

Training on
Civil case, NIS, RTI, SDGs, APA and Management of
Agril. Rules & Regulations

27-31 January, 2018



Course Guideline



National Agriculture Training Academy (NATA)
Ministry of Agriculture
Gazipur-1701
www.nata.gov.bd

Civil case, NIS, RTI, SDGs, APA and Management of Agril. Rules & Regulations

27-31 January 2019

Course Management

Course Advisor & Course Director	:	Dr. Md. Abu Sayeed Miah Director General (In charge) NATA, Gazipur
Course Coordinator	:	Md. Jamal Uddin Deputy Director (Entomology) NATA, Gazipur
Asst. Course Coordinator	:	1. Mst. Sharmin Akhter Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur 2. Md. Saiful Islam Senior Assistant Director (Horticulture Crop Disease) NATA, Gazipur

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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 st Session	9.15-10.30
Health break	10.30-11:00
2 nd Session	11:00-12.00
3 rd Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 th Session	2.15-3.30
Health break	3.30-4.00
5 th 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 1st 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. This type of training course is a crucial need for the officers of different organization under MoA. SDG, NIS, APA, RTI etc. are contemporary issues of the present Government for sustainable development. But there is no sufficient plan and practice on Govt. contemporary issues in the working place for inadequate training. At present sub judicial cases of different departments and organizations under MoA are lingering due to lack of proper knowledge on legislation. The different departmental cases are unsolved also. This training course will helpful to solve the departmental case and other related problems. Participants will able to know about SDG, NIS, APA, RTI etc and prepare the papers on legislation regarding different types of case.

Course objectives

1. To improve skills on filling and solving of different cases.
2. To increase knowledge on SDG, NIS, APA, RTI etc
3. To solve the different related problem in the working place.

Target population

Case related officer and focal point 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 99% 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

Serial no.	Topics
1	Time Limit for filing Appeal in different courts and procedure on Appeal
2	Discussion on procedure of filing Cases/ Appeals before the AT and AAT. Detail discussion on writ petitions
3	Civil Petition for Leave to Appeal and procedure of filing Civil Appeal
4	Essential Documents for review petition and its procedure
5	Drafting of Written statements containing para wise reply of the plaint and Memorandum of appeal and its valuation & Preparation of written statements containing para wise reply of the plaint and transmission thereof
6	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.
7	Background , aims & Role in Agriculture Sector According to SDG & its Challenges
8	Planning & Implementation of National Integrity Strategy
9	Different Types of Civil Cases / Suits in different courts and various stages of a Case
10	Procedure for Institution of Civil Cases
11	Steps to be taken by the Government in cases field in different civil courts
12	Role of the Public Servants in preserving/ protection of Government Land/ Properties
13	Land law (Salient feature of state Acquisition and Tenancy Act, 1950; Non Agricultural Tenancy Act, 1949; Land Reforms Ordinance 1984; Transfer of property Act, 1882; Muslim law; Hindu Law etc.
14	Right to Information Act and its implementation, Penalties
15	Fertilizer Management/ Control Act
16	Pesticide Regulation
17	National Seed Policy and Seed Act

Class Schedule

Date: 27/01/2019

Day-01: Sunday

Time	Topic	Speaker
8.30-9.00	Registration	Sadiqunnahar (Lucky), Demonstrator (Lab.)
9.00-9.30	Pre-Evaluation Test	CC/ACC
9.30-10.00	Inaugural Ceremony	DG/Faculties / CC /ACC
10.00-11.00	Time Limit for filing Appeal in different courts and procedure on Appeal	Md. Moshir Rahman, DS, Law Branch, MoA, Mob. No.-01712544774
11.00-11.20	Tea Break	
11.20 -12.20	Discussion on procedure of filing Cases/ Appeals before the AT and AAT. Detail discussion on writ petitions	Do
12.25-1.25	Civil Petition for Leave to Appeal and procedure of filing Civil Appeal	Do
1.25-2.30	Prayer & Lunch	
2.30-3.30	Essential Documents for review petition and its procedure	Do
3.35-4.35	Drafting of Written statements containing para wise reply of the plaint and Memorandum of appeal and its valuation & Preparation of written statements containing para wise reply of the plaint and transmission thereof	Do
4.35-5.00	Evening Tea	

☞ This Schedule is Subject to Change

Date: 28/01/2019**Day-02: Monday**

Time	Topic	Speaker
9.00-9.15	Review of the previous day	Mst. SharminAkhter Sr. AD, NATA
9.15-10.15	Practice Session of Drafting of Written statements containing para wise reply of the plaint and Memorandum of appeal and its valuation & Preparation of written statements containing para wise reply of the plaint and transmission thereof	Md. Mahbubul Islam Joint Secretary (Extension), MoA , Mob. No.01911010083
10.20-11.20	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for transfer project personnel to revenue head.	Do
11.20-11.40	Tea Break	
11.45 -12.45	Continued	Do
12.50 – 2.15	Prayer & Lunch	
2.15-3.15	Background and aims of SDG	Do
3.200-4.20	Role in Agriculture Sector According to SDG & its Challenges	Do
4.20-4.50	Evening Tea	

