

# **Training Course on Modern Office Management**

**15-19 April 2018**

## **Course Guideline**



**National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
Gazipur-1701  
[www.nata.gov.bd](http://www.nata.gov.bd)**

# **Training on Modern Office Management**

**15-19 April 2018**

## **Course Management**

Course Advisor :	Munshi Mohammad Hedayet Ullah Director General (In charge) NATA, Gazipur
Course Director :	Dr. Md. Abu Sayeed Miah Director Training (In-charge) NATA, Gazipur
Course Coordinator :	Md. Jamal Uddin Deputy Director (Entomology) NATA, Gazipur
Asst. Course Coordinator :	1. Jharna Begum Senior Assistant Director (Field Crop Pest) NATA, Gazipur  2. Mist. Sharmin Akhter Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur

## **Expectations**

Participant shall .....

....be increased their knowledge on office management.

Munshi Mohammad Hedayet Ullah  
Director General (In-charge)  
NATA, Gazipur  
and  
Course Advisor



.... be strengthened their capacity to manage the office.

Dr. Md. Abu Sayeed Miah  
Director Training (In-charge)  
NATA, Gazipur  
and  
Course Director



.... be able to increase efficiency as office manager.

Md. Jamal Uddin  
Deputy Director (Entomology)  
NATA, Gazipur  
and  
Course Coordinator



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## **Introduction to National Agriculture Training Academy (NATA)**

## **1. The Academy**

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programmes related to agriculture throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started as a training academy.

Initially, the Academy started its functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

## **2. Location**

The Academy is 25 km away from Dhaka city and 3 km away from *Joydevpur Chandana Chowrasta* towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **3. Vision**

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

## **4. Mission**

We are pledged to achieve the shared vision through:

- i. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhance linkage between education, research and extension to endow agriculture service delivery system;
- iii. Network with reputed institution of home and abroad for organizational capacity building; and
- iv. Foster a culture of continuous learning for development of knowledge-intensive agriculture service.

## **5. Functions**

The NATA has been entrusted to perform the following functions:

- i. Human resource development of the government, semi-government, autonomous organization under MoA through training of modern and sustainable agriculture technology;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for the development of socio-economic conditions of farmers;

- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy 2003; and
- ix. Perform all kinds of duties directed by the government.

## 6. Sessions

Everyday the session is started at 9.00 am in the morning and ends at 4:30 pm in the afternoon. There are two breaks started at 11.00 am and 12.30 pm for tea and lunch with prayer respectively. Participants are advised to attain the class in time without fail for avoiding any kinds of disciplinary action.

**Daily Schedule**

Activities	Duration
Recapitulation	09.00-9.15
1 <sup>st</sup> Session	9.15-10.30
Health break	10:30-11:00
2 <sup>nd</sup> Session	11:00-12.00
3 <sup>rd</sup> Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 <sup>th</sup> Session	2.15-3.30
Health break	3.30-4.00
5 <sup>th</sup> Session	4.00-5.00

## 7. Norms to be followed during the training

- No casual leave is allowed during training period.
- Participants living in the dormitory are advised to follow the norms of the dormitory.
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy.
- Participants are not allowed to enter the dormitory after 11:00pm at night

## 8. Evaluation

Course Director and other faculty members are given responsibility to evaluate the participants. The course is evaluated during pre and post training situation within 100 marks. On the other hand the participants are also given chance to evaluate the faculties and guest speakers by using a prescribed format.

## 9. Facilities

### 9.1. Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1

## **9.2. Digital Computer cum Language Lab. and IT facilities**

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1<sup>st</sup> floor of the Administrative building. IT facilities include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

## **9.3 Recreational Facilities**

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are available in recreation room for the participants.

## **9.4. Linkage with other Training Organizations**

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM and FIMA and so on. NATA has plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations in research in agriculture sector.

## **Course at a glance**

Need based training programs are organized by NATA for sixteen organization under MoA. In the present day scenario establishment and maintenance of an office are an art in itself. A great sense of professionalism is required for running an office efficiently to meet the ever increasing demand of trained executives for various administrative levels. To increase efficiency of office manager, a modern office management courses have been designed by NATA. The course serves as a suitable career oriented course, keeping in view the latest technological advancement and modern trends. By perusing modern office management course, candidates become professionally trained in various aspects of modern office management. It also provide professional expertise for the candidates and result in increased productivity and efficiency for the organization.

