

Training Course On Modern Office Management

11 October - 15 October 2020

Course Completion Report



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

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Course information at a glance

Duration of the Course	: 5 days (11 October - 15 October 2020)
Duration of each Session	: 60 minutes
Target participants	: Grade-9 and above officers of seventeen organizations under MoA.
No. of total participants	: 35 (Male: 27, Female: 08)
No. of Resource Personnel	: 19
No. of Topics	: 39
No. of Session	: 39

Course Management

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

Introduction

Need based training programs are organized by NATA for sixteen organizations 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 provides professional expertise for the candidates and result in increased productivity and efficiency for the organization.

Course objectives

1. To equip the participants with necessary knowledge of office management.
2. To enhance the participants' problem solving skills so that they can efficiently manage their office.

Course Content

Module-1: Personnel management & Service Rules

Module-2: File and Record Management

Module-3: e-filing

Module-4: Administrative Communication

Module-5: Leadership and change management

Module-6: Cross Cutting Issues

1. National Integrity Strategy (NIS)
2. Annual Performance Agreement
3. Sustainable Development Goal
4. Social Safety Program

List of Resource Personnel

Sl. No.	Name	Address	Cell	e-mail
1	Kbd. Mir Nurul Alam	Director General(Ex) , DAE	01755507728	dgdae@gmail.com
2	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
3	Dr. Md. Abu Sayed Miah	DG (In-charge), NATA, Gazipur	01712024623	sayeedplp@gmail.com
4	Md. Muzammel Hoque	Additional Secretary. North City Corporation, Dhaka	01726191921	Muzammel4247@gmail.com
5	Dr. Md. Akhtaruzzaman, ,	Director (Admin), NATA	01711884191	akhtar62bd@gmail.com
6	Md. Nurul Islam,	Chief Instructor, NAPD, Nilkhet, Dhaka	01552363381	islamnurul2002@yahoo.com
7	Md. Jamal Uddin	DD (Entomology), NATA, Gazipur	01718214607	jamaldae62@gmail.com
8	Dr. Md. Akhlas Uddin	Deputy Director (Planning and Publication)	01716257354	akhlas.uddin@yahoo.com
9	Dr. Md. Sayedur Rahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail.com
10	Dr. Md. Abdul Mazed	DD (LR) and Attached , NATA, Gazipur	01814849190	mazed13th.dae@gmail.com
11	Dr. Md. Jamal Uddin	Deputy Director (Plant Pathology), NATA, gazipur	01712272859	jamaldae@yahoo.com

List of the Trainees

Sl. No.	Name	Designation	Organization
1	Md. Mehedi Hasan	Scientific Officer	Divisional Office, SRDI, Sylhet
2	Dr. A. B. M Khaldun	Senior Scientific Officer	Oilseed Research Centre, BARI, Gazipur
3	Muhammad Sajidur Rahman	Principal Scientific Officer	Soil Science Division, BARI, Gazipur
4	Syed Rafiul Haque	Scientific Officer	Training & Communication Wing, BARI, Gazipur
5	Dr. Mohammad Abu Hena Sorwar Jahan	Chief Scientific Officer	TCRC, BARI, Gazipur
6	Sanjida Akhter	Deputy Director	Krishi Bhaban, BADC, Dhaka
7	Md. Shaidul Islam	Farm Manager	BINA, Mymensingh
8.	Md. Farhad Hossain	Assistant Director (Establishment)	BJRI, Dhaka
9	Md. Shibli Sadik	Programmer,	Electronics Section, BINA, Mymensingh
10	Dr. Mohammed Harun Or Rashid	Senior Scientific Officer	Oilseed Research Centre, BARI, Gazipur
11	Muhammad Shafiqul Hoq Akand	Additional Deputy Director (LR)	Department of Agricultural Extension, Khamarbari, Dhaka
12	Kalpana Rahman	Upazila Agriculture Officer	Patiya, Chattogram
13	Md. Alauddin	Agriculture Extension Officer	Srimongal, Moulovibazar
14	Ali Kabir	Assistant Director (Training)	DAM, Regional Training Centre, Jashore
15	Shohag Fakir	Assistant Director	BARC, Farmgate, Dhaka
16	Kanak Chandra Roy	Agriculture Extension Officer	Dimla, Nilphamari
17	Hasan Imam	District Seed Certification Officer	Seed Certification Agency, Bogura
18.	Mousumi Paul	Senior Assistant Director	NATA, Gazipur
19	Md. Mahmudul Alam Khan	Seed Certification Officer	Seed Certification Agency, Rangpur
20	Sabina Sultana	Upazila Agriculture Officer	Gazipur Sadar, Gazipur

