

**First Human Resource Planning
&
Development Course
(June 25-29, 2000)**

COURSEGUIDELINES



**Bangladesh Public Administration Training Centre
Savar, Dhaka**

**First Human Resource Planning & Development Course
(June 25-29, 2000)**

Course Adviser

Ayesha Azim
Member, Directing Staff (M&PA)

Course Director

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Director

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Librarian(Documentation)

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

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First Human Resource Planning & Development Course (June 25-29, 2000)

Introducing BPATC

Bangladesh Public Administration Training Centre (BPATC), one of the leading training Institutes in the public sector, was founded on 1984 as an autonomous organization to develop managerial skills of the public officials by merging former training institutes-viz: i) Bangladesh Administrative Staff College (BASC); ii) National Institute of Public Administration (NIPA); iii) Civil Officers' Training Academy (COTA) ; and iv) Staff Training Institute (STI). The philosophy of the merger was to integrate both human and non-human resources, to pool diverse ideas and experiences and to widen opportunity for close interactions among different cadres and services. Thus BPATC origins a rich legacy of public administration training and research. The main tasks now ascribed to the centre include: designing and organizing training course, seminar, conference, workshop, research and case studies and also to render advisory services to the government on leading issues of management and public administration. The main clientele groups range from the newly entrant Class-1 officers to the top level policy makers. Executives of NGOs and private sectors also participate in the training, and seminar/workshop programmes of BPATC.

The centre is located in a green environment, some 28 k.m. of north-west of the Dhaka City. The Chief Executive of the Centre is the Rector who is a Secretary to the Government of Bangladesh. Immediate below him are five MDSs equivalent of the rank of Joint Secretary to the government of Bangladesh who are heading following five divisions:

- i. Management & Public Administration;
- ii. Programmes and Studies;
- iii. Development and Economics;
- iv. Research and Consultancy;
- v. Development Projects;

The other faculty members below MDSs are designated as Director, Deputy Director, Assistant Director and in other similar names.

Course Rationale

Every organization, irrespective of size, forms and nature, uses both human and non-human resources. Non-human resources are mostly inorganic while human resources are organic having cognitive and intuitive capacities. Because of these, human resources are considered extremely seminal in managing and organizing all other resources. Innovations and discoveries, so far, occurred upto now are the contributions of human intellect. They are, in fact, the architect of all socio-cultural economic and technological advancement. 18th century's industrial revolution that triggered other development particularly in the field of satellite and electronic technologies are also initiated by men.

Human resource are now viewed as valuable capital, promoter of all development efforts. T.W. Schelter pointed out that human resources are a form of capital, a produced means of production and the product of investment. Bangladesh, being most densely populated country in the world, all public managers should actively vision for as to how to plan, develop and effectively utilize these valuable resources for economic development. The course is, thus, designed to achieve the following core objectives:

Objectives

- 1) to develop awareness about the nature and qualities of human resources;
- 2) to give idea about the tools and techniques of human resource planning;
- 3) to develop efficient human resources; and
- 4) to achieve economic growth through effective utilization of human resources under changed socio-economic, political and administrative conditions.

Course Requirements

All participants are expected to successfully complete the course. For successful completion, the following conditions must be fulfilled by every participant. They are required to:

- ❑ stay in the dormitory room allotted to him/her at BPATC campus;
- ❑ be punctual in attending all activities prescribed for the course;
- ❑ attend at least 95% of the sessions as per schedule;
- ❑ prepare syndicate paper and other reports and perform other tasks assigned by the course management or by any other members of faculty;
- ❑ secure a minimum 50% marks in each module/paper;
- ❑ wear formal dresses during academic sessions and official functions; follow table manners during formal lunch and dinners.
- ❑ Smoking within the campus is strictly prohibited;

Training Methodology

The course entitled "First Human Resource Planning & Development" visions for development of both conceptual and practical base of trainee participants. Thus the training methodology comprises balanced mix of lecture and participatory approaches. The lecture method comprises 57 percent while participatory methods represent 43 percent of the total sessions.

