CONFINED

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# NATIONAL TRAINING POLICY

351.15
BAN

MINISTRY OF ESTABLISHMENT

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

DHAKA

CONFINED

# NATIONAL TRAINING POLICY

CONFINED

*[Training policy should be flexible to ensure easy implementation. So flexibility mechanism should be within the policy itself.]*

BANGLADESH STUDIES

## FORWARDING NOTE

The National Training Council (NTC) since its inception have been deliberating on formulation of a national training policy for Bangladesh. It was a long-felt need. From time to time, decisions were taken how to accomplish this gigantic task. It was in pursuance of these decisions that the work on Five Year National Training Policy (FYNTP) was undertaken.

2. As an intermediary measure, the NTC approved Government Officials Training Policy in 1984. The Chief Martial Law Administrator's (CMLA's) Secretariat after thorough examination streamlined the Foreign Training Policy which was adopted by the Government *vide* Memo. No. ED(ET)-39/83-312(100) dated 13-6-83 which greatly helped in bringing about a system in dispensing foreign training.

3. Yet the National Training Policy remained a far cry. It took considerable time to collect relevant information on training need for various Ministries and Divisions. When these information came and were examined it was clear that serious imbalances prevailed in the projections. Local training, as a matter of fact, should be the basis of all training and this alone should lead to foreign training. This fact needed to be highlighted in the inputs received from the Ministries and Divisions. The fullest utilization of available training capacity within the country should first be made. The local training institutions require a direction from the parent Ministries and Divisions to develop themselves as useful institutions so that they could not only reduce over dependence on foreign training but also could develop into regional centres for drawing attention of the regional countries for imparting training to their participants. Again there is a need to adopt training techniques in the Vocational Training Institute's (VTI's) and Technical Training Institute's (TTI's) and in the Educational campasses to train the teeming unemployed masses, matching with the job market requirement.

4. This task was assigned by the NTC to a Sub-Committee and later strengthened by an Editing Committee under the aegis of the Establishment Ministry. The Sub-Committee and the Editing Committee gave their time in editing some of the training data as submitted by the Ministries and Divisions. Their contribution had been invaluable and all members of the Sub-Committee and of the Editing Committee deserve appreciation.

5. The Ministry of Establishment remained at the back of all these activities. It is due to their consistant effort, hard work and devotion that the training data has been finally examined, pruned and brought up to the present shape. The Chief Martial Law Administrator's (CMLA) Secretariat rendered valuable suggestions and also contributed to the draft in its final stages.

This Ministry is indebted to the invaluable contributions and services of the CMLA's Secretariat towards this effort. The draft of the Five Year National Training Policy has been prepared by the Ministry of Establishment alone.

6. The draft along with ten Annexures is placed before the NTC for kind consideration and approval.

(D. S. YUSUF HYDER)
*Additional Establishment Secretary,*
*Member-Secretary,*
*National Training Council.*

DHAKA;
*4 October, 1986.*

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## PROLOGUE

1.01 To emphasise the need of training, National Training Council was set up in 1981 with a view to preparing the National Training Policy. In the middle of 1983, the Ministry of Establishment prepared a draft policy. The draft policy outlined only the in-country training for the Government Officials. This was discussed in the first meeting of the executive committee of the National Training Council (EC NTC) held on April 30, 1984. The Committee examined the draft policy and found that pending preparation of a comprehensive National Training Policy, the draft policy submitted, should serve the purpose of training for the civil servants only. As such it was decided that this policy should be called the training policy for the Government officials and the policy was finally approved as such.

1.02 This "Training Policy for the Government Officials" had a limited scope. National Training Policy has a much wider scope involving the Government servants, employees of Sector Corporations, Autonomous/Semi-autonomous Organisations and the Private sector. The work of preparing a comprehensive training policy was taken up by the Ministry of Establishment. The work involved collection of training related data and ascertaining the training needs of different Ministries/Divisions and Organisations under them. This was a time consuming work and after series of meetings necessary information was collected. The information thus received from various Ministries/Divisions was placed before the 2nd meeting of the EC NTC. The EC NTC decided that the preparation of Five Year Training Policy (FYTP) should now be undertaken and the EC NTC decided that the FYTP should be a scientific, realistic and need-based document. The Ministry of Establishment was again assigned with the task.

