

38th Advanced Course on Administration and Development

February 18 – May 03, 2001

COURSE GUIDELINES



Bangladesh Public Administration Training Centre
Savar, Dhaka

THIRTY-EIGHTH ADVANCED COURSE ON ADMINISTRATION AND DEVELOPMENT

(FEBRUARY 18 -- MAY 03, 2001)

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1.0 INTRODUCTION

1.1 Development administration demands building of a new professionalism by today's civil servants at all levels. Development, both as a goal and as an action programme, has passed through a number of orientations, strategies and methodologies. The goals of development and the means of attaining it, however, remain elusive and the search for an agreed paradigm still continues. The entire process of development administration necessitates acquisition of a set of new skills and internalisation of a cluster of new values in tune with the needs of democratic administration, market economy and globalisation. All these will help in building administrative capability that is in short supply in the developing countries including Bangladesh.

1.2 The role of mid-level administrators in formulating and executing development policies is well recognized. As they are drawn from diverse disciplines, the need to give them well-knit knowledge and understanding in various dimensions of development and identifying means of accomplishing goals of development is deemed essential. Apart from training sessions, a forum is necessary to exchange individual knowledge and experiences acquired by them on development issues. In the face of this reality the 38th Advanced Course on Administration and Development (ACAD) has been designed to provide the mid-level administrators up-to-date knowledge on administration and development. This course provides opportunity for free discussion among the participants, where innovative strategies, insights and initiatives would evolve from sharing ideas, views, perceptions and experiences.

2.0 BPATC AND ITS ROLE

2.1 The Government of Bangladesh has been showing keen interest in the development of the potentials of the officials at all levels. Government's concern for more intensified and integrated training for public servants has been reflected in the setting up of the Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka by merging the former Bangladesh Administrative Staff

College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and the Staff Training Institute (STI). Foundation stone of the Centre was laid in December, 1981 and the Centre began functioning from April 28, 1984 as an autonomous body with a Rector as its Head.

- 2.2 The Centre consists of 5 divisions viz. (i) Programmes and Studies, (ii) Management and Public Administration, (iii) Development and Economics, (iv) Research and Consultancy, and (v) Project. Each division is headed by a Member, Directing Staff, who is an officer with the status of a joint secretary to the Government. The divisions are further sub-divided into departments and sections that are staffed by Directors and other support employees.
- 2.3 The BPATC has been playing a leading role in the field of training in public administration and allied fields and has inherited a rich legacy of administrative training experience in the country. This mid-level course has been particularly designed to develop overall efficiency of the Deputy Secretaries to the Government and of their equivalents.

3.0 OBJECTIVES

3.1 The objectives of the Course are to :

- a) enable the participants to conceptualise the theories and principles of Development Administration;
- b) enable them to acquire the techniques of negotiation and organisation development (OD) so that they can interact effectively with their domestic and foreign partners and operate successfully as a team with the members of other services;
- c) enhance skills in Project Planning and Implementation;
- d) acquaint them with the fundamental issues of economic development, the procedures of public budgeting and financial options;
- e) sharpen their analytical abilities and prepare them to shoulder higher responsibilities of policy formulation;

- f) develop the vision of the participants to build capacity of the poor through Local Government and Rural Development Approaches;
- g) acquaint them with Computer-based Information Systems through hands-on experiences ;
- h) update their skills of spoken and written English through discussions and exercises based mostly on TOEFL framework; and
- i) share perceptions and experiences on administrative reforms.

4.0 COURSE DURATION

4.1 The duration of the course is 75 days. Distribution of the course activities are as follows :

Total days available	:	75 days
Weekly and Public Holidays	:	<u>17 days</u>
Total working days	:	58 days.

4.2 Distribution of Working Days

I)	Registration, opening, briefing, pre-test	1 day
II)	Instructional Sessions	34 days
III)	Data Collection for Seminar	3 days
IV)	Seminar Paper Presentation	12 days
V)	Internal Study Tour	4 days
VI)	Internal Study Tour Report Writing	1 day
VII)	Written Examinations & Practical Test	2 days
VIII)	Written/Oral Evaluation & Closing	1 day

Total Working Days = 58 days

4.3 The course consists of 20 modules. About five regular instructional sessions of 60-80 minutes will be conducted on each working day with a Thirty minute Tea-break. Additional sessions may be arranged, if necessary. Most of the extension lectures will be held in the evening sessions.

5.0 TRAINING METHODOLOGY

5.1 Various training methods like lecture, practical exercise, seminar, workshop, role play, case study, syndicate, panel discussion, field visit, study tour, film show, reading assignment, library work and maintaining learning diary will be applied.

5.1.1 Lecture & Discussion

Though the lecture method is extensively used in this course, the course administration however believes that this method of instruction can significantly be improved by active participation of the attending members. In each session speakers will encourage the participants to take part in the discussions. At least one-fourth time of a session will be devoted to such discussion.

5.1.2 Seminar Paper Writing and Presentation

Each participant will be assigned a seminar topic on issues of current interest. Participants are required to formulate specific recommendations and to show categorically the ways and means for implementing those recommendations.

The participant will be required to present the paper in a formal session to be attended, among others, by a resource person from outside the Centre along with a member of the faculty. They will assess the quality of the seminar paper and its presentation separately in prescribed evaluation formats. The seminar papers of extraordinary quality will be published in the BPATC Journal.

5.1.3 Study Tour and Field Visit

In-country study tours of one-day duration will be organized to expose the participants to the real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate their theoretical knowledge with the socio-economic realities of Bangladesh. Besides, field visits may also be organised to enable the participants to acquire first hand experience on any on-going development project. This will provide them an opportunity to relate their theoretical knowledge with the field situation.

5.1.4 Syndicate Work

This is a team activity requiring maximum interaction among the 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. Each syndicate will present its report before the other syndicates in a plenary session.

5.1.5 Role Play

Role-play method will be applied to enable the participants to reinforce their learning on particular subjects like negotiation/conference techniques and to prepare them in such way that they can apply their knowledge and skills in real life situations .

5.1.6 Case Study

Case study method will be used to diversify the methodology of instruction in this course and to reinforce the learning of the participants. The administration of cases will be module-based.

5.1.7 Film Show

Training related films will be shown to the participants in the classroom.

5.1.8 Learning Diary /Reading Assignments/Library Work

- a. Participants are to maintain learning diaries to keep record of the main features of each instructional session attended by them. This will be monitored by the module-in-charge/Course Administration.
- b. They are required to study extensively in the library for seminar paper and other purposes.

5.2 Medium of Instruction

English will be used as the medium of instruction in most of the sessions in the classroom. Participants are also expected to converse in English during the class as well as during other course activities. This will enhance their speaking ability to a large extent.

