

1st Fundamental Training Course for the Officials of BIWTA

[21 April – 21 May 2024]

CURRICULUM AND BROCHURE

“Building Capacity for **Effective,**
Inclusive and **Accountable**
Public **Administration** System”



Bangladesh Public Administration Training Centre
Savar, Dhaka



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www.bpatc.gov.bd

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Planning, Programming and Recording (PPR) Department
Bangladesh Public Administration Training Centre
Savar, Dhaka

April, 2024

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1. Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2041 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation. :

1.2 Vision

BPATC becomes a Centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

1.3 Mission

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

1.5 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

b) Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

d) Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

e) Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

f) Innovation

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

g) Team spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

1.6 Training Programmes of BPATC

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

1.7 Other Activities of BPATC

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

02. About Bangladesh Inland Water Transport Authority (BIWTA)

To set up Authority for development, maintenance and control of inland water transport and of certain inland navigable waterways the then East Pakistan Government on 31st October 1958 promulgated an ordinance called the East Pakistan Inland water Transport Authority Ordinance 1958 (E.P. Ordinance, NO LXXV of 1958). On November 4, 1958 the Government by an order constituted a three member Authority of East Pakistan Inland Water Transport Authority (EPIWTA). The BIWTA came in to existence on promulgation of the above ordinance 1958 as the successor of the former EPIWTA. An advisory committee have subsequently been constituted to advise the authority in respect of all matters related to development, maintenance and operation of inland water transport and of inland waterways in Bangladesh.

Bangladesh has about 24,000 km. of rivers, streams and canals that together cover about 7% of the country's surface. Most part of the country is linked by a complex network of waterways which reaches its extensive size in the monsoon period. Out of 24,000 km. of rivers, streams and canals only about 5,968 km. is navigable by mechanized vessels during monsoon period which shrinks to about 3,865km. during dry period. The IWT sector carries over 50% of all arterial freight traffic and one quarter of all passenger traffic.

Vision and Mission:

Vision: Simple, safe, cost-effective, environment-friendly and sustainable inland and sub-regional water transport system.

Mission: Ensuring inland and sub-regional shipping through development and preservation of waterways and provision of physical infrastructure facilities.

Development and Maintenance Functions:

As per Section 15 of the Ordinance E. P. Ordinance No. LXXV of 1958; amendment Ordinance No. LV of 1977, the Authority performs statutory functions of development, maintenance and regulatory nature. The Functions in brief:

- Carry out river conservancy works including river training works for navigational purposes and for provision of aids to navigation including marks, buoys, lights and semaphore signals;
- Disseminate navigational and meteorological information including publication of river charts;
- Provided pilotage and hydrographic survey services;
- Draw up programmers of dredging requirements and priorities for efficient maintenance of existing navigable waterways and for resuscitation of dead or dying rivers, channels, or canals, including development of new channels and canals for navigation;
- Develop, maintain and operate inland river ports, landing/ferry ghats and terminal facilities in such ports or ghats;
- Carry out removal of wrecks and obstruction in inland navigable waterways;
- Conduct traffic surveys to establish passenger and cargo requirements on the main rivers, feeders and creek routes;
- Develop rural water transport by progressing of schemes for modernising and

- mechanizing country craft;
- Ensure co-ordination of Inland Water Transport with other forms of transport, with major sea ports, and with trade and agricultural interests for the optimum utilisation of the available transport capacity;
- Conduct research in matters relating to Inland Water Transport including development of
 - Craft design
 - Technique of towage
 - Landing and terminal facilities
- Port installations
- Arrange programmes of technical training for Inland Water Transport personnel
- Maintain liaison with the shipyard and ship repair industry to meet the requirements of the Inland
- Water Transport fleet repairs and new constructions
- Maintain liaison with the Government and facilitate import of repair materials for the Inland Water Transport Industry
- Prepare plans or schemes for carrying out any of the above mentioned functions.