The lecture will focus on the development of knowledge while participatory methods would reinforce knowledge, develop appropriate skills and attitude in the relevant field. The following table depicts contribution of specific training methods to the participants learning process:

Training Methods	Session	
	Number	Percentage
1. Lecture & Discussion	16	57
2. Syndicate/ Exercise/Practice Brainstorming	12	43
Total	28	100

Elaborate discussions on each training methods are presented below:

Lecture/Discussion

Despite certain limitations of the lecture method, the learning can be significantly reinforced by active participation of the attending members. In each session speakers will encourage the participants to participate in the discussions.

Syndicate Work/Exercise

Syndicate is a group activity requiring maximum interaction and co-operation among group members for the accomplishment of a syndicate task. Each syndicate may consist of 6-10 participants. A participant is responsible individually and jointly for the quality of the report and each syndicate will present its report before the other syndicates in a plenary session. Each individual will also carry out exercise (s) on certain topic (s) listed in the course contents

Evaluation

It is expected that during the course, the participant will be able to trace their degree of accomplishments in cognitive, psycho-motor and affective learning areas. The following participatory evaluation process will be adopted:

Evaluation Methods	Marks
a. Syndicate Work/Exercise	100
b. Session Attendance / Overall Participant's Conduct	100
Total Marks	200

The National Training Policy for the public servants requires all participants in a training course to be graded on the basis of their performances and a report be sent to the concerned administrative ministry/division of its maintaining in the officer's Dossiers. All assessments will be based on quantitative evaluation which will be graded in the following way:

Percentage of marks

91 and above
80-90
70-79
60-69

Grading

AA (outstanding)
A+ (very good)
A (good)
B (average)

BPATC Library

The BPATC Library is modern and well-equipped with various books, journals and audio-visual aids. It has about 87,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopying facilities are also available on payment. Library remains open from 8:00 p.m. to 10:00 p.m. from Saturday to Thursday and 4:00 p.m. to 6:00 p.m. on Friday.

Residential Requirements

This is a live-in training course and as part of the course requirements, all participants have to stay in the dormitory. This is a fast-moving intensive course. The pressure is so heavy that one has always to run against the time and spend the evening or even the leisure hours in reading, interacting, drafting reports, and performing other related assignments.

Food Arrangements

The participants will take their breakfast, lunch, evening tea, and dinner within the scheduled time at the specified dining place of the Centre. The Schedule will be notified during course briefing.

Mosque

There is a beautiful mosque in the Centre's premises. No separate arrangement for prayer or Namaz is made available in the dormitory. Timing of different wakt of Namaz is adjusted as per seasonal rotations. A standard chart showing the timing of Namaz is maintained in the mosque.

Medical Facilities

The Centre maintains a small clinic with limited medical facilities. Participants are given free medical care and prescriptions. In case any prescribed medicines are not available, those have to be purchased by the participants themselves.

Film Show

Training films on requisition will be shown to the participants at the class room. Some of the recreational films may also be exhibited at the dormitory's TV room.

Medium of Instruction

English and/or Bangla will be used as the medium of instruction; English will be preferable.

Other

The course contents, session schedule, list of resource persons nominated participants and important telephone numbers and BPATC's Quality Policy are respectively presented in Annexes 1-7

Course Contents

MODULE-1.0: Human Resource Development (HRD)

Module In charge: Md. Golam Mostakim

SESSION		TRAINING METHODS	RESOURCE PERSONS	DURATION
Code	Title			
1.1	Human Resource Development and Human Development: Conceptual Issues	Lecture & Discussion	Md. Golam Mostakin	1 Hour
1.2.- 1.3	Human Development Report	Lecture & Discussion	Md. Altaf Hossain	2 Hours
1.4	Role of Education in Human Development	Lecture & Discussion	Md. Golam Mostakim	1 Hour
1.5- 1.6	Managing Migration	Lecture & Discussion	Amalendu Sen	2 Hours
1.7	HRD Policy of the Govt. of Bangladesh	Lecture & Discussion	Syed Naquib Muslim	1 Hour
1.8	Review of HRD Policy of the Government.	Brain Storming	Syed Naquib Muslim	1 Hour
1.9- 1.11	Syndicate Topic:(Human Resource Development in Bangladesh: Problems & Prospects)	Syndicate	Md. Golam Mostakim	3 Hours