6.0 COURSE REQUIREMENTS

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

- stay in the dormitory room allotted to him/her at the BPATC campus;
- be punctual in attending all activities prescribed for the course;
- attend at least 95% of the sessions as per schedule;
- undertake field visits, prepare seminar paper, write reports and perform other tasks assigned by the course administration;
- secure a minimum 50% marks in each module/paper/subject as mentioned in paragraph 7.2. If any participant secures less than 50% marks in any of these subjects, he/she will be deemed to have failed in the course. An unsuccessful participant will get maximum two chances to re-appear in the module/paper/subject(s) failed. In such circumstances, he/she will be required to stay at the Centre for seven days, and prepare himself for re-examination and
- wear formal dresses during academic sessions and official functions; follow table manners during formal lunch and dinners.

7.0 EVALUATION

7.1

1. BPATC has a prescribed system of evaluation.
2. The participants will be evaluated on the basis of the prescribed evaluation system, the details of which are shown in sub-clause 7.2.
3. A pre-test and post-test will be conducted for assessing the development of the participants.
4. The participants will also evaluate the speakers, course administration and other aspects of the Course as well as the Centre.
5. The faculty will also evaluate the external speakers/resource persons in different modules.
6. On the basis of their feedback, curriculum of the next course will be redesigned.

7.2 Each participant will be evaluated on 1200 marks on the basis of the following break-up.

<u>Subjects of Evaluation</u>	<u>Allotted marks</u>
1. Public Administration	300
2. Development Economics	300
3. Skill Development Activity (PCP, PP, C.T, ELP etc)	200
4. Seminar	150
5. Study Tour	50
6. Evaluation by Course Administration	200
i) Class Attendance 30%	
ii) Table Manners and dress 15%	
iii) PT and Games 25 %	
iv) Overall Conduct and Discipline 30%	
	Total 1200

7.3 There will be syndicate, assignment, case study, report writing, term paper, etc in the modules of Public Administration and Development Economics. One hundred (100) marks will be allotted for each module. The total marks of Public Administration and Development Economics will be scaled down to the allotted marks of 300 in each subject

- 7.4 There will be Skill Development Activity like preparation of PCP, PP, TAPP, Computer Training, English Language Programme etc. Each activity will be evaluated on 100 marks and the total marks will be scaled down to the allotted marks of 200.
- 7.5 The participants will have to write and present a Seminar Paper. To evaluate the paper and presentation, there will be Internal and External Evaluators. Both the evaluators will evaluate on 100 marks and the marks will be scaled up to 150.

The criteria wise distributions of marks are:

<u>Criteria of Evaluation</u>	<u>Allotted Marks</u>
(1). Format of the Report	15
(2). Language & Style of the Report	15
(3). Ability to identify the problem, Internal Consistency & Analytical Ability	20
(4). New insights/Ideas	20
(5). Oral Presentation	20
(6). Question-Answer	10

There will be Study Tour organized by the Course Management. Participants will participate in the Study Tour and will write a report on it. That will be evaluated on 100 marks which will be scaled down to 50 .

- 7.6 All the participants are required to submit the seminar paper/other reports on fixed dates as determined by the course administration/Module-in-charge. The marks of the participant who fails to meet the deadline will be deducted by 10%.
- 7.7 All the participants in the training course will be graded on the basis of their performance. A report on their performance will be forwarded to the concerned Ministries/Divisions/Organisations for retention in the officers' dossiers. All assessments are based on quantitative scale and graded as follows:

<u>Percentage of marks</u>	<u>Grading</u>
90 and above	AA (outstanding)
80-89	A + (very good)
70-79	A (good)
60-69	B + (Above average)
50-59	B (average)

8.0 LIBRARY FACILITIES

The Centre has a rich library having about eighty six thousand books, journals and periodicals and national / international dailies and about 350 training films from home and abroad. The participants are encouraged to use the library facilities beyond the class hours and there is a provision of issuing books from the library during their training period. The library remains open from 09 a.m. to 10 p.m. (Saturday to Thursday) without break. It is also open from 4 p.m. to 6 p.m. on Fridays.

9.0 RESIDENTIAL REQUIREMENTS

This is a residential training course. As part of the course requirements, all participants are required to stay in the dormitory during the training period. This is a fast-moving intensive course. Participants need to take every assignment seriously from the very outset. *Experience reveals that if time is not efficiently used from the initial part of the course, the participants to their disadvantage get hard pressed for time later.* Deadlines for different assignments are not relaxed as a matter of policy by the course administration.

10.0 FOOD ARRANGEMENT

The participants will take their breakfast, lunch, evening tea, and dinner at the specified dining place of the Centre managed by a 'Mess Committee' to be formed from among the participants

11.0 PHYSICAL EXERCISE AND SPORTS

Physical exercise and sports have been made compulsory for all. Fifty (50) marks have been allotted for this purpose. The Centre will provide the participants with facilities for physical exercise, sports and games both indoor and outdoor. During PT and games participants must use normal sports dress and shoes.

12.0 MOSQUE

There is a beautiful mosque within the premises of the Centre. No separate prayer room is available in the dormitory. Participants can pray in this mosque.

13.0 CLINIC

The Centre maintains a clinic run by two qualified medical officers. The clinic remains open from 09 a.m. to 9 p.m. (excluding prayer times) every day except holidays. *Participants can have free medical advice and prescription from the clinic but prescribed medicine is to be purchased by the participants themselves from outside.*

14.0 TABLE MANNERS AND DRESS CODE

Participants must wear formal dresses i.e. tie provided by the Centre and full-sleeve shirts with or without suit in academic sessions, official functions and other formal activities. It is advisable to wear suit during guest night and official dinners. Table manners and other dining norms must also be observed and are evaluated. Participants who are reluctant to wear tie on religious ground may wear Sherwani with prior permission from the course administration. The lady participants may wear sharee/salwar kameej with coat pin supplied by the Centre.

15.0 SOCIAL EVENTS

On occasions like cultural evenings, guest nights, closing ceremony, spouses of the participants and guests may be invited where the participants get opportunity for interaction with all.

16.0 CLOSING FORMALITIES

Participants have to complete requisite formalities before they obtain the release orders to be issued to them on the eve of their departure. Each participant will produce clearances from the dormitory, telephone unit, and library to the course coordinator before he or she approaches the Course Administration for release.