Regulatory Functions:

- Fixation of maximum and minimum fares and freight rates for Inland Water Transport on behalf of the Government;
- Approve time tables for passenger launch services;
- Inspection shies, cargo and inland vessel to ensure compliance with the provision of ISO -1976;
- Act as the Competent Authority of Bangladesh for the protocol on Inland Water Transit and Trade, looking after the use of waterways of Bangladesh on behalf of the Govt. of Bangladesh for the purpose of trade and transit between Bangladesh and India as provided in the Protocol.

03. Fundamental Training Course for the Officials of BIWTA

As describes before (at 1.6), BPATC is mandated to conduct four core courses (FTC, ACAD, SSC and PPMC). Besides those, BPATC on request conducts Special Training Courses if the schedule and accommodation facilities permit, for example; it conducts 2-month long special foundation training courses, 7-day long refresher courses on request of different government bodies. Fundamental Training Course is one of those which is arranged for 1 month.

Fundamental Training Course for the officials of BIWTA is one of such courses. Whereas the general Foundation Training Course lasts for six months, and Special Foundation Training Course for two months, this Fundamental Training Course is a short version of the aforementioned courses because of its duration. It is the basic training programme on administration, financial and office management, and on different cross-cutting issues. It is a very generic type of programme that is conducted with the general aim of situating a new recruit in the Services. A candidate through a competitive examination step into the structured system of government. Fundamental Training Course is the link point between the candidate's pre-work life and professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. The prime intentions of this foundation training course are to create some common

core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. Besides, to make the participants to be able to enhance their skills, or individuals preparing for leadership roles within their service. This training course also aims to equip participants with the necessary competencies to effectively serve in governmental roles and contribute to the development of Bangladesh.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts, and issues with necessary skills. The course aims at building personality, stimulating creativity, and instilling leadership qualities into the officers.

3.1 Objectives of the Course

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

3.2 The Specific Objectives of the Course

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

3.3 Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;

- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the dress code properly;
- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

3.4 Training Duration

The duration of the course is 30 days (excluding the celebration of International Workers' Day; May 1) and this duration is distributed in the following manner:

Sl. No.	Thematic Areas	Days
1	Training Duration	30
2	Weekends	8
3	Holiday	1
4	Total Working Days	21
5	Inauguration & Closing	1
6	Visit to Bangabandhu's Samadhi Soudho at Tungipara	1
7	Study Tour	1
8	Days for Training Sessions	18

3.5 Tentative Daily Schedule

Usually there will be five to six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3rd Session

Time	Activity
12:15 - 13:15	4th Session
13:15 - 14:00	Lunch and Prayer Break
14:00 - 15:00	5th Session
15:05 - 16:05	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

** Subject to sun rise and sun set*

4. About Training

4.1 Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

4.2 Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

4.3 Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Bangladesh & Bangabandhu Studies
2.	Behavioral Governance & Strategic Management
3.	Public Management & Leadership
4.	Office Management in Bangladesh
5.	Public Procurement
6.	Public Financial & Project Management
7.	Issues related to BWITA
8.	Cross-Cutting Issues

Each module has several topics. The details of course contents are given from page 19.

4.4 Extension Lecture

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

4.5 Physical Training and Sports

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

4.6 Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 675 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh & Bangabandhu Studies	-	GR-25	25
2.	Behavioral Governance & Strategic Management	-	GA-15	15
3.	Public Management & Leadership	-	GR-50	50
4.	Office Management in Bangladesh	WE-75	-	75
5.	Public Procurement	-	GA-25	25
6.	Public Financial & Project Management	IE-50	-	50
7.	Issues related to BWITA	CT-25	-	25
8.	Cross-Cutting Issues	IA-25	-	25
9.	Evaluation by Evaluation Department i. Attendance (10) ii. Speaker Evaluation (05)	15	-	15
10.	Evaluation by Course Management Team i. Punctuality (05) ii. Table Manners (05) iii. Dress (05) iv. Overall Conduct and Discipline (05) v. Participation in co-curricular activities (05)	25	-	25
	Total	215	115	330
	Grand Total			330

Note: WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, GR- Group Report, GA- Group Assignment, CT- Class Test

4.7 Group Work

Participants are required to carry out group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the group work amongst their group report.