## **Course objectives**

1. To increase knowledge on modern office management.
2. To improve skills on office management.
3. To be trained in various aspects of modern office management.
4. To solve the different related problem in the working place.

## **Target population**

Grade-9 and above officers of sixteen organization under MoA.

**Duration of each Session:** 60 minutes

## **Prerequisite of the course**

- To attend in the training class in time;
- To be present at least 100% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in silent mode.

## **Course Content**

### **Module-1: Personnel Management**

1. General Condition of Services
2. Recruitment, Training and Promotion Procedure
3. Office Inspection
4. Managerial Leadership and Conflict Management
5. The Government Servants (Conduct) Rules, 1979
6. The Government Servants (Discipline and Appeal) Rules, 1985 and The Public Servants (Dismissal on conviction) Ordinance, 1985
7. Prescribed Leave Rules, 1959
8. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982, The Public Servants (Special Provision) Ordinance, 1979

### **Module-2: File and Record Management**

1. Office management procedure: docketing, filing, Referencing, Flagging and Digital File Numbering



2. Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook
3. ই-ফাইল সিস্টেমের পরিচিতি, সিস্টেমে লগইন, ও প্রোফাইল ব্যবস্থাপনা, ডাক আপলোড, ডাক ফরোয়ার্ড, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা।
4. ই-ফাইল: নথি তৈরী, নথির ধরন তৈরী, নথিতে অনুমতি দেয়া, পূর্বে তৈরীকৃত নথি সম্পাদনা করা, প্রেরিত নথি দেখা, নথিতে সিদ্ধান্ত দেয়া, নোটশীটে বিভিন্ন ধরনের সংযুক্তি প্রদান, খসড়া পত্র তৈরী, পত্র সম্পাদনা ও পত্র জারীকরণ, নথি নিষ্পত্তি করা।

### Module-3: Administrative Communication

1. Office Correspondence: Forms of written communication(Official letters, DO and Office memorandum
2. Preparing Notice, Conduct Meeting, Preparation of working paper and writing minutes
3. Procedure for Disciplinary action
4. Writing note, Draft and summary
5. Delegation of Administrative and Financial Power
6. Role and Responsibility of DDOs
7. Store Management
8. Human Resource Management

### Module-4: Performance Appraisal

1. Performance Appraisal and ACR writing

### Module-5: Cross Cutting Issues

1. Sustainable Development Goal(SDG)
2. Right to Information Act,2009
3. E-Governance: Concept, elements and challenges

### List of Resource Personnel

Sl. No.	Name	Address	Cell	e-Mail
1	Mohammad Firoj Miah	Additional Secretary Rtd.)	01552395244	firozmia_07@yahoo.com
2	Abul Kashem Md. Borhan Uddin	Joint Secretary, Ministry of Jute and Textile	01716712349	abulkashem.borhan@yahoo.com
3	Munshi Mohammad Hedayet Ullah	DG (Incharge), NATA, Gazipur	01711193834	dgnata14@gmail.com
4	Md. Jakir Hossain	Deputy Director (Genetics & Plant Breeding)	01715797920	hzakir104@gmail.com
5	Dr. Md. Aklas Uddin	Deputy Director (Planning and	01716257354	akhlas.uddin@yahoo.com

		Publication)		
6	Mr Rajibul Islam	DD (Admin) BPATC, Saver, Dhaka	01712222149	razibislam.15169@gmail.com
7	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail.com
9	Dr. Md. Abu Sayed Miah	DD (Plant Pathology), NATA, Gazipur	01712024623	sayeedplp@gmail.com
10	Ranjit Kumar Pal	Deputy Director (Agril. Machinery & Water Management)	01818600706	ranjitrkpbd@gmail.com
11	Khabirunnahar	Senior Assistant Director (Pulse & Oil Crops)	01733995286	naharkhabirun@yahoo.com
12	Mohammad Shahadot hossain Siddique	SAD (Agric. Economics), NATA, Gazipur	01753896598	muhammadsiddiquee@gmail.com