List of the Trainees

Sl. No.	Name	Designation	Organization
21	Dr. Md. Sorof Uddin	Senior Scientific Officer	Fruits Division, HRC, BARI, Gazipur
22	Md. Shahidul Islam	Senior Scientific Officer	BSRI, Joypurhat Substation
23	Syed Sabbir Ahmed	Public Relations Officer	BIRTAN, Dhaka
24	Md. Saiful Islam	Assistant Director (TC)	BADC, Kashimpur, Gazipur
25	Amina Begum	Additional Deputy Director	Seed Certification Agency, Gazipur
26	Lialatul Rokshana Lima	Senior Assistant Director	NATA, Gazipur
27	Md. Monjurul Huda	Cotton Development Officer	Cotton Development Board, Dhaka
28	Rumman Akter	Upazila Agriculture Officer	Fulbari, Dinajpur
29	Sanjit Mandal	Scientific Officer	BSRI, Iswardi, Pabna
30	Topu Ahmed	Agriculture Extension Officer	Bera, Pabna
31	Md. Imdadul Hasan	Agriculture Extension Officer	Nazirpur, Pirojpur
32	Md. Mushiul Islam	Regional Agriculture Information Officer	AIS, Cumilla Region
33	Dr. Md. Mahfuz Bazzaz	Senior Scientific Officer	BWMRI, Nashipur, Dinajpur
34	Dr. Salma Laizu	District Seed Certification Officer	Seed Certification Agency, Netrokona
35	Md. Mofazzal Hossain	Assistant Engineer	BMDA, Rangpur Zone, Rangpur

Pre and Post Evaluation of the Trainees

Date: 11-15 October 2020**Full Marks: 25****Time: 30 minute**

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
1	Md. Mehedi Hasan	Scientific Officer	Divisional Office, SRDI, Sylhet	07	23
2	Dr. A. B. M Khaldun	Senior Scientific Officer	Oilseed Research Centre, BARI, Gazipur	05	22
3	Muhammad Sajidur Rahman	Principal Scientific Officer	Soil Science Division, BARI, Gazipur	07	20
4	Syed Rafiul Haque	Scientific Officer	Training & Communication Wing, BARI, Gazipur	10	23
5	Dr. Mohammad Abu Hena Sorwar Jahan	Chief Scientific Officer	TCRC, BARI, Gazipur	09	22
6	Sanjida Akhter	Deputy Director	Krishi Bhaban, BADC, Dhaka	09	22
7	Md. Shaidul Islam	Farm Manager	BINA, Mymensingh	07	23
8	Md. Farhad Hossain	Assistant Director (Establishment)	BJRI, Dhaka	9	22
9	Md. Shibli Sadik	Programmer	Electronics Section, BINA, Mymensingh	04	21
10	Dr. Mohammed Harun Or Rashid	Senior Scientific Officer	Oilseed Research Centre, BARI, Gazipur	05	20
11	Muhammad Shafiqul Hoq Akand	Additional Deputy Director (LR)	Department of Agricultural Extension, Khamarbari, Dhaka	08	24
12	Kalpana Rahman	Upazila Agriculture Officer	Patiya, Chattogram	08	22
13	Md. Alauddin	Agriculture Extension Officer	Srimongal, Moulovibazar	07	
14	Ali Kabir	Assistant Director (Training)	DAM, Regional Training Centre, Jashore	06	24
15	Shohag Fakir	Assistant Director	BARC, Farmgate, Dhaka	05	24
16	Kanak Chandra Roy	Agriculture Extension Officer	Dimla, Nilphamari	08	25
17	Hasan Imam	District Seed Certification Officer	Seed Certification Agency, Bogura	10	20