4.8 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

4.9 Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

4.10 Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

4.11 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.

4.12 Dress Code

Participants must follow the prescribed dress code during training. A detailed dress code as approved by NTC is enclosed in Annexur 4.

4.13 Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

4.14 Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory, Savar, Dhaka. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dining place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dining norms will be observed and evaluated.

The 15-Storey Dormitory Building:

To enhance the accommodation capacity of BPATC a 15-Storey Dormitory Building has been built for trainees and officials attending training programs at the center. The dormitory offers modern amenities and facilities to ensure the comfort and convenience of the residents including living rooms, a day-care centre for the participants' children aged 1-3 years old with indoor playground and kitchen, common areas, dining facilities, recreational spaces, and conference rooms or classrooms for conducting sessions, workshops and seminars. It was inaugurated by the Honorable Prime Minister in October 2023. The building, covering an area of 35,512 square meters.

Different facilities included at the dormitory building are: leisure room with a large-screen TV at each floor, WiFi-internet connection and an automated management system, fire extinguisher system, one IP-based telephone, wooden wall cabinet, sofa, and two reading tables in each room, geyser arrangement for hot water supply, water filters, washing machines and fridges in common space, indoor games and gym facility at the basement, a computer lab, prayer rooms for male and female participants, etc. And last but not the least, there are 500 rooms capable of accommodating 1000 trainees, all are equipped with air conditioning and a private balcony.

4.15 Library Facility

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 1,25,000 books for circulation to the readers in its possession. Participants will have ready access to the reading facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.

4.16 Medical Facility

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

Contact number of the Doctors:

Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Dr. Shamima Akter	Medical Officer	01711001084	4308	-
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-

Emergency Number for Medical Purpose: 01723966111

4.17 Recreation

Since Foundation Course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with cable connection. Facilities for playing Table Tennis, Carom, Chess etc. are available in the dormitories and indoor games hall as well. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different places of interest.

4.18 Prayer Facility

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms or designated place of the dormitory.

4.19 Smoking or Taking Drugs to Alcohol Prohibition

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

4.20 Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.

5. Course Content

Module-01 : Bangladesh & Bangabandhu Studies

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh
- Know the philosophy of the Father of the Nation.

Topic Code	Session Hour	Topic	Facilitator	Training Method
1.01	02	Political Philosophy of Bangabandhu and his Contribution to the Development of the "Bengali Nation"	Faculty/GS	L&D
1.02	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
1.03	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
1.04	02	Ten Special Initiatives of the Honorable Prime Minister Sheikh Hasina	Faculty/GS	L&D
1.05	02	Smart Bangladesh: where Development Shines Accelerating Employment	Faculty/GS	L&D
1.06	02	Overview of Perspective Plan 2021 - 2041 (Agenda 2030, Vision 2041), 8th Five Year Plan and Bangladesh Delta Plan 2100	Faculty/GS	L&D

Module-02 : Behavioral Governance & Strategic Management

Total Marks : 15

Evaluation Method : Individual Assignment-15 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Understand the human and office behaviour in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	02	Changing Attitude, Building Empathy and Mindset for better service delivery	Faculty/GS	L&D
2.02	02	Manners, Etiquettes and Dress Code	Faculty/GS	L&D
2.03	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	Faculty/GS	L&D

Module-03 : Public Management & Leadership

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Know about Digital Bangladesh Strategy; and
- Understand different issues of public sector
- acquaint the participants with SDGs and prepare them to achieve the vision 2041

Topic Code	Session Hour	Topic	Facilitator	Training Method
3.01	02	D-Nothi and its Practical Usage	Faculty/GS	L&D
3.02	02	4IR & its Implications in Bangladesh	Faculty/GS	L&D
3.03	01	Cyber Security: Related Acts & Issues	Faculty/GS	L&D
3.04	02	Good Governance & Social Accountability Tools (in the context of Bangladesh)	Faculty/GS	L&D
3.05	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&D
3.06	02	Combating Corruption	Faculty/GS	L&D
3.07	02	Basics of SDGs (in the Context of Development Priorities in Bangladesh)	Faculty/GS	L&D