17.0 List of Abbreviations

1. Course Adviser	CA
2. Course Director	CD
3. Course Administration	CAD
4. Computer Test	CT
5. Development Economics	DE
6. English Language Programme	ELP
7. Faculty Member	FM
8. Guest Speaker	GS
9. Public Administration	PA
10. Skill Development	SD
11. Extension Lecture	EL
12. Book Review	BR
13. Library Work	LW

COURSE CONTENTS

A. Public Administration

Module-1 : Governmental System & Administrative Reforms
Module-in-charge : Badrul Alam Tarafdar

Evaluation : Syndicate/Exercise

Objectives : To acquaint participants with the governmental system, Constitution of Bangladesh, laws, rules and regulations of the state, changing role of the government and administrative reform

Topic No.	Topic Title	Speaker	Training Method
PA 1.1	Bangladesh Constitution : Salient Features with special reference to the public servants	GS/FM	Lec. & Dis.
PA 1.2	The Parliament and the Parliamentary Procedures	GS/ FM	Lec. & Dis.
PA 1.3	The Rules of Business : Salient Features	Razzaque	Lec. & Dis.
PA 1.4	Discipline and Appeal Rules (1985)	GS/FM	Lec. & dis.
PA 1.5	Changing Role of the government and New Ideas in the Public Sector : New Public Management, Total Quality Management Reinventing Government	Rizwan	Lec. & Dis.
PA 1.6	Productivity Improvement in the Public Sector : Concept, Techniques and Measurement	Rizwan	Lec. & Dis. & Syn.
PA 1.7	Redefining Accountability to citizens : Citizen as a customer, customer's charts, customer consultation	Kanka/ Nahid	Lec. & Dis./ Syndicate
PA 1.8	Regional and Local Administrative Reforms Efforts : Reforms in Malaysia, Singapore, New Zealand, Nepal and India: a Review of the recent reform reports in Bangladesh (2 sessions)	Rizwan	Reading Assignment & Syndicate
PA 1.9	Strategic Management	Kanka	Lec. & Dis.

Module-2 : Negotiation and Conference Techniques
Module-in-charge : Syed Naquib Muslim

Evaluation: Exercise

- Objectives :**(i) To enable the participants to conceptualise the techniques, tools and internalise values necessary for successful negotiation, and
- (ii) To let them apply the skills of negotiation in the real life situation aimed at achieving targeted individual and institutional benefit.

Topic No.	Topic Title	Speaker	Training Method
PA 2.1	Negotiation : Basic Concepts and Issues	GS/FM	Lec. & Dis.
PA 2.2	Qualities and Skills of an Effective Negotiator	Naquib	Ex. & Lec.
PA 2.3	Techniques of Preventing Potential Conflicts	GS/FM	Lec. & Dis.
PA 2.4	Conference Techniques-1	GS/FM	Lec. & Ex./Film
PA 2.5	Conference Techniques-2	GS/FM	Role Play
PA 2.6	Cases of Negotiation	GS/FM	Lec. & Dis.
PA 2.7	Role Play on Negotiation	GS/Rizwan	Role Play

Module-3 : Organisation Development (OD)

Module-in-charge : Md. Shirajul Islam

Evaluation : Syndicate

Objectives : To enable the participants i) to identify their individual strengths and weaknesses; and ii) to acquire the skills of effective teamwork, motivation and coordination .

Topic No	Topic Title	Speaker	Training Method
PA 3.1	Self-Analysis	Shiraj	Lec. & Ex.
PA 3.2	Coordination	Shiraj	Lec. & Dis.
PA 3.3	Motivation	Shiraj	Lec. & Dis.
PA 3.4	Teamwork in Administration	Naquib	Lec. & Dis.
PA 3.5-3.6	Teamwork (Case)	Naquib, et.al.	Case Study

Module-4 : Total Quality Management in the Public Sector

Module-in-charge : Syed Shamsul Alam

Evaluation : Exercise

Objectives : To enable the participants to get familiarised with the concepts and tools of Total Quality Management(TQM).

Topic No.	Topic Title	Speaker	Training Method
PA 4.1	The Concept of Total Quality Management(TQM)	Alam	Lec. & Dis.
PA 4.2	Principles of application of TQM in Public Sector	Alam	Lec. & Dis.
PA 4.3	ISO Techniques for TQM	Musa	Lec. & Dis.
PA 4.4	Methods of TQM	Alam	Lec. & Dis.
PA 4.5	Exercise	Kanka	Exercise

Module-5 : Local Government and Rural Development**Module in-Charge : A.K.M Musa****Evaluation : Report writing**

Objectives : To help the participants in acquainting with the evolution, problems and prospects of the local government system and the grass root level planning and development issues in Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
PA 5.1	Local Government at Union Level with reference to Gram Parishad	GS/Quader	Lec. & Dis.
PA 5.2	Local Government at Thana and District Level : Future Directions	GS/Quader	Lec. & Dis.
PA 5.3	An Overview of Urban Local Government	GS/FM	Lec. & Dis.
PA 5.4	Government Policies and Programmes in Rural Development	GS/FM	Lec. & Dis.
PA 5.5	Important Land Laws of Bangladesh	GS/Quader	Lec. & Dis.
PA 5.6	Land Management	GS/Musa	Lec. & Dis.

Module-6 : Governmental Budgeting**Module-in-charge: Md. Hasibur Rahman****Evaluation : Exercise**

Objectives : To develop participants' knowledge and skills on different issues of public budgeting.

Topic No.	Topic Title	Speaker	Training Method
PA 6.1-6.2	Governmental Budgeting (Rev. & Dev.): Preparation, Analysis and Monitoring	GS/FM	Lec. & Dis.
PA 6.3	Stages of Fund Release Procedures (ADP)	GS/FM	Lec. & Dis.
PA 6.4	Audit System in Bangladesh	GS/FM	Lec. & Dis.
PA 6.5	Reforms in Budgeting and Expenditure Control (RIBEC)	GS/FM	Lec. & Dis.

B. DEVELOPMENT ECONOMICS

Module - 7 : Development Economics
Module-in-charge: Dr. Mir Obaidur Rahman

Evaluation: Syndicate/
Written Examination

Objectives : To orientate participants with the concept of market economy, the changed paradigm of economic development, role of public sector in market economy and review of important reports on development issues on the economy of Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
DE 7.1	Economic Development: The Shift in Paradigm	Obaidur	Lec. & Dis.
DE 7.2	Market Economy: Concepts, Issues, Role of State, & Commitment in Bangladesh	GS	Lec. & Dis.
DE 7.3	Reinventing Government for Economic Revitalization	Rector/ Rizwan	Lec. & Dis.
DE 7.4	Resources for Investment: Fundamentals of Capital Market	GS/FM	Lec.&Dis.
DE 7.5	Limiting the Role of State : Prescription of the World Bank and Bangladesh Economy.	Obaidur	Syndicate
DE 7.6	Limiting the Role of State: Prescription of the World Bank and Bangladesh Economy.	Obaidur	Syndicate
DE 7.7	Monetary and Exchange Rate Policy: Bangladesh Context	GS/FM	Lec. & Dis.