Sl.	Name	Designation	Posting Place	Obtained Marks	
				Pre evaluation	Post evaluation
18	Mousumi Paul	Senior Assistant Director	NATA, Gazipur	09	21
19	Md. Mahmudul Alam Khan	Seed Certification Officer	Seed Certification Agency, Rangpur	9	22
20	Sabina Sultana	Upazila Agriculture Officer	Gazipur Sadar, Gazipur	10	24
21	Dr. Md. Sorof uddin	Senior Scientific Officer	Fruits Division, HRC, BARI, Gazipur	12	23
22	Md. Shahidul Islam	Senior Scientific Officer	BSRI, Joypurhat Substation	8	24
23	Syed Sabbir Ahmed	Public Relations Officer	BIRTAN, Dhaka	9	24
24	Md. Saiful Islam	Assistant Director (TC)	BADC, Kashimpur, Gazipur	8	22
25	Amina Begum	Additional Deputy Director	Seed Certification Agency, Gazipur	11	24
26	Lialatul Rokshana Lima	Senior Assistant Director	NATA, Gazipur	9	21
27	Md. Monjurul Huda	Cotton Development Officer	Cotton Development Board, Dhaka	7	20
28	Rumman Akter	Upazila Agriculture Officer	Fulbari, Dinajpur	9	23
29	Sanjit Mandal	Scientific Officer	BSRI, Iswardi, Pabna	7	22
30	Topu Ahmed	Agriculture Extension Officer	Bera, Pabna	12	23
31	Md. Imdadul Hasan	Agriculture Extension Officer	Nazirpur, Pirojpur	7	24
32	Md. Mushiul Islam	Regional Agriculture Information Officer	AIS, Cumilla Region	9	20
33	Dr. Md. Mahfuz Bazzaz	Senior Scientific Officer	BWMRI, Nashipur, Dinajpur	10	22
34	Dr. Salma Laizu	District Seed Certification Officer	Seed Certification Agency, Netrokona	5	23
35	Md. Mofazzal Hossain	Assistant Engineer	BMDA, Rangpur	6	21

Speaker Evaluation by the Trainees

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
1	Kbd. Mir Nurul Alam Director General(Ex) , DAE	Mindset, Attitude, and Aptitude & Time management	5.5	
		Managerial Leadership and Conflict Management		
2	Md. Mahbubul Islam Additional Secretary, MoA, Dhaka	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	5.4	
		Writing note Draft and summary		
		Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering		
		Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)		
		Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes		
		Recruitment, Training and Promotion procedure		
3	Dr. Md. Abu Sayed Miah DG (In-charge), NATA, Gazipur	Performance Evaluation and Annual Confidential Report (ACR) writing	5.5	
4	Dr. Md. Shaikh Shamim Associate Professor, Head of Dept. Extension, BSMRAU, Gazipur	Human Resource Management	5.0	
5	Dr. Md. Akhtaruzzaman, Director (Admin), NATA	National Integrity Strategy (NIS)	5.5	
		Sustainable Development Goal (SDG)		
6	Md. Nurul Islam, Chief Instructor, NAPD, Nilkhet, Dhaka	Prescribed Leave Rules,1959	5.2	
		General Condition of services		
		Office Inspection & The Public Employees Discipline (Punctual Attendance) Rules, 2019		
7	Md. Jamal Uddin DD (Entomology), NATA, Gazipur	The Government Servants (Conduct) Rules,1979	5.5	

Speaker Evaluation by the Trainees

Sl. No.	Name & Address	Subject	Average mark obtained	Remark
8	Dr. Md. Aklas Uddin Deputy Director (Planning and Publication)	Delegation of Administrative and Financial Authority	5.0	
		Annual Performance Agreement		
		Official Telephone, Cellular, Fax and Internet Policy, 2018		
9	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service), NATA, Gazipur	Application of Zoom Software	5.5	
		Role and Responsibility of DDOs		
		E-File (Nothi)		
10	Dr. Md. Abdul Mazed DD (LR) and Attached , NATA, Gazipur	The Government Servants (Discipline and Appeal) Rules, 2018	5.2	
		Store Management		
11	Dr. Md. Jamal Uddin Deputy Director (Plant Pathology), NATA, Gazipur	Social Safetyness Program	5.0	