## Course Schedule

### 1<sup>st</sup> Day (15/04/2018) Sunday

Time	Subject	Recourse Person
8.30.00-9.00	Registration	Most. Sadikunnahar/Md. Arif
9.00-9.30	Pre- Evaluation	CC / ACCs
9.30-10.00	Inaugural Ceremony	DG, Directors, Faculties of NATA
10.00-11.00	General Condition of services	Mr Rajibul Islam DD (Admin) BPATC, Saver, Dhaka
11.00-11.15	Tea Break	-
11.15-12.15	Recruitment, Training and Promotion procedure	Mr Rajibul Islam DD (Admin) BPATC, Saver, Dhaka
12.15-1.15	Office Inspection	Mr Rajibul Islam DD (Admn), BPATC, Saver, Dhaka
1.15-2.00	Lunch and Prayer	-
2.00-3.00	Managerial Leadership & Conflict Management .	Md. Jakir Hossain DD ( Genetics & plant Breeding), NATA, Gazipur

3.00-4.00	Right to Information Act, 2009	Khabirun Nahar, SAD (Puls & Oil Crop), NATA, Gazipur
4.00-5.00	Group Work/Practice	CC / ACCs

### **2<sup>nd</sup> Day (16/04/2018) Monday**

Time	Subject	Recourse Person
9.30-9.45	Review	CC / ACCs
9.45-10.45	Prescribed Leave Rules 1959	Mohammad Firoj Miah Additional Secretary (Rtd.)
10.45-11.00	Tea Break	-
11.00-12.00	The Government Servants (Discipline and Appeal) Rules, 1985 and The Public Servants (Dismissal on conviction) Ordinance, 1985	Mohammad Firoj Miah Additional Secretary (Rtd.)
12.00-1.00	Procedure for Disciplinary action	Mohammad Firoj Miah Additional Secretary (Rtd.)
1.00-2.00	Lunch and Prayer	-
2.00-3.00	The Government Servants (Conduct) Rules, 1979	Mohammad Firoj Miah Additional Secretary (Rtd.)
3.00-4.00	The Public Employees Discipline (Punctual Attendance) Ordinance, 1982, The Public Servants (Special Provision) Ordinance 1979	Mohammad Firoj Miah Additional Secretary (Rtd.)
4.00-5.00	Group Work/Practice	CC / ACCs

### **3<sup>rd</sup> Day (17/04/2018) Tuesday**

Time	Subject	Recourse Person
9.30-9.45	Review	CC / ACCs
9.45-10.45	Office management procedure: docketing, filing, Referencing, Flagging and Digital File Numbering	Abul Kashem Md. Borhan Uddin Joint Secretary, Ministry of Jute and Textile
10.45-11.00	Tea Break	-
11.00-12.00	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock & Condemn Register, Peonbook.	Abul Kashem Md. Borhan Uddin Joint Secretary, Ministry of Jute and Textile
12.00-1.00	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Abul Kashem Md. Borhan Uddin Joint Secretary, Ministry of Jute and Textile
1.00-2.00	Lunch and Prayer	-
2.00-3.00	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Abul Kashem Md. Borhan Uddin Joint Secretary, Ministry of Jute and Textile
3.00-4.00	Writing note, Draft and summary	Abul Kashem Md. Borhan Uddin Joint Secretary, Ministry of Jute and Textile
4.00-5.00	Group Work/Practice	CC / ACCs

**4<sup>th</sup> Day (18/04/2018) Wednesday**




Time	Subject	Recourse Person
9.30-9.45	Review	CC / ACCs
9.45-10.45	Delegation of Administrative and Financial Power	Dr. Md. Aklas Uddin Deputy Director (Planning and Publication) NATA, Gazipur
10.45-11.00	Tea Break	-
11.00-12.00	Role and Responsibility of DDOs	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service) NATA, Gazipur
12.00-1.00	e-Governance: concept, elements and challenges	Muhammad Shahadat Hossain Siddiquee Senior Assistant Director (Agriculture Economics), NATA, Gazipur
1.00-2.00	Lunch and Prayer	-
2.00-3.00	Store Management	Dr. Md. Abu Sayed Miah, DD (Plant Pathology), NATA, Gazipur
3.00-4.00	Performance Evaluation and Annual Confidential Report (ACR) writing	Dr. Md. Abu Sayed Miah, DD (Plant Pathology), NATA, Gazipur
4.00-5.00	Group Work/Practice	CC / ACCs