1.03 Several interministerial meetings were held on the subject. The Ministries/Divisions were requested to submit some data and projections alongwith their training needs. The same were placed in the 3rd meeting of the EC NTC in which it was decided to setup an Editing Committee to edit the data and training needs received from Ministries/Divisions. The Editing Committee was composed of the following:

| | | |
|---|---|---|
| (a) | Additional Secretary<br>Ministry of Establishment. | *Convenor* |
| (b) | Joint Sectetary (O & M),<br>Ministry of Establishment. | *Member* |
| (c) | One MDS, PATC | *Member* |
| (d) | One representative not below the rank of Joint Secretary from Ministry of Education/ Industries/Agriculture. | *Member* |
| (e) | Deputy Secretary (R & T),<br>Ministry of Establishment. | *Member-Secretary* |

1·04 Accordingly the Editing Committee was formed, meetings held and steps taken to examine the training needs and to collate the information received from the Ministries/Divisions and finally the need was felt to draft th FYTP. The Editing Committee faced innumerable problems in the implementation of the terms of reference. The projections given by the Ministries/Divisions appeared

to be highly ambitious and the training needs were heavily dependent on training abroad. Then, there was the need for drafting the text of the FYTP. The problems were placed before the 4th meeting of the EC NTC.

1·05 In the 4th meeting of EC NTC, the problems were discussed and it was decided to expand the scope of the Editing Committee and to include in it the representatives of Ministry of Labour and Manpower, External Resources Division, Planning Commission and University Grants Commission. The expanded Editing Committee held only one meeting, reviewed the progress and constituted a Task Force headed by Joint Secretary (O & M), Ministry of Establishment which was entrusted with the work of scrutiny of the training needs. The work of the Task Force was supervised by the Additional Secretary of the Ministry of Establishment. The Task Force sat four or five times to re-examine the data submitted by the Ministries/Divisions. The process of re-examination was slow and the work on the preparation of draft could not be undertaken by the Task Force. So the task of scrutiny and as well as the preparation of draft FYTP again fell on the Ministry of Establishment alone. In this process the final draft of the FYTP has been prepared.

1·06 In order to implement this FYTP, Ministries and Divisions are required to prepare in their own turn their respective annual training policy and submit the same to the NTC for approval, on its last meeting of the year The annual training policies prepared by the Ministries and Divisions will have to conform to the policy guidelines, frame-work, strategy and training needs as reflected in this FYTP. In their annual training policy, the Ministries/Divisions will have to be more specific in their approach, in out-lining their training needs and in setting mechanism for monitoring and implementation. This is a requirement, the successful implementation of which, can make the FYTP a success. To the contrary, if the Ministries/Divisions are oblivious of their part of the responsibility, the entire exercise of the preparation of this FYTP will be defeated.

# CHAPTER-I

## INTRODUCTION

2.01 In response to the need for improving the Public Administration and Management training at all levels, the Government formed the Public administration Training Centre (PATC) by amalgamating four civil service training institutions, i.e. Bangladesh Administrative Staff College, National Institute of Public Administration, Civil Officers' Training Academy and Staff Training Institute. The PATC is located at Savar with four Regional PATC's in Dhaka, Chittagong, Khulna and Rajshahi. The PATC envisages integration of faculty, staff, programmes and facilities. In addition to the training on administration, management and planning, the PATC also imparts foundational training to all BCS cadre officers on their initial recruitment, and run refresher, mid-level, senior level management and career development courses for all officers both cadre and non-cadre officials and non-officials. The four RPATCs impart all level in-service training to Class-II and Class-III Government servants.