Training Course Evaluation by the Trainees

The topics they liked

1. e-Filing
2. Innovation
3. Example of innovation in public service
4. Office visit (Motivation tour)
5. Recruitment, Training and Promotion procedure
6. SDG
7. Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering
8. Role & Responsibilities of DDOs
9. ACR writing
10. General Condition of services
11. Prescribed Leave Rules 1959

The topics need to be added

1. PPR
2. Audio- Video Clip
3. Need more Practical class
4. Natural Resource Management
5. Smart Agriculture related issue
6. Financial Management
7. Service Rules in Hilly Areas
8. TA/ DA
9. Tax & Vat related class
10. Project Work (Group)

The issues that are disliked by the participants

1. Internet problem
2. Shortage of sport materials
3. Less time for Practice
4. Load shedding
6. Very tight schedule class
7. Shortage of recreation facilities
8. Broken glass and plate in cafeteria
9. Mosquito

The others associated issues they liked

1. Topic wise expert resource persons were selected very prudently.

2. Got scope to introduce with other officers of different organizations.
3. Management of dining by mess committee
4. Time management
5. Discipline & management
6. Management of dormitory
7. Expert resource persons
8. Wi-fi facilities
9. Cooperation of NATA Authority
- 10 Cooperation of Course Coordinator and Asst. Course Coordinator are very remarkable.

Provided Service Quality

1. Neat and cleanliness facilities-80%
2. Library facilities – 70%
3. Audio visual facilities – 70%

Recommendations for the improvement of the course

1. Uninterrupted internet and electricity supply should be provided
2. Class lecture should be more specific
3. More class about e- Filing, application software should be included
4. ACR writing may be practically exercised.
5. More group work& practical work
6. Supply of lecture sheet(hard copy) prior to class
7. Synchronization of the class
8. Ice breaking should be needed
9. More Budget allocation
10. More attention should be given in selecting resource speaker

Course Schedule

1st Day (11-10-2020) Sunday

Time	Subject	Resource Person
9.00- 9.30 am	Inaugural Ceremony	DG, NATA and Faculty members
9.30-10.00 am	Pre-evaluation	CC, ACC
10.00-11.00 am	দক্ষতার সাথে Zoom Software ব্যবহার	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
11.00-11.15 am	Tea Break	
11.15 -12.15 pm	The Government Servants (Discipline and Appeal) Rules, 2018	Dr. Md. Abdul Mazed, DD (LR), attached NATA, Gazipur, Mob. No. 01814849190
12.15 - 1.15 pm	Performance Evaluation and Annual Confidential Report (ACR) writing	Dr. Md. Abu Sayed Miah, DG NATA, Gazipur, Mob. 01712024623
1.15 - 2.30 pm	Lunch and Prayer	
2.30 - 3.30 pm	National Integrity Strategy (NIS)	Dr. Md. Akhtaruzzaman, Director (Admin), NATA, Mob. No. 01711884191
3.35 – 4.35 pm	Sustainable Development Goal (SDG)	Dr. Md. Akhtaruzzaman, Director (Admin), NATA, Mob. No. 01711884191
4.35 - 5.00 pm	Evening Tea	

2nd Day (12-10-2020) Monday

Time	Subject	Resource Person
9.00 - 9.15 am	Review	CC & ACC
9.15 - 10.15 am	Management of different types of registers: Index, Movement, Dispatch, Receive, Stock and Condemn Register, Peonbook.	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
10.15 -11.15 am	Writing note Draft and summary	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
11.15 - 11.30	Tea Break	
11.30 am - 12.30 pm	Office management procedure: docketing, filing, Referencing ,Flagging and Digital File Numbering	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
12.30 – 1.30 pm	Office Correspondence: Forms of written communication (Official letters, DO and office memorandum)	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
1.30 - 2.45 pm	Lunch and Prayer	
2.45 - 3.45 pm	Preparing Notice, Conduct Meeting, Preparation of Working Paper and Writing Minutes	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
3.45 – 4.45 pm	Recruitment, Training and Promotion procedure	Md. Mahbubul Islam, Additional secretary, MoA, Mob.No. 01911010083
4.45 - 5.00 pm	Evening Tea	