Module-04 : Office Management in Bangladesh

Total Marks : 75

Evaluation Method : Written Examination -75

Module Objectives : The participants will be able to-

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.
- Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topic	Facilitator	Training Method
4.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
4.02	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
4.03	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&D
4.04	02+02	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L&D
4.05	02	সরকারি চাকুরি আইন, ২০১৮	Faculty/GS	L&D
4.06	01	Rules related to Leave	Faculty/GS	L&D
4.07	02	Seniority Rules, Pension and Universal Pension	Faculty/GS	L&D
4.08	02	Writing Notes and Preparation of Drafts	Faculty/GS	L&D
4.09	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&D
4.10	02	Forms of Written Communications (DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&D
4.11	01	Office Inspection	Faculty/GS	L&D
4.12	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&D
4.13	01	TA DA Rules	Faculty/GS	L&D

Module-05 : Public Procurement

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Identify the behavioral strengths and weakness; and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topic	Facilitator	Training Method
5.01	01	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
5.02	02	Overview of Different Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
5.03	01	Annual Procurement Plan	Faculty/GS	L&D
5.04	01	Preparation of Technical Specification & Official Cost Estimation	Faculty/GS	L&D
5.05	01	Tender Opening & Evaluation, Approval & Awarding	Faculty/GS	L&D
5.06	02	Request for Quotation Method (RFQM) PG-1 and DPM	Faculty/GS	L&D
5.07	02	Electronic Government Procurement (E-GP)	Faculty/GS	L&D

Module-06 : Public Financial & Project Management

Total Marks : 50

Evaluation Method : Individual Exercise-50

Module Objectives : The participants will be able to-

- Understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh; and
- Enable participants to apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topic	Facilitator	Training Method
6.01	02	Budgeting in Bangladesh: Legal Basis, Preparation & MTBF	Faculty/GS	L&D
6.02	02	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
6.03	01	General Financial Rules (GFR)	Faculty/GS	L&D
6.04	02	Audit Objections and its Disposal	Faculty/GS	L&D
6.05	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
6.06	01	Financial Rules & Regulations: BSR Part 1 & 2	Faculty/GS	L&D
6.07	02	IBAS++	Faculty/GS	L&D
6.08	02	Income Tax Rules and Income Tax Return Preparation	Faculty/GS	L&D
6.09	02	Preparation and Approval Process of DPP and TAPP	Faculty/GS	L&D

Module-07 : Issues related to BIWTA

Total Marks : 25

Evaluation Method : Class Test-25

Module Objectives : The participants will be able to-

- Identify and analyse issues to their departmental issues and practical applicability

Topic Code	Session Hour	Topic	Facilitator	Training Method
7.01	02	Regional Connectivity through Inland Water Ways & Economic Development of Bangladesh		L&D
7.02	02	বিআইডব্লিউটিএ'র আর্থিক ব্যবস্থাপনা		L&D
7.03	02	বন্দর বিভাগের কার্যক্রম এবং সংশ্লিষ্ট আইন/বিধি বিধান, রুলস/নীতিমালা সম্পর্কে ধারণা প্রদান		L&D
7.04	02	Modern Port Management		L&D
7.05	02	বিআইডব্লিউটিএ'র প্রবিধানমালা		L&D

Module-08 : Cross-Cutting Issues

Total Marks : 25

Evaluation Method : Individual Assignment-25

Module Objectives : The participants will be able to-

- Identify and analyse issues of national importance; and Explore opportunities to apply new learning to practical life

Topic Code	Session Hour	Topic	Facilitator	Training Method
8.01	01	Stress Management in Workplace	Faculty/GS	L&D
8.02	01	Occupational Pain and its Management	Faculty/GS	L&D
8.03	02	Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh	Faculty/GS	L&D
8.04	02	Disaster Management and Disaster Risk Reduction Programmes in Bangladesh	Faculty/GS	L&D
8.05	02	Fire Safety and Control in Bangladesh	Faculty/GS	L&D
8.06	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	Faculty/GS	L&D
8.07	02	Communicative English	Faculty/GS	L&D
8.08	02	Presentation Skill	Faculty/GS	L&D

