Nasirul	L & D

Development Economics

Module-1: Quantitative Analysis

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-1 Quantitative Analysis in Decision-making Process	Obaidur	L & D
DE-2 Definition of Measurement, Concept of Variables and Functions	Obaidur	L & D
DE-3 Data Analysis: Measures of Central Tendency	Banik	L & D
DE-4 Data Analysis: Measures of Variations	Banik	L & D
DE-5 Data Analysis: Correlation and Regression	Obaidur	L & D
DE-6 Index Number Analysis	Obaidur	L & D

Module-2: Research Methodology

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-7 Research: Definition, Classification and Usage	Mahbub	L & D
DE-8 Sources of Data and Methods of Data Collection	Mahbub	L & D
DE-9 Population sample and sampling	Zobayer	L & D
DE-10 Techniques of Preparing Questionnaires	Shafique	L & D
DE-11 Techniques of Data Presentation: Classification, Tabulation and Use of Graphs	Shafique	L & D
DE-12 Techniques of Preparing Research Reports	Shafique	

Module-3: Economic Theory: Micro and Macro

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-13 Characteristics of Market Economy	Obaidur	L & D
DE-14 Economics: Production and National Income	Monjur	L & D
DE-15 Demand Analysis	Monjur	L & D
DE-16 Market Structure	Fahmida	L & D
DE-17 Monetary Policy: Bangladesh Perspective	Monjur	L & D
DE-18 Exchange Rate and Devaluation of Currency	Obaidur	L & D
DE-19 Recent Trends in the Bangladesh Economy	Bank	L & D

Module-4: Sustainable Development and Environmental Management

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-20 Sustainable Development Concepts and Issues	Nasirul	L & D
DE-21 Environment & Development: Global Perspectives	Nasirul	L & D

MP-48 Post of Disaster Rescue and Restoration of Communication	Debashish	L & D
MP-49 Flood Management of Bangladesh	GS	L & D
MP-50 Preparing Action Plan for Disaster Management through People's Participation	Nasirul	L & D

Development Economics

Module-1: Quantitative Analysis

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-1 Quantitative Analysis in Decision-making Process	Obaidur	L & D
DE-2 Definition of Measurement, Concept of Variables and Functions	Obaidur	L & D
DE-3 Data Analysis: Measures of Central Tendency	Banik	L & D
DE-4 Data Analysis: Measures of Variations	Banik	L & D
DE-5 Data Analysis: Correlation and Regression	Obaidur	L & D
DE-6 Index Number Analysis	Obaidur	L & D

Module-2: Research Methodology

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-7 Research: Definition, Classification and Usage	Mahbub	L & D
DE-8 Sources of Data and Methods of Data Collection	Mahbub	L & D
DE-9 Population sample and sampling	Zobayer	L & D
DE-10 Techniques of Preparing Questionnaires	Shafique	L & D
DE-11 Techniques of Data Presentation: Classification, Tabulation and Use of Graphs	Shafique	L & D
DE-12 Techniques of Preparing Research Reports	Shafique	

Module-3: Economic Theory: Micro and Macro

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-13 Characteristics of Market Economy	Obaidur	L & D
DE-14 Economics: Production and National Income	Monjur	L & D
DE-15 Demand Analysis	Monjur	L & D
DE-16 Market Structure	Fahmida	L & D
DE-17 Monetary Policy: Bangladesh Perspective	Monjur	L & D
DE-18 Exchange Rate and Devaluation of Currency	Obaidur	L & D
DE-19 Recent Trends in the Bangladesh Economy	Bank	L & D

Module-4: Sustainable Development and Environmental Management

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-20 Sustainable Development Concepts and Issues	Nasirul	L & D
DE-21 Environment & Development: Global Perspectives	Nasirul	L & D

DE-22 Environment Management: Bangladesh Context	Kamal	L & D
DE-23-25 Environmental Impact Assessment: Workshop	Monjur	Exercise

Module-5: Human Development and Poverty Alleviation

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
DE-26 Concept of Human Development	Altaf	L & D
DE-27 Role of Education in Human Development	Altaf	L & D
DE-28 Human Development Report	Altaf	L & D
DE-29 Determination of Poverty and Probable Economic Policy	Mostakim	L & D
DE-30 Role of Grameen Bank, BRAC, BRDB and PKSF in Poverty Alleviation	A. Huq	L & D