MODULE-2.0: Human Resource Planning**Module In charge: Md. Shirajul Islam**

SESSION		TRAINING METHODS	RESOURCE PERSONS	DURATION
Code	Title			
2.1	Human Resource Management and Planning	Lecture & Discussion	Md. Shirajul Islam	1 Hour
2.2	Exercise on Human Resource Planning	Exercise	Md. Shirajul Islam	1 Hour
2.3	Human Resource Planning: Job Description and Job Specification.	Lecture & Discussion	Md. Shirajul Islam	1 Hour
2.4-2.5	Human Resource Planning At National Level	Lecture & Discussion	GS	2 Hours
2.6	Organization Design	Lecture & Discussion	Kanka Jamil/GS	1 Hour
2.7	Career Planning	Lecture & Discussion	Md. Shafiqul Haque	1 Hour
2.8	Recruitment & Promotion	Lecture & Discussion	Amalendu Sen	1 Hour
2.9	Performance Appraisal: Conceptual Issues	Lecture & Discussion	Md. Tofazzel Hossain	1 Hour

MODULE-3.0 : Computer Operations**Module In Charge: Md. Badrul Alam Tarafder**

CODE	SESSION	TRAINING METHODS	RESOURCE PERSONS	DURATION
3.1	Introduction to Computer	Lecture & Discussion	Md.Zakir Hossain	1 Hour
3.2.-3-4	MS Word	Practice	Md.Zakir Hossain	3 Hours
3.5-3-7	MS Excell	Practice	Badrul Alam Tarafder	3 Hours
3.8	Power Point	Practice	Md. Zakir Hossain	1 Hour

TENTATIVE SESSION SCHEDULE

Date and Day	First Session 08:15- 09:15	Second Session 09:25- 10:25	TEA BREAK 10:25- 1050	Third Session 10:50- 11:50	Fourth Session 12.00- 13.00	LUNCH & PRAYER 13:00- 14:30	Fifth Session 14:30- 15:30	Sixth Session 15:40- 16:40	Seventh Session 19.30- 20.30
25.6.2000 Sunday	Registration Course Administra- tion	Course Briefing	T E A B R E A K	1.1 Mostakim	1.2 Altaf	L U N C H & P R A Y E R	1.3 Altaf	3.1 Zakir	3.2 Zakir
26.6.2000 Monday	1.4 Mostakim	1.5 Amalendu		1.6 Amalendu	1.7 Naquib		1.8 Naquib	3.3 Zakir	3.4 Zakir
27.6.99 Tuesday	1.9 Mostakim	1.10 Mostakim		2.7 Shafique	2.8 Amalendu		2.9 Tofazzel	3.5 Badrul	3.6 Badrul
28.6.200 Wednesda y	1.11 Mostakim	2.4 M.Kamal		2.5 M. Kamal	2.6 M. Kamal		3.7 Badrul	Sports	3.8 Zakir
29.6.2000 Thursday	2.1 Shiraj	2.2 Shiraj		2.3 Shiraj	Course Closing		Release		

Notes:

1. The schedule may be changed due to unavoidable circumstances.
Additional sessions (s) may be arranged if required

List of Resource Persons

Sl .No.	Name	Code
1.	Md. Tofazzed Hossain	Tofazzel
2.	Mr. Amalendu Sen	Amalendu
3.	Golam Mostakim	Mostakim
4.	Md. Badrul Alam Tarafder	Tarafder
5.	Syed Naquib Muslim	Naquib
6.	Md Shirajul Islam	Shiraj
7.	Mrs. Kanka Jamil	Kanka
8.	Md. Golam Mahede	Mahede
9.	Md. Shafiqul Hoque	Shafique
10.	Md. Zakir Hossain	Zakir