2.02 In addition to the PATC and RPATCs, there are Bangladesh Management Development Centre (BMDC) and Industrial Relation Training Institute (IRTI) for Industrial Management and productivity training. There are Bangladesh Academy for Rural Development (BARD), Rural Development Academy (RDA) and National Institute of Local Government (NILG) for imparting training on Rural Development Planning and on cooperative management. There are Training Academy for Planning and Development (TAPD) and Bangladesh Institute for Development Studies (BIDS) for development Planning and research work.

2.03 Probationers of all BCS cadres start their career with foundational training so that they inculcate understanding among each other and develop a lasting sprit de corps. With this aim in view the foundational course is made a pre-requisite in the BCS Recruitment Rules. The probationer officer is required to complete his case annotations, the Foundational course, Treasury training and Departmental examination within the first two years of his career for confirmation in service.

2.04 As confirmed officer, his first promotion to senior scale 2800—4425 falls due after completion of 5 years of service. As per provisions of the BCS Recruitment Rules, an examination is to be conducted by the Departmental Promotion Committee (DPC) for this promotion. The Government has now introduced a 300 marks promotion examination to be conducted by the Public Service Commission (PSC). A person not qualifying in this promotion examination within a prescribed period of time will, on completion of 15 years of service, be automatically promoted to that scale, subject to favourable ACR and availability of vacancy.

2.05 At present training has no incentive for career development of officers. Performance in any training, clearly and honestly reflected in the individual's course report, must be a factor in the career development of an officer. In the same manner reports in respect of the training staff should be prepared and submitted to the concerned Ministry/Division for recording the same in the dossier of the individual trainer.

2·06 Eligible officers who are desirous to take membership in the Senior Service Pool (SSP) at the entry point, will henceforth be required to appear in an examination conducted on this behalf by the PSC.

2.07 Presently there are arrangements in BCS Recruitment Rules, 1981, for examination/tests for promotion to the scales of Tk. 3700—4825 and 4200—5250. Without having qualified in the examination, tests, officers will not be promoted to Scales of Taka 3700—4825 and also to MPS Taka 4200—5250.

2·08 The promotion of small mid-level officers to the scale of Tk. 4750—5500 presently do not have any linkage with training. However, there is a compulsory provision in BCS Composition and Cadre Rules, 1980 for the officers enjoying that scale to successfully complete a regular career development course in PATC. Therefore an advanced course in career development has been designed at the PATC for the mid-level officers and for those who are already in the scale of Tk. 4750—5500 for confirmation in their respective scale.

2·09 There are many other training institutions in Bangladesh meant to train different BCS cadre officers and also to train officials of Corporations and Institutions. Professional training at all levels of an officer's career should be accompanied by related management training imparted through Foundational Courses or departmental or promotional examinations or through career development courses; Need based professional training has to be designed in each and every training institution starting from basic level to the highest level and this training has got to be linked with the career of the officials as required by the respective cadre Recruitment Rule.

2·10 **Career and Training Plan :** Every Cadre controlling ministry will maintain a Career and Training Plan for their respective cadre as per Annexure 'A' This Plan will indicate and forewarn the administrative ministry to nominate their officers of different levels for the required training and see that only those who have successfully completed their training requirement are considered for promotion to the next level.

2·11 As far as the non-cadre and private sector personnel are concerned, their training need requires a wider institutional coverage. Depending on the need of the personnel the Universities, Technical training Colleges, Polytechnics and institutions should be able to desigh training specific to the sectoral need. These should be open to the government servants as well on payment. Similarly the non-cadre and private sector personnel should not be debarred from attending training at the government training institutions on payment. But it is important that training from whichever institution it is imported is designed on training model and not on education model.