Module -8 : Globalization and Bangladesh Perspective
Module-in-charge: Dr. Mir Obaidur Rahman

**Evaluation : Written Examination (Open Book)/
Report Writing**

Objectives: To provide theoretical and practical knowledge of globalization and related topics such as international monetary system, regional cooperation, structural adjustment and debt crisis.

Topic No.	Topic Title	Speaker	Training Method
DE 8.1	Globalization : Concepts and Issues	Obaidur	Lec. & Dis.
DE 8.2	Impact of Globalization on Trade : WTO and UNCTAD	GS	Lec. & Dis.
DE 8.3	Evolution of International Monetary System	Obaidur	Lec. & Dis.
DE 8.4	IMF and Bangladesh Economy	Obaidur	Lec. & Dis.
DE 8.5	Regional Cooperation and Development [SAPTA, D-8 and BISTEC]	GS/FM	Lec. & Dis.
DE 8.6	ESAF and PRG Facility	Obaidur	Lec. & Dis.
DE 8.7	International Debt Crisis	Obaidur	Lec. & Dis.

Module-9 : Gender Issues, Reproductive Health, Children and Women Development

Module-in-charge: Kanka Jamil

Evaluation : Syndicate

Objectives : To orientate the participants with the local and global environment of woman and child development, rights of women and children and child and labour problems in Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
DE 9.1	Gender Analysis in Development Policy and Planning	Ayesha/GS	Lec. & Dis. Film show
DE 9.2	Convention on the Rights of Child and its Application in Bangladesh.	Kanka/GS	Lec. & Dis.
DE 9.3	Violence Against Women : Bangladesh Context (1993-98)	GS/FM	Panel Dis.
DE 9.4	Gender Issues and Reproductive Health	Musa/Naquib	Lec. & Dis.
DE 9.5	AIDS & HIV	GS/FM	Lec. & Dis.

**Module-10 : Development Planning and Poverty Alleviation :
Concepts and Approaches**

Module-in-charge : Banik Gour Sundar

Objectives : To provide participants with the theoretical and practical ideas on development planning, poverty concept, role of micro credit and GO and NGO's role in poverty alleviation.

Evaluation : Report Writing

Topic No.	Topic Title	Speaker	Training Method
DE 10.1	Dev. Planning in a Market Economy	Obaidur	Lec. & Dis.
DE 10.2	Poverty: Concepts, Dimensions and Issues	Banik	Lec. & Dis.
DE 10.3	Poverty & Famine: Amartya Sen's Ideas	GS/FM	Lec. & Dis.
DE 10.4	Micro-Credit: A Tool of Poverty Alleviation	AHC	Lec. & Dis.
DE 10.5	Critical Analysis of GO-NGO Approaches to Poverty Alleviation	GS/FM	Lec. & Dis.

Module-11 : Environment, Sustainable Development and Disaster Management

Module-in-charge : Syed Shamsul Alam

Evaluation : Syndicate

Objectives : To acquaint participants with different issues of sustainable development, environment and Disaster Management.

Topic No.	Topic	Speaker	Training Method
DE 11.1	Sustainable Development : Concepts and Issues	GS	Lec. & Dis.
DE 11.2	Environment and Development : Global Perspectives (Rio-'92, 21 Agenda)	Hasan	Lec. & Dis.
DE 11.3	Environmental Management : Bangladesh Perspectives	Hasan	Lec. & Dis.
DE 11.4	Natural Disaster: Concepts, Types and Background and Overview of Disaster Management : Disaster Management Cycle	Alam	Lec. & Dis.
DE 11.5	Disaster Preparedness : Contingency Plan and Mitigation Analysis	GS/FM	Lec.& Ex.
DE 11.6	Risk and Vulnerability Analysis of Disasters	GS/FM	Lec. & Ex.
DE 11.7	Community based Approaches and Public Awareness for Disaster Reduction	GS/FM	Brain Storming
DE 11.8	Disaster Management in Bangladesh	GS/FM	Lec. & Dis.

C. SKILL DEVELOPMENT

Module-12 : Project Preparation

Module-in-charge : Kazi Hasan Imam

Evaluation : Group-wise exercise

Objectives : To develop participants' practical skill and knowledge in preparing development projects.

Topic No.	Topic Title	Speaker	Training Method
SD 12.1	Project Concept Paper and Its Preparation	Hasan	Lec. & Dis.
SD 12.2	Exercise on PCP preparation	Hasan	Exercise
SD 12.3	Exercise on PCP preparation	Hasan	Exercise
SD 12.4	Project Proforma (PP): Classification and Format	Hasan	Lec. & Dis.
SD 12.5	Preparation of Project Proforma (PP)	Hasan	Lec. & Dis.
SD 12.6	Project Preparation: Practical Exercise	Hasan	Exercise
SD 12.7	Project Preparation: Practical Exercise	Hasan /GS	Exercise
SD 12.8-12.9	Logical Framework	GS/FM	Lec. & Dis.
SD 12.10	Technical Assistance PP	Hasan/GS	Lec.,Exercise

Module - 13 : Project Appraisal and Implementation
Module-in-charge: Md. Monjurul Hoque

Evaluation : Exercise

Objectives : To develop participants' skill in designing and implementing projects.

Topic No.	Topic Title	Speaker	Training Method
SD 13.1	Quantitative Techniques of Project Appraisal-1	Monjur	Lec. & Dis.
SD 13.2	Quantitative Techniques of Project Appraisal-2	Monjur	Lec. & Dis.
SD 13.3	Exercise on Project Appraisal	Monjur	Exercise
SD 13.4	Project Evaluation, Monitoring & Reporting	Hasan	Lec. & Dis.
SD 13.5	Environmental Impact Assessment	Monjur	Lec. & Dis.
SD 13.6	Techniques of Evaluation on Consultants' Report and Review of Work Plan of Consultants	Monjur	Lec. & Dis.
SD 13.7	Techniques of Project Inclusion in ADP: Role of Programming Division in PC	GS/FM	Lec. & Dis.
SD 13.8	Project Implementation in Bangladesh: A Review of Experiences	GS/FM	Lec. & Dis.

Module-14 : Computer and Information Technology
Module-in-charge : Mohammad Iqbal

Evaluation : Typing and Operation Test

Objectives : To allow the participants to have hands-on experience about how to use computer as a tool for management.