**5<sup>th</sup> Day (18/04/2018) Thursday**

Time	Subject	Recourse Person
9.30-9.45	Review	CC / ACCs
9.45-10.45	ই-ফাইল সিস্টেমের পরিচিতি, সিস্টেমে লগইন, ও প্রোফাইল ব্যবস্থাপনা, ডাক আপলোড, ডাক ফরোয়ার্ড, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা।	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service) NATA, Gazipur
10.45-11.00	Tea Break	-
11.00-12.00	ই-ফাইল: নথি তৈরী, নথির ধরন তৈরী, নথিতে অনুমতি দেয়া, তৈরী, নথিতে অনুমতি দেয়া, পূর্বে তৈরীকৃত নথি সম্পাদনা করা, পূর্বে তৈরীকৃত নথি সম্পাদনা করা, প্রেরিত নথি দেখা, নথিতে সম্পাদনা করা, প্রেরিত নথি দেখা, নথিতে সিদ্ধান্ত দেয়া, দেখা, নথিতে সিদ্ধান্ত দেয়া, নোটশীটে বিভিন্ন ধরনের সংযুক্তি নোটশীটে বিভিন্ন ধরনের সংযুক্তি প্রদান, খসড়া পত্র তৈরী, পত্র সংযুক্তি প্রদান, খসড়া পত্র তৈরী, পত্র সম্পাদনা ও পত্র তৈরী, পত্র সম্পাদনা ও পত্র জারীকরণ, নথি নিষ্পত্তি করা।	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service) NATA, Gazipur

	জারীকরণ, নথি নিষ্পত্তি করা।	
12.00-1.00	Sustainable Development Goal (SDG)	Munshi Mohammad Hedayet Ullah, DG (Incharge), NATA, Gazipur
1.00-2.00	Lunch and Prayer	-
2.00-3.00	Human Resource Management	Ranjit Kumar Pal Deputy Director (Agril. Machinery & Water Management), NATA, Gazipur
3.00-4.00	Post & Course Evaluation	CC / ACCs
4.00-5.00	Closing Ceremony	DG, Directors, Faculties of NATA

### Faculty Members of NATA

Photo	Name & Designation	Phone/Cell/ E-mail
	<b>Munshi Mohammad Hedayet Ullah</b> Director General (In-charge)	02-49263298 01711-193834 hedayetullah_59@yahoo.com
	<b>Dr. Md. Abu Sayeed Miah</b> Deputy Director (Plant Pathology)	01712-024623 sayeedplp@gmail.com
	<b>Dr. Ataur Rahman Howlader</b> Deputy Director (Soil Science)	02-9263143 01814-301360 ataurdae87@gmail.com

	<b>Md. Jakir Hossain</b> Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	<b>Dr. Md. Shariful Islam</b> Deputy Director (Agronomy)	01743-051115 mshariful60@yahoo.com
	<b>Dr. Md. Delwar Hossain Mazumder</b> Deputy Director (Agril. Ext. & Rural Economy)	01552-426576 01815-597304 dhossain1960@yahoo.com
	<b>Ranjit Kumar Pal</b> Deputy Director (Agril. Machinery & Water Management)	01818-600706 ranjitrkpbd@gmail.com
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	<b>Anowara Akhter</b> Deputy Director (Environment & Agroforestry)	01918-023360 anowaraakhter@yahoo.com
	<b>Mahmudul Hasan</b> Project Director	01715-101818 hasandae@yahoo.com
	<b>Dr. Md. Aklas Uddin</b> Deputy Director (Planning and Publication)	01716-257354 akhlas.uddin@yahoo.com
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	<b>Abul Kalam Azad</b> Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com
	<b>Jharna Begum</b> Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
	<b>A.K.M. Amdadul Hoque</b> Senior Assistant Director (Horticulture Crop Disease)	01720-364979 amdadhoque74@gmail.com
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	<b>Hafsha Khatun</b> Senior Assistant Director (Genetics & Plant Breeding)	01721-670789 hafshahappy@yahoo.com
	<b>Most. Nurnahar</b> Senior Assistant Director (Flower & Fruit)	01712-672804 nrda2011@gmail.com
	<b>Md. Anowarul Islam Juwel</b> Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	<b>Lailatul Rokhsana Lima</b> Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com

## List of Participants