Special Training

Module-1: Women and Child Development

<u>Topic</u>	<u>Speaker</u>	<u>Training</u>
<u>Method</u>		
SM-1 Women in Development: Local and Global Perspective	Ayesha	L & D
SM-2 Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)	GS	L & D
SM-3 Convention on the Rights of the Child (CRC)	Kanka	L & D
SM-4 An Overview of Child Labour in Bangladesh	GS/Shiraj	L & D
SM-5 Social Mobilisation for Children and Women Development	Kanka	L & D

Module-2: English Language Programme

Part-1: Practice Sessions on TOEFL

Part-2: Spoken English

Topics of Spoken English

- Meeting and Greeting People
- Giving and finding out personal information, talking about jobs and professional responsibilities
- Agreeing and Disagreeing-Giving Opinions
- Giving advice and suggestions
- Talking about Past experience
- Talking about past events
- Dealing with problems and complaints
- Explaining and describing operations-giving instructions
- Making comparisons and evaluation

- Talking about future plans and intentions
- Review

Module-Title : Computer Training

<u>Session Code</u>	<u>Topic</u>	<u>Number of Sessions</u>	<u>Training Method</u>
CT 01-02	Introduction to computer	02 sessions	Lecture
CT 03	Keyboard and Mousing	01 session	Lecture and Practice
CT 04	Operating System Windows'95	01 session	Lecture and Practice
CT 05-44	Words Processing: Typing Tutor(TT)	40 sessions	Practice
CT 45-52	Word Processing MS Word	08 sessions	Lecture and Practice
CT 53-56	Other Applications: MS Excel	04 sessions	Lecture and Practice
CT 57-58	Other Applications: Powerpoint	02 sessions	Lecture and Practice
CT 59	Other Applications: Internet, Multimedia etc.	01 session	Lecture and Practical
CT 60	Examination and Closing	01 session	Written and Practical Test

Formal OJT Programme at Dhaka Collectorate for new officers

Government of the Peoples' Republic of Bangladesh office of the Deputy
Commissioner, Dhaka.

<u>Date</u>	<u>Training Agenda</u>	<u>Attached to</u>
2.4.97	1. An introduction to criminal procedure code 2. Structure and powers of the criminal courts 3. General provisions	A.D.M.
4.4.97	<u>Penal code</u> 1st, 2nd and 3rd chapters	ADC(General)
5.4.97	<u>Introduction to treasury rules</u> <u>and its functioning</u>	ADC(General) & Treasury officer
6.4.97	Matters relating to process service Summon, Warrant of Arrest, proclamation and attachment, summon to witness search warrant, Distress Warrant etc.	
7.4.97	Discussion on Penal code Chapter IV, V, VI, and VII.	ADC(General)
9.4.97	Discussion on role and functions of the comptroller and Auditor General and Accountant General of Bangladesh, Ministry of Finance, Bangladesh Bank, District Collect- orate and other attached office.	District Accounts Officer
10.4.97	Discussion in Unlawful assembly and preventive measures, Execution of 144 and 145 G.P.C. and other related matters.	ADM
11.4.97	Discussion on penal code chapter IX, X, and XI	ADC(General)
12.4.97	Discussion on General Treasury functioning of district and Upazila	District Accounts Officer.

13.4.97	Information to the police about the Commission of offenses and the procedure followed by the police for investigation	ADM
16.4.97	Penal code chapter XII, XIII and XIV	ADC(General)
17.4.97	Head of accounts of Deposits and payment deposit system in Bangladesh Bank and Sonali Bank, Preparation of Chalan forms. Importance of Chalan and Vouchers (Theory and practice).	District Accounts Officers
18.4.97	Maintenance of different Registers viz. General Registers. Process Registers, File register, Witness Register etc. in the Criminal courts.	ADM
19.4.97	Penal Code Chapter XV, XVI, and XVII	ADC (General)
20.4.97	<u>Accounting procedure, Monthly Accounts</u> A. Scruting procedure of receipts and payment by dates and installments. Of chalan and vouchers (Theory & Practice) including cash serolls B. Preparation of Figure Book and Writing of cash book by dates and installments (in Theory: Receipts and payments).	Treasury Officer & District Accounts Officer
21.4.97	Filling of complaints and Police cases; Framing of charges, deposition of witness and examination of witnesses; Examination of the defense witnesses (D/W), Hearing of arguments and pronouncement of Judgement.	ADM
23.4.97	Penel Code Chapter XVIII, XIX, XX	ADM
24.4.97	Distribution procedure of chalan and vouchers relating to the preparation of schedule of accounts by installments.	District Accounts Officer