Guest Speakers

1.	Mustafa Kamal	M. Kamal
2.	Md. Altaf Hossain	Altaf

Annexure-4

LIST OF PARTICIPANTS

Sl No.	Name of Participants	Designation	Office Address
01	Mr. Md Jahangir Alam	Additional Chief Administrative Manager	Chhatak Cement Company Ltd Chhatak, Sunamgonj
02	Mr. S.M. Shamsudoha	Additional Chief Administrative Manager	T.S.P Complex, North Potenga, Chittagong
03	Mr. Md. Lutfur Rahman	Deputy Chief Engineer	Chemical Industries Training Institute, Ghorashal
04	Mr. Moshleh Uddin Ahmed Chowdhury	Chemist (MTS)	Natural Gas Fertilizer Factory Fenchugonj
05	Mr. Hamidur Rahman	Mechanical Engineer (MTS)	Natural Gas Fertilizer Factory Fenchugonj
06	Mr. Ashraful Alam	Technical Officer (MTS)	Natural Gas Fertilizer Factory Fenchugonj
07	Mr. Md. Azizur Rahman	Deputy Director	BCS (Administration) Academy, Shahbag, Dhaka
08	Mr. Md. Kamruzzaman	Scientific Officer	Bangladesh Livestock Research Institute, Savar, Dhaka
09	Mr. M. Mukhlesur Rahman	Deputy Director (Planning & Development)	Bangladesh Agriculture University, Mymensingh
10	Mr. Md. Abdul Kader	Assistant Registrar	Bangladesh Agriculture University, Mymensingh
11	Mr. Md. Ansar Uddin	Senior Officer	Bangladesh Krishi Bank HRD Department Head Office Krishi Bank Bhaban 83-85, Motijheel, Dhaka
12	Mr. Zafar Howlader	Principal Officer	Bangladesh Krishi Bank Personnel Management Department -2 Head Office Krishi Bank Bhaban 83-85, Motijheel, Dhaka
13	Mr. Charu Chandra Audhikary	Senior Principal Officer	Administration and Human Resource Development Department, Head Office Agrani Bank, Dhaka
14	Mr. Md. Tariquzzaman	District Co-operative Officer	Rangamati Hill District
15	Mr. Md. Abdul Halim Sarkar	Manager	Bangladesh Forest Industry Development Corporation Planning & Development Section Head Office 73, Motijheel C/A, Dhaka

16	Mr. Dilip Kumar Chakrabarti	Deputy Manager	Pally Karma Sahayak Foundation, House No.31/A, Road No. 8 Dhanmondi R/A, Dhaka
17	Sheikh Khairuzzaman	Assistant Manager , Training, O & M and Public Relations	Jiban Bima Corporation Head Office 24, Motijheel, C/A, Dhaka
18	Dr. Md. Nizam Uddin	Medical Officer	Chittagong Port Authority Bandar Bhaban` Chittagong
19	Mr. Md. Ashraf Ali	Deputy Secretary	Bangladesh Small and Cottage Industries Corporation 137-138, MotijheelC/A, Dhaka
20	Mr. Md. Saiful Alam	Principal Officer	Janata Bank, Dagon Bhuiyan Branch, Feni
21	Mr. Mizanur Rahman	Principal Officer	Janata Bank Aam Bagan Branch, Chittagong Zone-B, Chittagong
22	Mr. Bijoy Kumar Barua	Director	Bangladesh Academy for Rural Development, Kotbari, Comilla
23	Sheikh Azizul Hoque	Joint Director	Bangladesh Bank Training Academy, Dhaka
24	Mr. Md. Serajul Hoque	Deputy Director	Bangladesh Bank, Head Office Administration Department Dhaka
25	Mr. Md. Rajibur Rahman	Assistant Director	Bangladesh Bank, Head Office Dhaka
26	Mr. Md. Serajul Islam	Deputy General Manager (Admn.)	Atlas Bangladesh Ltd. Tongi.
27	Mr. Gabriel Baroi	Program Officer (Evaluation)	CARITAS, 2 Outer Circular Road, Shantibagh, Dhaka.
28	Mr. Abdus Salam	Education Officer	CARITAS, Barisal Regional Office, Barisal.