1st Fundamental Training Course for the Officials of BIWTA Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85, Fax: 7745029

SI No	Name	Designation	E-mail & Cell NO
Course Management			
1.	Md. Ashraf Uddin	Rector (Secretary to Govt.) Principal Advisor	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2.	Md. Zakir Hossain	Member Directing Staff & Course Advisor	02224446611 (Office) 01325099662 mzakirhossain@gmail.com
3.	S. M. Mehedi Hasan	Director & Course Director	02224446616 01716626812 smmehedi36@gmail.com
4.	Md. Nazim Uddin	Assistant Director & Course Coordinator	01760651812 nazimuddin519@gmail.com
5.	Mohammad Nazrul Islam	Publication Officer & Course Coordinator	01552322385 nsislam_75@yahoo.com
Medical Service			
1.	Dr. Bilkis Laila	Medical Officer	02224442080-86 Ext: 4308 01711073636
Support Service			
1.	Md. Farhad	Dormitory Supervisor	01716377144
2.	Ms. Armita Moon	Dormitory Supervisor	01817621625

Contact Details of Module Director/s

Module No and Name	Faculty Name and Designation (not seniority-based)	Cell Number and Email Address
01. Bangladesh & Bangabandhu Studies	Md. Atikuzzaman Director	01727778316 atik_uzzaman@yahoo.co
02. Behavioral Governance & Strategic Management	Md. Sharif Hasan Director	01911308396 sharifhelenn@gmail.com
03. Public Management & Leadership	Dr. Mehedi Mashud Director	01747074422 mmbp222@yahoo.com
04. Office Management in Bangladesh	Ms. Silvia Snigdha Deputy Director	01955798774 silvisnigdha@gmail.com
05. Public Procurement	Md. Masud Ahmed Deputy Director	01719159760 mahmedbpatc@gmail.com
06. Public Financial & Project Management	Dr. Md. Moshiur Rahman Deputy Director	01716536726 moshiur.patc07@yahoo.com
07. Issues related to BWITA	Nasrin Akter Deputy Director	01767818179 laboni.geo1807@gmail.com
08. Cross-Cutting Issues	Dr. Mohammad Rezaul Karim Deputy Director	01554339166 rezapatc@gmail.com

Bangladesh Public Administration Training Centre

Savar, Dhaka

Do's and Don'ts for the Participants

Overall

Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.

13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.
15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

Classroom

Do's

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

Don'ts

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

Games and Physical Exercise

Do's

1. Come to the field putting on the designated costume.
2. Be on time in the field.

3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.
6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

Don'ts

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

Library

Do's

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

Don'ts

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

Personal Study

Do's

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

Don'ts

1. Don't study in a way that disturbs others.
2. Don't put off any work for future.
3. Don't use mobile phone in the library.

Evaluation

Do's

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

Don'ts

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

Examination Hall

Do's

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

Don'ts

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

Telephone

Do's

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

Don'ts

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

Behaviour towards the Faculty and Participants of other Courses

Do's

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

Don'ts

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

Behaviour towards the employees

Do's

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

Don'ts

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

Cultural Functions

Do's

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restraint while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.
6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more."

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা
www.bpatc.gov.bd

প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/ কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মত, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে র্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যাণ্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে র্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি থ্রিন]; ২। র্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যাডেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাডেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/ কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