25.4.97	Attachment to different sections operating under ADC(Rev.)	ADC(Rev.)
26.4.97	Attachment to different sections operating under ADC (LA)	ADC(LA)
27.4.97	Attachment to ADC(Rev.) for acquaintance with General section	ADC(Rev.)
28.4.97	Attachment to ADC(LA) for finalisation the L.A. Section	ADC(LA)
2.5.97 (Fore noon)	Attachment to the ADC(Rev.)	ADC(Rev.)
2.5.97	Attachment to ADC(LA)	ADC(LA)
3.5.97 (On the probable date of the conference)	Attachment to the police, Magistracy conference, Law and order committee, Meetings, and the Judicial Conference Attend the special agricultural credit programme(SACP) meeting, District Development Coordination Committee meeting and Relief Coordination Committee meeting.	1. D.C. 2. ADM
4.5.97 to 22.5.97 (19 days)	Attached to the court of the chief Metropolitan Magistrate, Dhaka to observe procedures of filing and disposal of general and police cases;	Expected that the probationers will have fair idea about the role of the court and its relation with the police and other Main agencies as Ministry of Home etc.
23.5.97 to 24.5.97 (2 days)	Briefing in the Establishment section to Collectorate	A.O. (Administrative Officer).
25.5.97 to 27.5.97 (2 days)	Briefing in the Fire Arms section Dhaka Collectorate	O.C. Fire cases

28.5.97 to 29.5.97 (2 days)	Appointment of Treasury Officer and his powers; Powers and functions of the District Accounts Officer, and his relationship with the Accountant General and the Bangladesh.	Treasury officer and the District Account Officer.
30.5.97 to 31.5.97 (2 days)	Briefing in the Trade and Commerce(T&C) section Dhaka Collectorate.	O.C. T&C
1.6.97	Briefing in the Amusement section	O.C. Amusement section
2.6.97	Re-imbusement procedure of the deposit in the different heads of Accounts (Theory and practice)	District Accounts Officer
4.6.97	Briefing in the Record room section	O.C. Record Room section.
6.6.97	Briefing in the loan and General Certificate section	O.C. General certificate section
7.6.97	Introducing the development and relief section	O.C. Dev./ Relief section
8.6.97	Introducing the Nejarat Section	NDC
9.6.97	Introducing the Judicial Munshikhana & (J.M. Section)	O.C. J.M. Section
11.6.97	Acquaintance with the general section	O.C. General section
12.6.97	Maintenance of personal accounts its importance, opening method and its function	District Accounts Officer(DAO)
13.6.97	A. Rules relating to the adjustment of the Income Tax under income tax head B. Re-adjustment of the receipt and payments of the Public works deptt. (PWD) post. Telegraph and telephone and forest deptt (Theory and practice)	D.A.O D.A.O.

14.6.97	Rules and procedures on the payment of pension and gratuity to the pensioners; Powers and the functions of the treasury officer in this organisation.	D.A.O.
15.6.97	Scrutiny of the pension Register pension and gratuity payment order by the disbursing officer.	D.A.O.
18.6.97	Indentification of pensioners drawing of the pension and its arrears, death of the pensioners and grant of family pension, and submission of reports to the Accountant General.	District Accounts
19.6.97	A. General rules and regulations of personal deposit accounts in the Treasury. B. Revenue deposit. Recovery and repayment (Theory and practice)	D.A.O. D.O.
20.6.97	Written examination (with books) on the treasury training.	D.O.
21.6.97	To leave Head Quarters for Savar by Jeep a. To visit the Upazila Parishad Office b. attend the Upazila Parishad meeting c. inspect one Tahsil office or one Union Parishad Office d. Visit Sinhar Garments at Savar and prepare a report on it e. Return to the Collectorate.	During the visit probationers are expected to gain fair ideas about the function of the various department of the Upazila Parishad.

Signature

ADC (General). Dhaka

Curricula of specialized Training for
BCS (Admn.) cadre officers

Public Administration and Law (Module-1)

1. Government and administration
2. Evolution of civil service in the Sub-continent and in Bangladesh.
3. Basic principles of the Constitution of the Republic of Bangladesh.
4. Rules and regulations on appointment and promotion of various BCS cadres.
5. Introduction to Jurisprudence.
6. Judicial Administration in Bangladesh
7. Local government system in Bangladesh.
8. Upazila administration.
9. Various acts/laws (familiarization with major acts, practical and minor acts).
10. Justice
11. Standard of civil service and dutifulness
12. Procedures of courts.
13. Discipline in Civil Service and a general discussion on government servants, Discipline and Appeal Rules.
14. Career planning in Civil Service.