3rd Day (13-10-2020) (Tuesday)

Time	Subject	Resource Person
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9.00 - 9.15 am	Review	CC & ACC
9.15 - 10.15 am	Delegation of Administrative and Financial Authority	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
10.15 -11.15 am	Prescribed Leave Rules,1959	Md. Nurul Islam, Chief Instructor , NAPD, Mob. No. 01552363381
11.15 - 11.30	Tea Break	
11.30 am - 12.30 pm	General Condition of services	Md. Nurul Islam, Chief Instructor ,NAPD, Mob. No. 01552363381
12.30 – 1.30 pm	Office Inspection & The Public Employees Discipline (Punctual Attendance) Rules, 2019	Md. Nurul Islam, Chief Instructor,NAPD, Mob. No. 01552363381
1.30 - 2.45 pm	Lunch and Prayer	
2.45 - 3.45 pm	Annual Performance Aggrement	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
3.45 – 4.45 pm	Official Telephone, Cellular, Fax and Internet Policy, 2018	Dr. Md. Akhlas Uddin DD (Planning & Publication), NATA, Gazipur, Mob. 01716257354
4.45 - 5.00 pm	Evening Tea	

4th Day: (14-10-2020) Wednesday

Time	Subject	Resource Person
9.00 - 9.15 am	Review	CC & ACC
9.15 - 10.15 am	Mindset, Attitude, and Aptitude & Time management	Kbd. Mir Nurul Alam, Ex DG, DAE. Mob. No. 01755507728
10.15 -11.15 am	Managerial Leadership and Conflict Management	Kbd. Mir Nurul Alam, Ex DG, DAE. Mob. No. 01755507728
11.15 - 11.30	Tea Break	
11.30 am - 12.30 pm	Human Resource Management	Dr. Md. Shaikh Shamim., Associate Professor, Head of Dept. Extension, BSMRAU, Gazipur Mob. 01920156373
12.30 – 1.30 pm	Social Safetyness Program	Dr. Md. Jamal Uddin, DD (P.Pathology), NATA. Mob. No. 01712272859
1.30 - 2.45 pm	Lunch and Prayer	
2.45 - 3.45 pm	The Government Servants (Conduct) Rules,1979	Md. Jamal Uddin, DD (Entomology), Mob. No. 01718214607
3.45 – 4.45 pm	Role and Responsibility of DDOs	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
4.45 - 5.00 pm	Evening Tea	

5th Day: (15-10-2020) Thursday

Time	Subject	Resource Person
9.00 - 9.15 am	Review	CC & ACC
9.15 - 10.15 am	Store Management	Dr. Md. Abdul Mazed, DD (LR), attached NATA, Gazipur, Mob. No. 01814849190
10.20 -11.20 am	ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্গার বিষয়ে ধারণা, ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরোয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
11.20-11.40 am	Tea Break	
11.40 am - 12.40 pm	ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে পারমিশন দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা) ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
12.40 - 1.40 pm	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
1.40 – 2.40 pm	Lunch and Prayer	
2.40 - 3.40 pm	নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক, ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা	Dr. Md. Sayedur Rahman, DD (Admin and Support Service), NATA, Gazipur
3.40 – 4.20 pm	Post - evaluation	CC, ACC
4.20 pm- 5.00 pm	Closing Ceremony	DG, NATA and Course Management

Pictorial View of Training Activities



I

Inaugural ceremony addressed by Chief Guest, Dr. Md. Akhtaruzzaman, Director (Admin), NATA

**Inaugural ceremony addressed by Course Coordinator Md. Jamal Uddin,
DD (Entomology), NATA, Gazipur.**



Session conducted by Kbd. Mir Nurul Alam, Director General(Ex) , DAE.



Closing ceremony addressed by Participant with Chief Guest, Dr. Md. Akhtaruzzaman, Director (Admin), NATA