Date: 29/01/2019**Day-03: Tuesday**

Time	Topic	Speaker
9.00-9.15	Review of the previous day	Mst. Sharmin Akhter Sr. AD, NATA
9.15-10.15	Planning of National Integrity Strategy	Dr. Humayra Sultana JS , Budget & Monitoring Branch, MoA. Mob. No.- 01552341215
10.20-11.20	Implementation of National Integrity Strategy	Do
11.20-11.40	Tea Break	
11.45 -12.45	Rules of making Annual Performance	Do
12.50 – 2.15	Prayer & Lunch	
2.15-3.15	Management techniques of Annual Performance	Do
3.200-4.20	National Seed Policy and Seed Act	Md. Hasan Kabir, DD(Budget & Finance) SCA, Gazipur Mob. No.- 01775223383
4.20-4.50	Evening Tea	

Date:30/01/2019**Day-04: Wednesday**

Time	Topic	Speaker
9.00-9.15	Review of the previous day	Md. Saiful Islam Sr. AD, NATA
9.15-10.15	Different Types of Civil Cases / Suits in different courts and various stages of a Case	Dr. Md. Iqbal Hossain Addl. District Judge Mymensingh Mob.01711185874
10.20-11.20	Procedure for Institution of Civil Cases	Do
11.20-11.40	Tea Break	
11.45 -12.45	Steps to be taken by the Government in cases field in different civil courts	Do
12.50 – 2.15	Prayer & Lunch	
2.15-3.15	Role of the Public Servants in preserving/ protection of Government Land/ Properties	Do
3.200-4.20	Land law (Salient feature of state Acquisition and Tenancy Act, 1950; Non Agricultural Tenancy Act,1049; Land Reforms Ordinance1984;Transfer of property Act, 1882; Muslim law; Hindu Law etc.	Do
4.20-4.50	Evening Tea	

Date: 31/01/2019**Day-05 : Thursday**

Time	Topic	Speaker
9.00-9.15	Review of the previous day	Md. Saiful Islam Sr. AD, NATA
9.15-10.15	Right to Information Act and its implementation	Md. Amirul Islam , DS, Admin- 4, MoA, Mob. No. 01917752007
10.20-11.20	Procedure of getting information under the right to information	Do
11.20-11.40	Tea Break	
11.45 -12.45	Penalties According to RTI	Do
12.50 – 2.10	Prayer & Lunch	
2.10-3.10	Fertilizer Management/ Control Act	Dr.Ashrafuzzaman PSO, BARI, Gazipur
3.15- 4.15	Pesticide Regulation	Dr. Debashish Sarker CSO, Entomology Div., BARI, Gazipur

4.15 - 4.45	Closing Ceremony	CC/ACC
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List of Resource Personnel

Sl. No.	Name	Designation and Address	Mobile	e-mail
1	Md. Mahbubul Islam	Joint Secretary (Extension), MoA, Dhaka	01911010083	mahbub4149@gmail.com
2	Dr. Humayra Sultana	Joint Secretary Budget & Monitoring Branch, MoA, Dhaka	01552341215	humayrasultana15@gmail.com
3	Md. Moshir Rahman	Deputy Secretary, Law Branch, MoA, Dhaka	01712544774	mosir2077@yahoo.com
4	Dr. Md. Iqbal Hossain	Addl. District Judge, Mymensingh	01711185874	mihossain_law@yahoo.com
5	Md. Amirul Islam	Deputy Secretary, Admin- 4, MoA, Dhaka	01917752007	dsadmin4@moa.gov.bd
6	Md. Hasan Kabir,	Deputy Director (Budget & Finance) SCA, Gazipur	01775223383	ddfinance@sca.gov.bd
7	Dr. Debashish Sarker	CSO, Entomology Div., BARI, Gazipur		
8	Dr. Ashrafuzzaman	PSO, BARI, Gazipur		

প্রশিক্ষণার্থীদের তালিকা

প্রশিক্ষণের বিষয়ঃ Civil case, NIS, RTI,SDGs, APA and Management of Agril. Rules & Regulations

সময়কালঃ ২৭-৩১ জানুয়ারি ২০১৯ খ্রি.