Topic#	Topic Title	Speaker	Training Method
SD 14.1	Introduction to Computers & IT ¹	Enam	Lecture
SD 14.2	Operating System	Zakir	Lecture & Practice
SD 14.3-22	Typing Tutor	* ²	Practice
SD 14.23-37	MS Word	Mustafiz & Iqbal	Lecture & Practice
SD 14.38-41	MS Excel	Zobayer & Arif	Lecture & Practice
SD 14.42-48	MS Power Point	Zakir & Arif	Lecture & Practice
SD 14.49-51	MS Access	Enam & Motaleb	Lecture & Practice
SD 14.52	Internet and e-mail	Ataur & Iqbal	Lecture & Practice
SD 14.53	Information Systems	Enam	Lecture & Practice
SD 14.54	Test ³	Ev. Dept.	-

¹ Information Technology

*² Nazrul, Bashar, Refayet, Morshed, Rezaul, Quader, Tazib, Byomkesh, Moniruzzaman, Anis, Sajid

³ Method of Evaluation: Typing & Operation Test

Module-15 : Re-inventing the Government System
Module in Charge : Md. Shirajul Islam

Evaluation : Individual Term paper

Objectives : To help the participants to be more effective, efficient, accountable and skilled in discharging their responsibilities.

Topic No.	Topic Title	Speaker	Training Method
SD15.1	Managing own work: planning own work, assigning work priorities meeting deadlines	Shiraj	Lec. & Dis. brainstorming
SD15.2	Managing resources : forecasting requirements, priorities and allocating resources, monitoring, accounting for and reporting on usage	Alam	Lec. & Dis. brainstorming
SD15.3	Managing work process : planning, controlling and monitoring systems and procedures	Alam	Lec. & Dis.
SD15.4	Interviewing	Kanka	Do
SD15.5	Providing career management advice	Mostakim	Do
SD15.6	Dealing with breaches of discipline	Biswas	Do
SD15.7	Performance management	Naquib	Do
SD15.8	Setting standards	Rizwan	Do
SD15.9	Management complaints/dissatisfaction	Howk	Do
SD15.10	Productivity improvement techniques	Rizwan	Do
SD15.11	Problem solving and innovation	Shiraj	Do
SD15.12	Contracting out	Rizwan	Do
SD15.13	Analytical techniques (SWOT, PEST, stakeholder analysis etc)	Shiraj	Do

Module - 16 : English Language Programme (ELP)
Module-in-Charge : Syed Naquib Muslim

Evaluation : Written Test

- Objectives :**
- i) To help the participants improve their skill in communicative English.
 - ii) To help them improve their writing ability through exercises on common errors.

Topic No.	Topic Title	Speaker Training Method	
ELP 16.01- ELP16.10	Listening Comprehension (10 Sessions) a) Introductory Session (ELP-16.01) b) Practical Sessions (ELP-16.02-09) c) Assessment Session (ELP-16.10)	AHC & GM	Lec. & Dis.
ELP 16.11- ELP 16.25	Grammar Review and Style (15 Sessions) a). Modifiers, Prepositional Phrase and Noun Phrase (ELP 16.11) b). Articles & Determiners (ELP 16.12) c). Faulty Agreement (ELP 16.13-14) d). Gerunds, Present Participles (ELP 16.15) e). Verbs, Prepositions followed by Gerunds (ELP 16.16) f). Appropriate Prepositions (ELP 16.17-18) g). Modal Auxiliaries (ELP 16.19-20) h). Adjectives (ELP 16.21) i). Linking Verbs & Problem Verbs (ELP 16.22) j). Redundancy (ELP 16.23) k). Faulty Parallelism (ELP 16.24) l). Commonly Misused Words (ELP 16.25)	AHC AHC SNM SNM SNM SNM GM SNM GM SNM/AHC SNM SNM	Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis. Lec. & Dis.
ELP 16.26- ELP 16.30	Reading Comprehensions (5 Sessions)	AHC/GM/MA	Lec. & Dis.
ELP 16.31-	Language Labs Sessions (Sessions on the Availability of Time)		

Module-17 : Seminar Paper : Preparation and Presentation**Module-in-Charge: Badrul Alam Tarafdar****Evaluation : Paper Presentation****Module-18 : Study Tour: Visit & Report Writing****Module-in-Charge : Badrul Alam Tarafdar****Evaluation : Visit and Report Presentation****Module-19 : Physical Exercise & Games****Module -in -Charge : Md. Arafe Zawad****Evaluation : Attendance /day to day performance****Module- 20 : Extension Lectures****Module-in-Charge : Jesmin-Ara Begum****Evaluation : No Evaluation**

Objectives : To enable the participants to participate in interactive discussions with distinguished scholars/experts of Bangladesh on the important issues of national importance.

Topic No.	Topic Title	Speaker	Training Method
EL 20.1	Education Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.2	Industrial Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.3	Sports & Cultural policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.4	Health Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.5	El Nino/La Nina and the Impact : Regionalization of Disaster	GS/FM	Lec. & Dis.
EL 20.6	Vision 2020	GS/FM	Panel Dis.
EL.20.7	Foreign policy and Economic Diplomacy	GS/FM	Panel Dis.
EL. 20.8	Agriculture policy	GS/FM	Panel Dis.
EL.20.9	Food policy	GS/FM	Panel Dis.
EL.20.10	Labour Management in Bangladesh	GS/FM	Lec. & Dis
EL.20.11	Land Use Policy	GS/FM	Lec. & Dis
EL.20.12	Ethics in Administration	GS/FM	Lec. & Dis
EL.20.13	Law and Orders Affairs	GS/FM	Lec. & Dis
EL.20.14	E-Commerce	GS/FM	Lec. & Dis
EL.20.15	Change Management	GS	Lec. & Dis
EL.20.16	Standard Use of Bangla	GS	Lec. & Dis