## CHAPTER-II

## THE AIM, OBJECTIVES AND SCOPES

**3·01 Aim:** The aim is to prepare a Five Year National Training Policy (FYNTP) for Bangladesh with a view to achieving the following :

a. To ensure effective and proper utilization of all the existing training institutions and academies;

b. To enforce a planned and need based training to build up the career of civil servants, both belonging to the government and public sector corporations;

c. To equip the unemployed manpower with necessary skills and techniques so that they can usefully utilise their skills and techniques in production and development work;

d. To enable a few training institutions in the country to develop as apex training centres in their own expert areas;

e. To encourage growth of private sector in Bangladesh to come up as a powerful training and R & D resource;

i. To set a trend for self-financing of the public sector training institutions starting with apex training institutions.

g. To streamline foreign training and to make it need based;

h. To set a new trend in the system of receiving offers for foreign training from the donors with emphasis on foreign assisted in-country training;

i. To set a trend for self-financing of the public sector training institutions starting with apex training institution.

3.02 **The Objectives and Scopes :** The long-term objective of this policy is to develop training as an important input for the economic development of Bangladesh and overall human resources development in the country. In order to achieve this objective, training is being designed according to the career requirement of both the Government officials and non-officials in keeping with the preferences and priorities set by the employer. A system of correct evaluation and monitoring will have to be evolved to assess the quality and effectiveness of training at all levels, so that training does not sidetrack the given objectives.

3.03 The objective of the training policy, therefore extends to the civilian labour force attempting to bring about a gradual reduction of untrained population in a long-term training plan. This is a collossal task.

3.04 Most of this labour force in Bangladesh live in rural areas. For improving the condition of their life, rural occupations will have to the created, where rural people could seek employment, rural technologies will develop

around simple machines and tools. So it will be necessary to improve rural technologies by imparting training for skill formation so that machine and men can effectively combine to increase their outputs.

**3 05. Apex Training Centres:** One of the objectives of Five Year Training Policy is to develop the following training institutions as apex training centres wherein with foreign assistance, in addition to training of Bangladeshi trainees, trainees from the countries in this region will be invited to attend :

(i) Public Administration Training Centre, Savar.

(ii) Training Academy for Planning and Development, Dhaka.

(iii) Bangladesh Academy for Rural Development, Comilla.

(iv) Rural Development Academy, Bogra.

(v) Marine Academy, Chittagong.

(vi) Railway Academy, Chittagong.

(vii) Engineering Academy, Kaptai.

(viii) Customs Academy, Chittagong.

(ix) Police Academy, Sarda.

(x) Postal Academy, Rajshahi.

(xi) Bangladesh Management Development Centre, Dhaka.

3.06 The apex training institutions, will begin a trend towards self-financing by research and consultancy work and by designing appropriate training models with resultant reduction on budget received from the government.

## CHAPTER III

## REVIEW

4·01 While reviewing the training performance of the past years, it is necessary to break up training into two broad categories:

(i) Training in Public Administration and Management, and

(ii) Sector Specific training and research.

4.02 In Public Administration and Management sector, training suffered a setback both qualitatively and quantitatively. The third five year plan (TFYP), mentions "the training programmes and contents have mostly been *ad hoc* and not geared up to the needs of either the organisations and of the personnel." Amongst the drawbacks, the TFYP observed that the "contents of courses run at the Staff Training Institutions were too brief and there had been no indication of scientific distribution of lessons to subjects" and recommended that "more realistic and need-based training courses should be developed and uniformity of training of Public Administration and Management should be ensured under the aegis of Public Administration Training Centre (PATC), Savar."

4.03 A monitoring team of National Training Council was constituted in 1984 with Additional Secretary, Ministry of Establishment, as the Chairman and Joint Secretary (O & M) and Deputy Secretary (R & T) of Ministry of Establishment as Members. The team visited PATC and few other training institutions and made the following main observations:

a. PATC was found to be extremely slow in filling up authorised vacancies of trainers by recruitment.

b. The training courses run by PATC lacked design. These did not reflect adequately the current administrative decentralisation. The reading materials were found to be not up-to-date.

c. Heavy dependence on guest speakers at PATC adversely affected training.