Reading List

1. Robbins. Stephen P., Personnel: The Management of Human Resources (2nd ed.) (Eaglewood Cliff: Prentice-Hall Inc, 1982)
2. Megginson. Leon C., Personnel Management: A Human Resources Approaches (5th ed.) (Homewood, Illinois: Irwin Series, 1985)
3. Dessler, Gary, Personnel/Human Resources (Englewood Cliffs: Prentice-Hall Inc., 1991)
4. Wren. Daniel, The Evolution of Management Thought. (New York: John Wiley & Sons, 1987)
5. Leap Terry L., & Crino. Michael D Personnel/Human Resource Management (New York. MacMillan Publishing Co., 1990)
6. Flippo, Edwin B., Personnel Management (New York: McGraw-Hill Book Co., 1984)
7. Lyth, Charles, W., Job Evaluation Methods (New York.: The Ronald Press Company, 1946), Quoted in Putti, Joseph. M.) Personnel (New Delhi: S. Chand & Co., Ltd, 1980)
8. Pigors, Paul and Myers, Charles A., Personnel Administration (New York: McGraw-Hill Book Co., 1965)
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10. Summary of National Job Analysis Methods Survey, California State College , Bureau of Business Research, Long Beach, 1968 Quoted in op. cit. Flippo.
- 11.** Werther, William, B. Jr., and Davis Keith, Personnel Management and Human Resources(New York: McGraw Hill Book Co. 1985). Government of Bangladesh, Bangladesh Service Rules (BSR-I)
12. Edwards, John. et.al., Anpower Planning: Strategy and Techniques in an Organizational Context, (New York: John Wiley & Sons, 1983)
13. Shafritz Jay. M. et.al., Personeel Management in Government: Politics and Process (3rd ed.), (New York, Marcel Dekker, Inc., 1986)
14. Walker, James W., Human Resource Planning, (New York: McGraw-Hall Book Company, 1989)

15. Bennis, Malcolm, and Casson Jonathan, The Manpower Planning Handbook, (London: McGraw-Hall Book Company (UK) Limited, 1984)
16. Livy, Bryan, et.al., Corporate Personnel Management, (London: Pitman Publishing, 1988)
17. International Centre for Public Enterprises in Developing Countries (ICPE), Mozina, Stane, (ed.), Guide to Planning for Manpower Development, (Titova: ICPEm 1984)
18. Basin, M.I., Human Resources Management
19. Fisher, Gnlta, D., Human Resource Management
20. Storey, John. , Managing Human Resources
21. Shavn, Tyson. , Human Resource Management
22. Arya, P.P. B.B. , Tandon. Human Resource Development
23. Sadler, Tony. , Human Resources Management
24. Eric, Crig, Schncior and others. , Personnel/Human Resource Management Today
25. Pecora, Peter J., Managing Human Services Personnel
26. Hendry, Chris. , Human Resource Management Strategies approach to employ
27. Schuster, Frederic E., Human Resource Management
28. Stone, Raymond J., Human Resource Management
29. Towers, Brian., Handbook of Human Resource Management

RELEVANT TELEPHONE NUMBERS
BPATC PABX : 7710010-15

Sl.No.	Name	Designation	Telephone No.	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	7710033 7710028 /4101	8314511
2.	Ms Ayesha Azim	Course Advisor	/4109	8825183
3.	A.K.M. Musa	Director(Admn.)	7710023 /4107	/4407
4.	Md. Shirajul Islam	Director & Course Director	/4108	/4408
5.	Md. Golam Mahede	Librarian & Course Coordinator	/4136	/4436
6.	Deputy.Director(Service)		/4121	/4421
7.	Course Office		/4232	
8.	Dormitory-4		/4249	
9.	BPATC PABX (Extension)		৩/4212	
10.	Cafeteria		/4210	
11.	Library Counter		/4198	
12.	Reception		/4199	
12.	Manager, Sonali Bank		/4209	
13.	Clinic		/ 4142 /4223	



Annexure-7

BPATC's QUALITY POLICY

TO DESIGN, DEVELOP, ORGANIZE AND IMPART TRAINING TO MEET EXPECTATIONS AND NEEDS OF CUSTOMERS

OBJECTIVES

- ❑ TO KEEP ABREAST WITH THE LATEST METHODS AND TECHNIQUES OF TRAINING PROCESS TO ENSURE MAXIMUM BENEFIT TO TRAINEES WHO ARE REQUIRED TO PROVIDE QUALITY SERVICE TO THE NATION.
- ❑ TO ENSURE COURSE CURRICULA, MODULES AND TRAINING METHODOLOGY IN CONFORMITY WITH PROFESSIONAL NEEDS OF CLIENTLE
- ❑ TO ENSURE PREVENTIVE ACTION AND CONTROL TO DISPEL CUSTOMER DISSATISFACTION.
- ❑ TO CONDUCT RESEARCH FOR DESIGNING / DEVELOPING / UPDATING TRAINING COURSES IN KEEPING WITH THE CHANGING MARKET NEEDS
- ❑ TO FOSTER A CULTURE OF TOTAL EMPLOYEE PARTICIPATION FOR IMPLEMENTING A QUALITY SYSTEM ACCORDING TO ISO 9001:1994.