*** The CAD will try to arrange at least 10 Extension Lectures**

FACULTY RESOURCE PERSONS

SL. No.	Name	Designation	Code
1.	Dr. Mir Obaidur Rahman	MDS	Obaidur
2.	Md. Abdur Razzaque	MDS (CC)	Razzaque
3.	A.K.M. Musa	Director	Musa
4.	Amalendu Sen	Director	Sen
5.	Md. Hasibur Rahman	Director	Hasib
6.	Golam Mostakim	Director	Mostakim
7.	Syed Naquib Muslim	Director	Naquib
8.	Badrul Alam Tarafdar	Director	Tarafdar
9.	A.B.M. Abdul Howk Chowdhury	Director	AHC
10.	Md. Shirajul Islam	Director	Shiraj
11.	Syed Shamsul Alam	Director	Alam
12.	Jagabondur Biswas	Director	Biswas
13.	Md. Abdul Latif	Director (CC)	Latif
14.	Muhamod Abdul Quader	Deputy Director	Quader
15.	Mohammad Iqbal	Deputy Director	Iqbal
16.	Md. Habibur Rahman	Deputy Director	Habib
17.	A.K.M. Enamul Haque	Deputy Director	Enam
18.	Rizwan Khair	Deputy Director	Rizwan
19.	Kazi Hasan Imam	Deputy Director	Hasan
20.	Bakik Gour Sundar	Deputy Director	Banik
21.	Kanka Jamil	Deputy Director	Kanka
22.	Md. Mojurul Hoque	Deputy Director	Monjur
23.	Md. Latifur Rahman	Deputy Director	Latifur
24.	Santosh Kumar Sikder	Deputy Director	Santosh
25.	Md. Golam Mahede	Deputy Director	Mahede
26.	Sk. Mustafizur Rahman	Deputy Director (CC)	Mustafiz
27.	Arafe Zawad	Deputy Director (CC)	Zawad
28.	Md. Shafiqul Haque	Sen. Res. Officer	Shafique
29.	S.M. Zobayer Enamul Karim	Sen. Res. Officer	Zobayer
30.	Md. Kabirul Hassan	Asstt. Director	Kabir
31.	Jesmin-Ara Begum	Asstt. Director	Jesmin-Ara
32.	ATM Arif Hossain	Asstt. Director	Arif
33.	Mohammad Ataur Rahman	Research Officer	Ataur
34.	M. Arifur Rahman	Evaluation Officer	Arif
35.	Md. Zakir Hossain	Asstt. Director	Zakir
36.	Nahid Rashid	Asstt. Director	Nahid
37.	Md Zohurul Islam	Asstt. Director	Zohur
38.	Nazrul Alam Chowdhury	Asstt. Director	Nazrul
39.	Mehedi Masud	Evaluation Officer	Masud
40.	Khondoker Abdul Mottaleb	Research Officer	Mottaleb
41.	Md. Abul Basher	Research Officer	Basher
42.	Refayetul Karim	Research Officer	Karim
43.	Md. Morshed Alom	Research Officer	Morshed

44. Mohammad Rezaul Karim
45. Mohammad Abdul Quader
46. Mohammad Tazib Uddin
47. Byomkesh Talukder
48. Mohammad Moniruzzaman
49. Anisur Rahman Khan
50. Abu Naser Mohammad Sajidul Ahsan

Asstt. Director
Asstt. Director
Asstt. Director
Evaluation Officer
Asstt. Director
Asstt. Director
Research Officer

Rezaul
Quader
Tazib
Byomkesh
Moniruzzaman
Anis
Sajid

CONTACT INFORMATION

BPATC PABX: 771 0010-15; FAX: 771 0029; E-MAIL: bpatc@bangla.net

Sl. No.	Name	Designation	Telephone No.	
			Office	Residence
1.	Dr. Mir Obaidur Rahman	Rector-in-Charge	771 0028 4101	771 0020 4403
2.	Dr. Mir Obaidur Rahman	MDS (D&E)	771 0026 4103	771 0020 4403
3.	Md. Abdur Razzaque	MDS(R&C) Course Adviser	771 0022 4105	771 1629 4405
4.	Badrul Alam Tarafder	Director & Course Director	771 1608 4116	771 1630 4405
5.	A.K.M Musa	Director(Admn.)	771 0023 4107	771 0024 4407
7.	A.K.M. Enamul Haque	Deputy Director & Course Coordinator	4225/4229	4409
8.	Md. Golam Mahede	Deputy Director & Course Coordinator	4227/4136	4436
9.	S.M. Zobayer Enamul Karim	Sen. Res. Officer & Course Coordinator	4227/4172	4472
10.	Jesmin-Ara Begum	Asstt. Director & Course Coordinator	4226/4164	4464
11.	Dr. S. M. Mursheda	Medical officer	4142	4421
12.	Dr. Mostafizur Rahman	Medical Officer	4143	4443
11.	A.K.M. Ayenul Haque AD (Dormitory)		4145	4445
12.	Dormitory-3		4256;4238;4237;4242;4250;4268	
13.	BPATC PABX (Extension)		9/4212	
14.	Cafeteria		4210	
15.	Library Counter		4198	
16.	Clinic		4223	
17.	Manager, Sonali Bank		4147	

নং-সংখ্যা: প্রঃ - ১১/প্রশিঃ-১/২০০১-২৮

বিষয়: - ৩৮ তম এসিএডি কোর্সের জন্য প্রস্তুতকারী মনোনয়ন।

নির্দেশক্রমে জানানো যাচ্ছে যে, ১৮ ফেব্রুয়ারী ২০০১ তারিখ থেকে ৩০ মে ২০০১ তারিখ পর্যন্ত যেখানে বাংলাদেশ জ্যাক প্রশাসন প্রশিক্ষণ কেন্দ্র (সিপিএটিসি), সাতার ঢাকায় অনুষ্ঠিত ৩৮ তম এসিএডি কোর্সের জন্য সরকার নিম্নোক্ত কর্মকর্তাদের মনোনয়ন প্রদান করছেন :-

ক্রমিক নং	মনোনীত কর্মকর্তার নাম / প্রতিষ্ঠানের নাম ও পদবী	ন্যূনতম কর্মসময়
১		০
১।	মোঃ সিরাজ উদ্দিন মিয়া (১৩৮০) এএসডি(উপ সচিব),	সংসদে স্থায়ী বক্তৃতা
২।	মোঃ আবুল হোসেন মিয়া (২০৮২) উপ পরিচালক, স্বঃ ওঃ প্রশিক্ষণ কেন্দ্র, প্রশাসনিক	স্বঃ ওঃ প্রশিক্ষণ কেন্দ্র, প্রশাসনিক
৩।	মোজাম্মেল হক ফরহাদ খান (১৮৮১) এএসডি(উপ সচিব),	সংসদে স্থায়ী বক্তৃতা
৪।	মোহাম্মদ আবদুল হামিদ (১৩৮০)	"
৫।	মেজবাহ উদ্দিন (১৩৩৬)	"
৬।	মোঃ আবু বকর সিদ্দিক (১৮৮০)	"
৭।	সৈয়দ মোঃ হাফিজ আলী (২০৮৩)	"
৮।	মোঃ হাসানুর রহমান (১৩৮৩)	"
৯।	সৈয়দ মোঃ সাকিবুর রহমান (১১৩০) উপ পরিচালক,	প্রাথমিক বিদ্যালয়ের ছাত্র ছাত্রী
১০।	মোঃ গোলাম কাসেম (১৯৮০) কনিষ্ঠ ক্যাডার, প্রশাসনিক,	-দের বড়ি প্রদান প্রকল্প। চট্টগ্রাম ওয়াশা, চট্টগ্রাম
১১।	মোহাম্মদ ইমরান (১৯৮১) সচিব	চট্টগ্রাম সিটি কর্পোরেশন, চট্টগ্রাম
১২।	ফরহাদ উদ্দিন (২২৫২) উপ পরিচালক	মাদ্রাসা ডিগ্রি স্কুলের কর্মসূচী
১৩।	বেগম সুরাইয়া বেগম (১৩৮০) এএসডি (উপ-সচিব)	সংসদে স্থায়ী বক্তৃতা
১৪।	সাকিব উদ্দিন আহমেদ (১৯৮০) অতিরিক্ত পরিচালক	বাংলাদেশ টেলিভিশন
১৫।	মোঃ আলী মোল্লা চৌধুরী (১৬৩৬) এএসডি (উপ-সচিব)	সংসদে স্থায়ী বক্তৃতা
১৬।	সাইফুল আলম (১৩৮০) অতিরিক্ত জেলা প্রশাসক	পেরপুর
১৭।	এ.ও.ই.এম. আকরামুল হক (১৩৮১),	"
১৮।	বেগম কবিরাজ জাহেদা (১৯৮৬)	"
১৯।	বেগম কাউসার রহমান (২২৫৩)	"
২০।	মাহবুবুল হক (১৩৮৬) উপ পরিচালক	সিপিএটিসি, সাতার, ঢাকা
২১।	বেগম মমতাজ আহমেদ (১৩৮১) উপ পরিচালক	শিখার জন্য খাদ্য প্রকল্প
২২।	বেগম মুশফেকা ইকরাত (২০০১) এএসডি(উপ সচিব)	সংসদে স্থায়ী বক্তৃতা
২৩।	ফে এম জাহাঙ্গীর (১১৮১)	"
২৪।	বেগম খুরশীদা খাতুন (১১২০)	"
২৫।	মেসবাতুল আলম (১২০৭)	"