Penal Code-1 (Module-2)

1. Introduction to the penal code
2. General definitions and exceptions in the code
3. punishments with general exceptions
4. Law relating the right of private defense
5. Abatement and Criminal conspiracy
6. Offences against the state and relating to the Army, Navy and Air Force.
7. Offences against the Public tranquillity
8. Offences by or relating to Public Servants, offences relating to elections, contempt of the lawful authority of Public servants, offences relating to False Evidence and against Public Justice.
9. Offences affecting the public Health, safety, Convenience decency and Morals and religion.

Penal Code-2 (Module-3)

11. Offences affecting the human body.
12. Of the causing of Miscarriage, of Injuries to unborn children, of the Exposure of Infants and of the concealment of Births.
13. Of hurt.
14. Of wrongful restraint and wrongful confinement of criminal Force and Assault.

15. Of kidnapping, Abdication, slavery and forced labour of Rape and Unnatural offences.
16. Offences against property of fault, extortion, Robbery and Dacoity.
17. Of criminal Misappropriation of property, criminal breach of Trust, the receiving of stolen property, cheating, Mischief and criminal trespass.
18. Offences relating to Documents and to Trade or property marks, of currency-notes and bank notes, of the criminal breach of contracts of service.
19. Offences relating to marriage and of defamation
20. Of criminal Intimidation, Insult and annoyance and of attempts to commit offences.

The Code of Criminal Procedure-1 (Module-1)

1. Primary/Basic elements of the Cr.P.C.
2. The constitution and powers of criminal courts and offices
3. Of Aid and Information to the Magistrates police and persons making arrests
4. Of Arrest, Escape and Retaking
5. Of processes of compel Appearance
6. Of processes to compel the production of Documents and other movable property, and for the very of persons wrongful confined
7. Security for keeping the peace and for good behaviour
8. Unlawful Assemblies, Public Nuisances
9. Temporary orders in urgent cases of Nuisance or Apprehended danger. Disputes as to Immovable property
10. Preventive Action of the police
11. Information to the police and their powers to Investigate
12. The Jurisdiction of the criminal courts in inquiries and Trials.
13. Of the commencement of proceedings before Magistrates
14. Time-limit of inquiry, re-inquiry
15. Of complaints/Allegations.

The Code of Criminal Proceedure-2 (Module-5)

16. Cases triable by Magistrates
17. Time-Limit of trials; Suspension of trial and resumption of trial
18. Trial in absentia
19. Summary trial. Trial in sessions court. General provisions as to enquiry and trial
20. Joinder of charges. Withdrawal of complaints, Compounding of cases.
21. 21 Vinage courts ordinance and related matters.
22. Procedures of recording evidence in enquiry and trial.
23. Of judgement
24. Of appeal, Reference and Revision
25. Maintenance of wife and children
26. Habeas corpus
27. of Bail
28. Rules on deposition
29. Transfer of criminal cases
30. The contempt of courts Act- 1926 and related laws.

The Evidence Act (Module-6)

1. Basic principles of Evidence.
2. May presume, shall presume, conclusive proof, Facts in issue, Relevant facts and other necessary definitions and explanations
3. Of the relevancy of facts, Admissions
4. Statements by persons who cannot be called as witnesses
5. Statement made under special circumstances
6. Judgements of courts of justice when relevant
7. Opinion of Third persons when relevant character when relevant
8. Facts which need not be proved.

The Evidence Act-2 (Module-7)

9. Of Oral evidence and of Documentary evidence
10. Public Documents and presumption as to public Documents
11. Of the exclusion of oral by Documentary Evidence
12. The Burden of Proof
13. Estoppel
14. Of Witnesses
15. Of the Examination of Witnesses
16. Of Improper Admission and Rejection of Evidence

Civil, Limitation Act and Personal Laws (Module-8)

1. Structure of civil courts, Jurisdiction, REs subjudice, Resjudicata
2. General Jurisdiction of civil and criminal courts service of summons. Hearing
3. Judgement and Decree, Temporary Injunction and Interim order
4. Of appeal, reference, review, revision, Inherent powers of court
5. A general discussion on the contract act
6. The Limitation Act
7. The Muslim laws
8. The Hindu laws
9. The Transfer of property Act.

Revenue laws(Module-9)

1. Permanent Settlement-1793
2. The Bengal Tenancy Act-1885
3. The State Acquisition and Tenancy Act-1950 (With special emphasis on allusion and dilution)
Non agricultural tenancy act-1949
4. The East Bengal (Emergency) Requisition of property Act-1948 The East Bengal Acquisition of Wasteland Act-1950

5. The East Bengal Government Lands and Buildings (Recovery of possession) Act 1952. Eviction
6. The Public demands recovery Act, 1913
7. The Bengal survey Act 1875
8. Land Holdings limitation order(P.O. 98, 1972) and land Reforms ordinance 1984 and various circulars related to it.