1st Fundamental Training Course for the Officials of BIWTA Participants' List

ক্রঃ নং	কর্মকর্তার নাম, পদবী, বিভাগ ও কর্মস্থল (জ্যেষ্ঠতার ভিত্তিতে নয়)	মোবাইল নম্বর ও ই-মেইল
০১।	জনাব শামীম আরা হক, সহকারী প্রকৌশলী, পরিকল্পনা ও নক্সা সার্কেল, প্রকৌশল বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01680167772 shamimarahaqeshahin7@gmail.com
০২।	জনাব মোঃ শারফুল ইনসান, সহকারী নৌ- প্রকৌশলী, সহকারী যান্ত্রিক প্রকৌশলী, জেনারেল ফোরম্যান এবং ইঞ্জিনিয়ারিং সুপারভাইজার (ডিজেল), ডেজিং বিভাগ, বিআইডব্লিউটিএ, ডেজার বেইজ নারায়নগঞ্জ।	01328384658 insansharful@gmail.com
০৩।	জনাব আসাদুজ্জামান মজুমদার, সহকারী নৌ- প্রকৌশলী, সহকারী যান্ত্রিক প্রকৌশলী, জেনারেল ফোরম্যান এবং ইঞ্জিনিয়ারিং সুপারভাইজার (ডিজেল), ডেজিং বিভাগ, বিআইডব্লিউটিএ, ডেজার বেইজ খুলনা।	01824668336 asaduzzaman233@gmail.com
০৪।	জনাব মোঃ দিদারুল ইসলাম, সহকারী প্রকৌশলী, প্রকৌশল বিভাগ, বিআইডব্লিউটিএ, চাঁদপুর।	01303000358 didarulduet94@gmail.com
০৫।	জনাব মোঃ তাসনীম হাসান, সহকারী প্রকৌশলী, ডেজিং বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01521480911 md.tasnim.hasan.1998@gmail.com
০৬।	জনাব মোঃ মিজানুর রহমান, সহকারী তড়িৎ প্রকৌশলী (ডেকা চেইন), হাইড্রোগ্রাফি বিভাগ, বিআইডব্লিউটিএ, রূপচন্দ্রপুর, ময়মনসিংহ।	01714259570 mizanrahmaneee13@gmail.com
০৭।	জনাব মোঃ আকিব জাবেদ, সহকারী নৌ-স্বপতি, যান্ত্রিক ও নৌ-প্রকৌশল বিভাগ, বিআইডব্লিউটিএ, নৌ-মেরামত কেন্দ্র, নারায়নগঞ্জ।	01516116350 mdakibjabed44@gmail.com
০৮।	জনাব মোঃ নজিরুজ্জামান, সহকারী নৌ-স্বপতি, যান্ত্রিক ও নৌ-প্রকৌশল বিভাগ, বিআইডব্লিউটিএ, নৌ-মেরামত কেন্দ্র, নারায়নগঞ্জ।	01521480643 mdnajiruzzaman@gmail.com
৯।	জনাব লিজনা আক্তার, সহকারী প্রকৌশলী (যন্ত্রাংশ), হাইড্রোগ্রাফি বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01829667562 liznaakther@gmail.com
১০।	জনাব সানজিদুল হাসান, ইকো-সাউন্ডার প্রকৌশলী, হাইড্রোগ্রাফি বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01329430003 saifbd1997@gmail.com
১১।	জনাব মোঃ রাশেদ, সহকারী নৌ প্রকৌশলী, সহকারী যান্ত্রিক প্রকৌশলী, জেনারেল ফোরম্যান এবং ইঞ্জিনিয়ারিং সুপারভাইজার (ডিজেল), প্রত্যয় যানবাহন, বিআইডব্লিউটিএ, নারায়নগঞ্জ।	01855472500 mdrashed.cuet@gmail.com
১২।	জনাব মোঃ নাসিম সরদার, সহকারী প্রকৌশলী(যান্ত্রিক), যান্ত্রিক ও নৌপ্রকৌশল বিভাগ, রুস্তম জাহাজ, বিআইডব্লিউটিএ, নারায়নগঞ্জ।	01634033915 nayeemramin@gmail.com
১৩।	জনাব ফাহিম আশহাব, সহকারী প্রকৌশলী, ডিজাইন এন্ড মনিটরিং বিভাগ,	01521322861
১৪।	জনাব মোজাম্মেল হোসেন, সহকারী পরিচালক, নৌ-সংরক্ষণ ও পরিচালন বিভাগ, বিআইডব্লিউটিএ, চাঁদপুর।	01645939158 mujammelmuntasir@gmail.com
১৫।	জনাব সঞ্জয় দেবনাথ, কনিষ্ঠ সহকারী নৌসংরক্ষণ ও পরিচালন তত্ত্বাবধায়ক /থার্ড অফিসার, নৌ-সংরক্ষণ ও পরিচালন বিভাগ, বিআইডব্লিউটিএ, খুলনা।	01814958346 nathsanjoydeb@gmail.com
১৬।	জনাব মোঃ তাওহীদুল ইসলাম, সহকারী পরিচালক(বৈদেশিক পরিবহন), নৌ-নিরাপত্তা ও ট্রাফিক ব্যবস্থাপনা বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01723949472 tauhid.du.fin@gmail.com
১৭।	জনাব নির্মল কুমার রায়, সহকারী পরিচালক, বন্দর ও পরিবহন বিভাগ, মেঘনাঘাট নদী বন্দর, বিআইডব্লিউটিএ, সোনারগাঁও, নারায়নগঞ্জ।	01717086016 nirmalru8856@gmail.com
১৮।	জনাব মোঃ মাহাবুব আলম ভায়েফ, সহকারী পরিচালক, বন্দর ও পরিবহন বিভাগ, ঘোড়াশাল নদী বন্দর, বিআইডব্লিউটিএ, নরসিংদী।	01770673970 mahabubtaief94@gmail.com
১৯।	জনাব মোঃ নাহিদুল হক, সহকারী পরিচালক /তৎসম, বন্দর ও পরিবহন বিভাগ, খুলনা নদী বন্দর, বিআইডব্লিউটিএ, খুলনা।	01608965128 nahidshuvo05@gmail.com