২৬।	জবাব ফারাহ আলী মন্ডল (২০৬০) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
২৭।	আবোহারুল করিম (১১৬৬)	"
২৮।	ডেপুটি সচিব আবু হাশিম (১০৮৮৫) অতিথিওর জেলা প্রশাসক	সংশোধন মন্ত্রণালয়
২৯।	মোঃ মফিজুল করিম (১১০৭) উপ পরিচালক	সমাজ কল্যাণ অধিদপ্তর
৩০।	মোহাম্মদ আবু জহের (১২০১) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৩১।	জালাল আহমেদ (২০৩১)	"
৩২।	জরিকুল ইসলাম (১৩৬৯)	"
৩৩।	মোঃ আমির হোসেন (২০১৭) উপ পরিচালক,	দুর্যোগ ব্যবস্থাপনা ব্যুরো ঢাকা
৩৪।	খোন্দকার আবদুস সাব্বী (৩৮৬৭) উপ পরিচালক,	বিসিএস প্রশাসন একাডেমী
৩৫।	উজ্জল বিকাশ দত্ত (২০২৮) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৩৬।	বেগম নিশান আরা আরাকানুজ্জামা (১০২২) উপ পরিচালক	বাণিজ্যিক বিদ্যুৎ বিভাগ ঢাকা
৩৭।	মীর মোহাম্মদ হোসেন (১৩২৩) অতিথিওর জেলা প্রশাসক	দুবিগঞ্জ
৩৮।	গণেশ চন্দ্র সরকার (১২৪৬),	ভোলা
৩৯।	বরুণ দেব (১২৬৮) উপ পরিচালক,	একিউ. অধিদপ্তর, ঢাকা
৪০।	মোঃ আবদুল কাইয়ুম (২২০০) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৪১।	আবু জবাব মন্ডল (১০৫৭), উপ-পরিচালক,	জাণ অধিদপ্তর, ঢাকা
৪২।	বনজুর হোসেন (১৬৭৩), প্রধান গ্রামস্ব কর্মকর্তা, টাঙ্গুরা-নিচি	চট্টগ্রাম সিটি কর্পোরেশন
৪৩।	মোঃ হুমায়ুন কবীর (৩১১০) উপ পরিচালক	প্রাথমিক শিক্ষা অধিদপ্তর, ঢাকা
৪৪।	মোঃ জিয়াউল ইসলাম (২১৬১) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৪৫।	আশিষ কুমার দাল (১৭৩৫) উপ পরিচালক	বাট অধিদপ্তর, ঢাকা
৪৬।	মোঃ জাফর আলী হামিদার (১২৫৪) উপ পরিচালক	প্রাইভেটাইজেশন কমিশন, ঢাকা
৪৭।	এম আবদুল জহের (৩৮৬৭) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৪৮।	মকসুমুল হাকিম চৌধুরী (৩৮৭০) ওএসডি(উপ সচিব)	সংশোধন মন্ত্রণালয়
৪৯।	মোহাম্মদ ইসলাম (১৩৮১)	"
৫০।	গোলাম মোস্তফা আলী (৩৮৭৩)	"
৫১।	এটিএম মহিউদ্দিন আহমেদ (১২০১)	"
৫২।	হুমায়ুন খালিদ (১৬৫৩)	"
৫৩।	মোঃ মফিজুল রহমান (২৪৬০)	"
৫৪।	মোঃ আমির হোসেন (৩৮৭৫)	"
৫৫।	মোঃ মফিজুল (১৮৬৩),	"
৫৬।	মোহাম্মদ মোস্তফা (১৪২৪)	"
৫৭।	মীর্জা ফজলুল করিম (৩৮৭৭)	" 14.02.01
৫৮।	মোঃ মফিজুল ইসলাম (২১৬৭)	"
৫৯।	মুহাম্মদ শহিদ মুখঃ ইকতিয়ার (২১০০)	"