COMMITEMENTS

WE, THE EMPLOYEES OF OUR ORGANIZATION AT ALL LEVELS, STAND COMMITTED TO THE ABOVE OBJECTIVES.

RECTOR

বিপিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

ক্রমিক নং	শিরোনাম ও লেখক	প্রতি কপি দাম
১।	ডার্লিউ, ডার্লিউ রসট্রে (১৯৬৪)- সম্পাদিত, অর্থনৈতিক অগ্রগতি বিশ্লেষণ,	টঃ ৬.৫০
২।	যাহিদ হোসেন (১৯৭০)- অনুষ্ঠান, প্রশাসনের বিভিন্ন পদ্ধতি	৬.৫০
৩।	যাহিদ হোসেন (১৯৭১)- সম্পাদিত, প্রশাসনের মূলনীতি	৮
৪।	শ্রীলক্ষ্মী বেগম (১৯৮৪)- সম্পাদিত, পবিত্র প্রশাসকদের অভিজ্ঞতাঃ স্মৃতিচারণ	৭০
৫।	শ্রীলক্ষ্মী বেগম (১৯৮৭), সরকারী কর্মচারী মহিলা নিবাহী বিকাশের সমস্যা	৬.৫০
৬।	এ. কে. এ. হেদায়েতুল হক ও শ্রীমানাল বানু (১৯৮৮), বাংলাদেশ সিভিল সার্ভিসে মহিলা	১২০
৭।	নাসিরউদ্দিন আহমেদ ও. আক. ম. মাহবুবুল্লাহমান (১৯৯৪) সম্পাদিত, সামাজিক গবেষণা পদ্ধতি	১২৫
৮।	A.M.A. Muhith (1964), The Deputy Commissioner in East Pakistan	Tk. 16
৯।	Rokeya Rahman Kabecr(1965) Administration Policy of the Government of Bengal	30
১০।	Govt. of Bengal(1966), Bengal Dist. Administration Committee	35
১১।	Govt. of Bengal (1967), Famine Manual	7
১২।	M.A. Hussain Khan(1968), Problems of Municipal Administration	35
১৩।	Md. Jainul Abdin (1970) Ed. Our Cities and Towns	23
১৪।	A.N. Shamsul Hoque(1970) Administrative reforms in Pakistan	30
১৫।	Najm Nor Begam(1973) Social and Administrative Research in Bangladesh	16
১৬।	Lutful Haq Chowdhury(1978) Social Change and Development in South Asia	45
১৭।	Qazi Azhar Ali(1978) District Administration in Bangladesh	22
১৮।	Ali Ahmed(1984) Bangladesh Public Administration and Senior Civil Servants	50
১৯।	Post-Entry Training in Bangladesh Civil Service : The Challenge and response 1986	40
২০।	Career Planning in Bangladesh, 1986, BPATC Pub.	120
২১।	A.T.M. Shamsul Huda & Others(1988) Sustainability of Project for Higher Agricultural Education	40
২২।	A.T.M. Shamsul Huda (1988) Approaches to Rural Health Care : A Case Study of Gonoshastya Kendra	40
২৩।	Akbar Ali Khan & Others(1988) Sustainability of Rural Development Project : A Case study of Rural Development Project in Bangladesh	40
২৪।	A.K.M. Hedhayetul Huq & Others(1989) Sustainability of Primary Education Project in Bangladesh	40
২৫।	Z.A. Shamsul Haq & Others(1990) Hand Book for the Magistrates, 2nd Ed.	100
২৬।	A Study of the Use of Computers in Management Decision Making in the Public Sector of Bangladesh, 1991	50
২৭।	Administrative Science Review, Published by NIPA	15
২৮।	Dr. Sk. Maqsood Ali & Others, Decentralization and People's Participation in Bangladesh	150

বিক্রয় সম্পর্কিত তথ্য :

ক) কেন্দ্রস্থ অনুবাদ ভবন-২ এর ৩য় তলায় প্রকাশনা শাখার দপ্তরে তালিকাভুক্ত বই, পুস্তক, জার্নাল ইত্যাদি ৫০% কমিশনে বিক্রয় করা হয়।