২১।	জনাব সুবর্ণা সিনহা, সহকারী বন্দর ও পরিবহন কর্মকর্তা/ সহকারী পরিচালক (মানব সম্পদ শাখা), প্রশাসন ও মানব সম্পদ বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01788600682 subarna.sinhal12@gmail.com
২২।	জনাব মোঃ মাহমুদ হাসান, সহকারী পরিচালক(সমষ্টি), প্রশাসন ও মানব সম্পদ বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01760510848 mahmudshamim.biwta@gmail.com
২৩।	জনাব তাসলিমা বেগম, সহকারী বন্দর ও পরিবহন কর্মকর্তা/ সহকারী পরিচালক /তৎসম, বন্দর ও পরিবহন বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01533050682 suporna93taslim@gmail.com
২৪।	জনাব মোঃ জাকী শাহরিয়ার, সহকারী বন্দর ও পরিবহন কর্মকর্তা/ সহকারী পরিচালক /তৎসম, বন্দর ও পরিবহন বিভাগ, বিআইডব্লিউটিএ, বরিশাল।	01687600376 jaki.shahriar69@gmail.com
২৫।	জনাব মোঃ খায়রুজ্জামান, সহকারী বন্দর ও পরিবহন কর্মকর্তা/ সহকারী পরিচালক, বন্দর ও পরিবহন বিভাগ, বিআইডব্লিউটিএ, আশুগঞ্জ-ভৈরব বাজার নদী বন্দর।	01759434876 shuvo285958@gmail.com
২৬।	জনাব মোঃ আল আমিন ফকির, সহকারী পরিচালক (পরিকল্পনা), পরিকল্পনা বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01728444426 fakiralamina48@gmail.com
২৭।	জনাব আনিসুর রহমান, সহকারী পরিচালক (পরিকল্পনা), পরিকল্পনা বিভাগ, বিআইডব্লিউটিএ, ঢাকা।	01916895053 rahmananis.econ@gmail.com
২৮।	জনাব পুতুল চন্দ্র রায়, সহকারী পরিচালক, ক্রয় ও সংরক্ষণ বিভাগ, বিআইডব্লিউটিএ, খাঁনপুর, নারায়নগঞ্জ।	01737849173 putulroydul7ier@gmail.com