REVIEWED & ACCEPTED

৬১।	মোঃ আবুল হারুন চৌধুরী (১৯৪২) ও ৬২।	উপ-মতি (উপ-মতি)	সংস্থাপন মন্ত্রণালয়
৬২।	মোঃ আজহার রহমান (১৯৫৮)	"	"
৬৩।	এ জে ড এম লকিকুল আলম (১৯৮২)	"	"
৬৪।	মোঃ মোহাম্মদ উর রহমান (১৯৫৬)	"	"
৬৫।	মোঃ আবোয্যার উল্লাহ (১৯৬০)	"	"
৬৬।	মোঃ বাহার উদ্দিন মিয়া (১৯৬৮)	"	"
৬৭।	মোঃ আবুল হোসেন (১৯৭২)	"	"
৬৮।	মোঃ আবুল হোসেন খান (১৯৭০)	"	"
৬৯।	মোঃ খোরশেদ আলম (১৯৮১)	"	"
৭০।	মোঃ আলী উদ্দিন (১৯৮১)	"	"
৭১।	আবদুর রহমান (১৯৮৭)	"	"
৭২।	মোঃ জাহিরুল ইসলাম (১৯৮৬)	"	"
৭৩।	আবদুল হক (১৯৯২)	"	"
৭৪।	মোঃ দাশসুল হক মিয়া (১৯৮৬)	"	"
৭৫।	সুদেব চন্দ্র সরকার (১৯৯৩)	"	"
৭৬।	আনন্স চন্দ্র দাস (১৯৮১)	"	"
৭৭।	মোঃ কজলুর রহমান (১৯৫৬)	"	"
৭৮।	লকিকুল আহমেদ (১৯০১)	"	"
৭৯।	মোঃ মোস্তাফা কামাল (১৯৭০)	"	"
৮০।	আবদুল মান্নান বান (১৯৬৪)	"	"
৮১।	মোঃ কজলুর আহমেদ (১৯৯৫) অতিরিক্ত পরিচালক	বাংলাদেশ টেলিভিশন, ঢাকা।	
৮২।	মোঃ মজিবুর রহমান (১৯০৭) উপ-পরিচালক	রাজউক	
৮৩।	পিউস কল (১৯২২) অতিরিক্ত জেলা প্রশাসক	কিশোরগঞ্জ	
৮৪।	এ এল এম আবদুর রহমান (১৯৭১) অতিরিক্ত জেলা প্রশাসক	বগুড়া	
৮৫।	আলমগীর জুইয়া, ওএসডি (উপ-মতি)	সংস্থাপন মন্ত্রণালয়	
৮৬।	মোঃ মজিবুর ইসলাম মজিবুর	"	
৮৭।	মোঃ আবদুর রহমান	"	
৮৮।	করতন চন্দ্র জোষিক	"	
৮৯।	মোঃ আমিনুর রহমান	"	
৯০।	মোঃ ইমাম হোসেন	"	
৯১।	আবদুল মান্নান, পরিচালক (প্রকৌশল)	বাংলাদেশ রেলওয়ে, ঢাকা	
৯২।	কে এ এম হারুন, ওএসডি (উপ-মতি)	সংস্থাপন মন্ত্রণালয়	
৯৩।	মোঃ নাসির উদ্দিন	"	
৯৪।	মোঃ আবদুল লকিকুল, অতিরিক্ত সিনিয়র এম/সি	পশ্চিম-বাহারী বাংলাদেশ রেলওয়ে	
৯৫।	মোঃ লকিকুল রহমান পাটোয়ারী, ওএসডি (উপ-মতি)	সংস্থাপন মন্ত্রণালয়	

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১	জনাব কবুল নজির চৌধুরী, ওএসডি (উপ সচিব)	সংস্হাপন বক্ষণালয়
২	" মাহবুব আহমেদ, "	"
৩	" মোহাম্মদ এয়াহিদুহোসেন "	"
৪	" এবিএম নূরুজ্জামান, "	"
৫	" জাঃ মোঃ জহির উদ্দিন খান "	"
৬	" জয়নাল আবেদীন খান, "	"
৭	" মোঃ আবু অহেদ (১৪৪৮) অতিরিক্ত জেলা প্রশাসক	বগুড়া
৮	" মোশাররফ হোসেন তুইয়া, ওএসডি (উপ সচিব)	সংস্হাপন বক্ষণালয়
৯	" এম এ হাফিজ, "	"
১০	" মোঃ আবদুল বাকির, বক্তৃতা, (সংস্হাপন বক্ষণ)	ভার অধিদপ্তর
১১	" চৌধুরী জিয়াউল হক, ওএসডি (উপ সচিব)	সংস্হাপন বক্ষণালয়
১২	" মোঃ শাহ আলম, "	"
১৩	" নাসির উদ্দিন আহমেদ "	"
১৪	" এ, কে, এম শামসুদ্দীন "	"
১৫	" মোঃ আজিজুল আশরাফ, "	"
১৬	" এম নুংকে বাখাল "	"
১৭	" আবু অহেদ "	"
১৮	" মিসেস বম জল বেগম, বৃদ্ধ নিবন্ধক,	সংস্হাপন অধিদপ্তর, ঢাকা
১৯	" আবু বদরুল আলম "	"
২০	" মোঃ মোশাররফ হোসেন, ওএসডি (উপ সচিব)	সংস্হাপন বক্ষণালয়
২১	" এসএমএ খানুমান "	"
২২	" মোঃ নূরুজ্জামান মির্জা "	"
২৩	" মোঃ মহিউদ্দিন আহমেদ "	"
২৪	" এটিএম বাকির হক "	"
২৫	" বেগম রূপাণী গাল "	"
২৬	" এসএম আবু জলিল "	"
২৭	" মোঃ মনসুর হোসেন "	"
২৮	" মোঃ মিল আলী হক (৩৪৪২২) "	"
২৯	" মোহাম্মদ নজিরুল আলম, "	"
৩০	" মোঃ জহিরুল আলম "	"

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বিগিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

ক্রমিক নং	শিরোনাম ও লেখক	মুদ্রিত কপি মূল্য
১।	ডায়েরি, ডায়েরি নমুনা (১৯৬৪)- সম্পাদিত, অর্থনৈতিক অগ্রগতি বিষয়ে,	Tk ৬.৫০
২।	খরিসি হোসেন (১৯৭০)- জল, প্রশাসনের বিভিন্ন পদ্ধতি	৬.৫০
৩।	খরিসি হোসেন (১৯৭১)- সম্পাদিত, প্রশাসনের মূলনীতি	৫
৪।	মিলুয়ার বেগম (১৯৬৪)- সম্পাদিত, পৌর প্রশাসকদের অভিজ্ঞতার স্মৃতিচারণ	৭০
৫।	মিলুয়ার বেগম (১৯৬৭), সরকারী কর্মচারী মহিলা নিবন্ধী বিকাশের সমস্যা	৬.৫০
৬।	এ.ও.এম. হোসেনুল হক ও হীরালাল খান (১৯৮৮), বাংলাদেশ সিভিল সার্ভিসে মহিলা	১২০
৭।	নাসিরউদ্দিন আহমেদ ও আক.ম. মাহবুবুল্লাহ (১৯৯৪) সম্পাদিত, সামাজিক পুনর্বাসন পদ্ধতি	১২৫
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৯।	Rokeya Rahuman Kabear(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 Abidin (1970) Bd. Our Cities and Towns	23
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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
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২২।	A.T.M. Shamsul Huda (1988) Approaches to Rural Health Care : A Case Study of Gonoshastya Kendra	40
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২৪।	A.K.M. Hedhayatul Huq & Others(1989) Sustainability of Primary Education Project in Bangladesh	40
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বিক্রয় সম্পর্কিত তথ্য :

- ক) কেন্দ্রের কার্যকর কক্ষ-১ এর ৩য় তলার প্রকাশনা শাখার মাধ্যমে তালিকাভুক্ত বই, পুস্তক, জার্নাল ইত্যাদি ৫০% কমিশনে বিক্রয় করা হয়।