d. Research activities were not satisfactory. Though at the time of visit two research projects *i.e.*, "Preparation of Magistrate's Manual and a Comparative Study of Past Thana and Present Upazila Administration" were undertaken, the team could not obtain any report on the progress of these projects.

e. On the whole the team was of the opinion that the performance of PATC was far short of expectation.

f. National Institute of Local Government (NILG) should be a permanent training institution to cater regularly to the training needs of the elected local Government clientele and it should make use of modern training aids and design course.

g. The position of training particularly the work in respect of curriculum design, lecture materials, utilisation of available training equipment and research project was found satisfactory in Bangladesh Management Development Centre (BMDC).

h. Regional Public Administration Training Centre (RPATC), Dhaka should design and develop curriculum, utilise available modern training aids and solve staffing problem.

i. Five Karmachari Proshikshan Institutes trained during 1985, 1942 personnels against the target of 2250 and Public Administsration Training Centre (PATC) trained 553 against the target of 631. The four Regional Public Administration Training Centres (RPATC) trained 1672 against the target of 2200. It will be noticed that the performance of these training institutions is below the target.

4.04. The results of professional training and the findings of research work are not disseminated to the end users. This is a serious drawback in our sector specific training and research work which is affecting the overall development of the country. There is no alternative to increased extension services and development of research methodology. The main problem, in this area, as identified in the TFYP, "is the absence of extension services at the farm level," and the TFYP observed that " the result of research work carried out in the laboratories did not reach the field." It was felt that the findings of research work seriously lacked field orientation. The TFYP notes with dismay that the research in general was "withdrawn from its environment to institutions as a matter of academic interest" and not geared to field interest. The result is that even the few good laboratory results have not reached the users to derive the desired benefit.

4.05. From an evaluation carried out in 1986 of some training institutions in the country, like, Marine Academy, Chittagong, Railway Academy, Chittagong, Fisheries Academy, Chittagong, Engineering Academy, Kaptai, Postal Academy, Rajshahi, Police Academy, Sarda and a few others, it appears that the accommodations, equipment, manpower and training capacity in these training institutions are not only adequate for arranging training in different professional disciplines within the country, but also for the training of trainees from the regional countries. But at present the performance and utilisation of facilities in these training institutions are far below the expectation and much of the training capacity of the institutions remain unutilised. None of these training institutions is making full use of its capacity for imparting training to the internal clientele. There is an acute shortage of dedicated trainers and on the whole the management of these training institutions seems to be less concerned and therefore less effective. The administrative Ministries/Divisions and Departments under whom the training institutions function, do not pay proper attention in the affairs of their training institutions. Some Training institutions are autonomous, some are working as departments. In either case, there exists a serious gap between the training need of the country and the training imparted by them. As a result the internal training has become a routine matter, neglected and is left to the background.

4.06 **Result of Review and Monitoring:** From the review and monitoring of a few major training institutions in Bangladesh the following facts emerge:

(i) Average positioning of officers in the institutions .. 75%

(ii) Average positioning of staff in the institutions .. 83%

(iii) Average fund allocation per trainee per year .. Tk. 21,450

(iv) Average allocation of fund per year to institutions 100%

## CHAPTER III

## REVIEW

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(ii) Sector Specific training and research.

4.02 In Public Administration and Management sector, training suffered a setback both qualitatively and quantitatively. The third five year plan (TFYP), mentions "the training programmes and contents have mostly been *ad hoc* and not geared up to the needs of either the organisations and of the personnel." Amongst the drawbacks, the TFYP observed that the "contents of courses run at the Staff Training Institutions were too brief and there had been no indication of scientific distribution of lessons to subjects" and recommended that "more realistic and need-based training courses should be developed and uniformity of training of Public Administration and Management should be ensured under the aegis of Public Administration Training Centre (PATC), Savar."