P.R.B. & Minor Acts (Module-10)

1. The Police Regulations of Bangladesh
2. The Police Act
3. Metropolitan Police Ordinance
4. Police Station Inspection
5. Police Magistrate Relationship.

Relating to Marriage

6. Muslim Family law Ordinance 1961
7. Dowry Prohibition Act 1980
8. Prevention of Child Marriage Act 1929
9. Marriage and Divorce Registration Act.

Relating to special powers

10. The Special Powers act 1974
11. The Explosive substance Act 1908
12. The Explosives Act
13. The Cruelty to Women (Exemplary punishment) Act 1983
14. The Arms Act.

Relating to Vehicles

15. The Railways Act
16. The Motor Vehicles ordinance and related laws/Acts
17. The Land water-Transport Act

Relating to Border Cross

18. The Passport Act
19. The passport order
20. The Control of Entry Act

Relating to Food

21. The Pure Food ordinance
22. The Control of Essential Commodities Act

23. The Essential Articles (Price Control and Antihoarding Act)
24. The Food (special Courts) Act.

Village & Municipality

25. The Village Courts Ordinance
26. The conciliation of Disputes (The Municipal Area ordinance 1977).
27. The Municipal Administration Ordinance

Relating to Cattle

28. The Cattle Trespass Act
29. The Wild life preservation ordinance
30. The Prevention of cruelty to animals Act
31. The Meat control ordinance

Excise

32. The Customs Act
33. The Excise Act
34. The Export and Import Control
35. The Anti-corruption Act
36. The Prevention of Corruption Act
37. The B.C.L. Act.

Others

38. The Oaths Act
39. The small industries corporation Act 1957
40. The Dangerous Drug's Act
41. The Vagrance Act
42. The Touts Act
43. The Control of Disorderly and Dangerous persons Act 1954
44. The Public Gambling Act 1867
45. The suppression of Immoral Traffic Act, 1933
46. The Children Act 1974
47. The Prisons Act
48. The Answers Act
49. The Stamps Act
50. The Court Fees Act, 1870

Personnel Management, Office Management and Financial Administration (Module-12)

1. General Conditions of Service
2. Leave Rules and pension Rules

3. The Government Servants' (conduct) Rules 1979
4. The government servants (Discipline and Appeal) Rules Important aspects of B.S.R.
5. Important aspects of B.S.R.
6. Secretarial Instructions, Rules of Business, Preparation of Draft/Summary of Office Inspection etc.
7. Office Security (The official secrets act 1923)
8. Important aspect of B.F.R.
9. Treasury Rules
10. The Travelling Allowance Rules and Principles of pay Fixation
11. Preparation of various types of bills, examination and keeping accounts thereof.

Questionnaire on On-the-Job Training

(On-the-Job Training (OJT) is a widely practised form of training to induct the new entrants into service by imparting training about the behaviour, skills and knowledge required for performing specific jobs. If OJT training is conducted effectively, it is likely that the trainee officials would be able to transfer the result of their training to improve their jobs and organisation. In OJT a trainee receives training at his jobs her work place under the guidance of a supervisor. In case of OJT, learning is not complete until the trainee can apply the knowledge and skills in his/her work.)

Your answer to the following questionnaire may help us to delineate the constraints of OJT and suggest measures for improving its effectiveness. Please tick any of the boxes.

1. The supervisor's training capacity:
 - a) Is the supervisor trained as a trainer ?
 - b) Is the supervisor well conversant about the process of OJT ?
 - c) Does the supervisor consider OJT as integral part of his duty ?
 - d) Has the supervisor adequate motivation ?

2. Training environment:

- a) Is the office accommodation, seating arrangement etc. suitable for OJT ?
- b) Is necessary support(logistics) available for OJT programme ?
- c) Are there any library facilities ?

3. OJT programme:

- a) Is OJT programme prepared and scheduled well ahead ?
- b) Does the supervisor use a lesson plan ?
- c) Does the trainee maintain a note book or a diary ?
- d) Does the supervisor explain all the details of each task and its relationship with other functions ?
- e) Does the trainee demonstrate what he/she has learnt ?
- f) Is the OJT programme evaluated ?
- g) Is the trainee given a certificate ?
- h) Is there any follow-up of OJT or further assessment of training needs ?
- i) Is OJT adequately linked to off-the-job training (institutional training) ?

Name of the respondent:

Designation :

Date :

N:B: Please return to:

GOLAM MOSTAKIM

Director(Behavioural Science)

BPATC, Savar, Dhaka.

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