ক্র. নং.	নাম ও পদবী	কর্মস্থল	মোবাইল নম্বর
1.	এম. মনজুরুল আলম মন্ডল প্রধান বৈজ্ঞানিক কর্মকর্তা	ক্রপ ফিজিওলজি বিভাগ, বিনা, ময়মনসিংহ	০১৭১৬৭৪৯৪২৯
2.	ড. রীমা আশরাফী উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	পরিকল্পনা ও উন্নয়ন শাখা, বিনা, ময়মনসিংহ	
3.	ড. মোঃ বাবুল হোসেন উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	পাট গবেষণা আঞ্চলিক কেন্দ্র, কিশোরগঞ্জ	০১৭১৯৩৬২১৬১
4.	সানজিদা আক্তার ভারপ্রাপ্ত উপব্যবস্থাপক	মহাব্যবস্থাপক(বীজ) এর দপ্তর, বিএডিসি, কৃষি ভবন, ঢাকা।	০১৭১৫২০২৯২৮
5.	সুস্মিতা কর্মকার মুনমুন বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট, আঞ্চলিক গবেষণাগার, ঢাকা	০১৭২১৭১৬০৮৬
6.	মোঃ নায়মুল হাসান বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট, জেলা কাযালয়, পাবনা	০১৭১৯৭৩৪০৫৫
7.	আতিয়া রোখসানা উর্ধ্বতন পরিকল্পনা কর্মকর্তা	পরিকল্পনা ও মূল্যায়ন বিভাগ, বিআরআরআই, গাজীপুর	০১৮২৭৫৬৪৭০২
8.	মোঃ সাইদুল ইসলাম প্লানিং অফিসার	পরিকল্পনা ও মূল্যায়ন বিভাগ, বিআরআরআই, গাজীপুর	০১৬৮০০২২৯২০
9.	ফাহিনুর রহমান শাভিল তুলা উন্নয়ন কর্মকর্তা	তুলা উন্নয়ন বোর্ড খামারবাড়ি, ঢাকা	০১৭১৫৯৬৪৪৩২
10.	মোঃ শফি আল মামুন জনসংযোগ কর্মকর্তা	বিএসআরআই, ইশ্বরদী, পাবনা	০১৭২০০৮৩২৯৩
11.	মোঃ সাইয়ুম হোসেন বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ইশ্বরদী, পাবনা	০১৭২১২০৭২১৬
12.	মোঃ মাহফুজুর রহমান সহকারী প্রকৌশলী	বিএমডিএ, মান্দা জোন	০ ১ ৭ ১ ৬ ২ ১ ৮ ৬ ৯ ৪
13.	প্রিন্স বিশ্বাস বৈজ্ঞানিক কর্মকর্তা	বাংলাদেশ ফলিত পুষ্টি গবেষণা ও প্রশিক্ষণ ইনস্টিটিউট	০১৭২৮৩৩৫৯৩৩
14.	মাহমুদা হক অতিরিক্ত উপপরিচালক (প্রশাসন ও অর্থ)	বীজ প্রত্যয়ন এজেন্সী, গাজীপুর	০১৭১৮৪২৫৩১১
15.	আমিনা বেগম অতিরিক্ত উপপরিচালক (মাঠ প্রশাসন, পরিকল্পনা ও মনিটরিং)	বীজ প্রত্যয়ন এজেন্সী, গাজীপুর	০১৭২২৩১৮৮২৯
16.	মোহাম্মদ মাহবুবুল হাসান সিনিয়র সহকারী পরিচালক (সংস্থাপন)	বিএআরসি, ঢাকা	০১৯১২০৮২৪৬৯
17.	মোঃ মাহমুদুল হাসান সিনিয়র সহকারী পরিচালক	প্রশাসন শাখা, সেবা ও সরবরাহ উইং, বিএআরআই, গাজীপুর	০১৫২১২২০৪৪৫
18.	ড. মোঃ ইমরান খান চৌধুরী	প্রশিক্ষণ ও যোগাযোগ উইং, বিএআরআই, গাজীপুর	০১৭৬৩৯৬০৬৩৫

ক্র. নং.	নাম ও পদবী	কর্মস্থল	মোবাইল নম্বর
	বৈজ্ঞানিক কর্মকর্তা		
19.	রতন চন্দ্র বর্মন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, সোনাইমুড়ি, নোয়াখালী	০১৭২৫২৪৩৭৪৯
20.	মোঃ নূর আলম উদ্যানতত্ত্ববিদ	হটিকালচার সেন্টার, রামু, কক্সবাজার	০১৭৪৪৩১৫৮২০
21.	মোঃ আবদুল্লাহ আল-মামুন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, ভেড়ামারা, কুষ্টিয়া	০১৭০১২৩৮৭৮৭
22.	নুসরাত কবীর কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, মাগুরা সদর, মাগুরা	০১৭৪৫০৩২৩১০
23.	মোঃ জোবায়ের হোসেন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, কোম্পানিগঞ্জ, নোয়াখালী	০১৭৩৭৩৫৬৪৭৪
24.	মোঃ আবদুল্লাহ আল মামুন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, কালীগঞ্জ, গাজীপুর	
25.	মোঃ শওকত হোসেন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, মঠবাড়িয়া, পিরোজপুর	০১৭৩১৮২২১১৮
26.	মোঃ মনিরুজ্জামান কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস তালতলী, বরগুনা	০১৭৯৭৩১৬০৭০