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f. National Institute of Local Government (NILG) should be a permanent training institution to cater regularly to the training needs of the elected local Government clientele and it should make use of modern training aids and design course.

g. The position of training particularly the work in respect of curriculum design, lecture materials, utilisation of available training equipment and research project was found satisfactory in Bangladesh Management Development Centre (BMDC).

| | | |
|---|---|---|
| (v) | Average expenditure .. .. | 97% |
| (vi) | Average performance of training .. .. | 63% |
| (vii) | Average training hours available per trainer per year: per Institution | 1620 hrs. (Taking 270 working days.) |
| (viii) | Total trainer-hour available per Institution taking 10 trainers per Instiution as a standard. .. | 16200 hrs. |
| (ix) | Total trainer hour used in a year by an Institution | 2395 hrs. (including 14.5% guest) |
| (x) | Total trainer hour unaccounted for .. .. | 13805 hrs. |

(xi) Only 14·8% available trainer hour is utilised (including guest)

4.07 From the above report it is clear that the performance and utilisation of training hours are unsatisfactory in comparison to inputs provided in the form of personnel and fund.

## CHAPTER IV

## MANPOWER TRAINING AND EDUCATION SECTOR

5.01 **Manpower and Employment Oppurtunities:** Bangladesh has two primary resources, land and labour, land-man ratio being ·23 acres to a man. Both land and labour have low productivity. Bangladesh land produces 1/3rd of South Korea and Japan and ½ of Indonesia. Labour productivity is abjectly low compared to any standard elsewhere.

5.02 According to manpower survey of 1980, 31% of the polpulation consstitute the labour force which is more than 30 million at present. Out of this labour force 10 million remain unemployed. The unemployed labour force is increasing every year to the tune of 2·2 million bringing the unemployment figure to staggering 22·2 million. Due to lack of training most of this vast manpower is unable to participate in the national economy.

5.03 One of the most important drag factors to development is the alarming rate of illiteracy. Formal education for this huge humanity is not possible. As such the large number of people who have crossed the school age will continue to remain a liability which the country can ill afford. One alternative is to impart to them necessary skill in their own profession through extension services, counselling and guidance.

5.04 **Performance in Manpower Training:** 54 Vocational Training Institutes (VTI) and 22 Technical Training Centres (TTC) have increased their annual training capacity from 5000 to 22000 in 1985, and it is assumed that 85000 trainees will have been trained during 80—85. Of these trained personnel, 55000 people are employed abroad. The VTIs and TTCs offer courses of 6 to 24 months duration to train semi-skilled workers for industrial sector. Community schools also exist to provide vocational training to the rural unemployed.

5.05 BSCIC (Bangladesh Small and Cottage Industries Corporation) is playing a significant role in training and technology extension. Presently BSCIC is promoting family managed rural industries through the creation of entrepreneurs providing credit, extension services and occupational training to the rural unemployed. In this field, Rural Social Services (RSS) are also working with the aim of generating employment opportunities through skilled training programmes. Exact figures showing employments generated by BSCIC and by RSS are not available.

5.06 **Education Sector :** The country has 44200 Primary Schools, 9085 Secondary Schools, 621 Colleges including 109 Government Colleges and 7 Universities. National Institute of Education Administration, Extension and Research (NIEAER) imparts probationers training and in-service training to BCS (Education) Officers. In addition there are 20 teacher's training colleges and 47 primary teachers' institute (PTI) for training both the teachers of Secondary Schools and Primary Schools. The student target as given in the TFYP is shown in the table below :

| Level of Education | 1985 (Bench mark) | 1990 (Target) |
|---|---|---|
| 1. Primary Education (lakh students) .. .. | 89·20 | 116·00 |
| 2. Secondary Education (lakh students) .. .. | 24·83 | 27·50 |
| 3. College Education (lakh students) .. .. | 4·28 | 4·40 |
| 4. University Education ('000' students) .. .. | 34·98 | 38·60 |

| Level of Education | 1985 (Bench mark) | 1990 (Target) |
|---|---|---|
| 5. A. General : .. .. .. .. | 31.89 | 34.90 |
| (a) Science .. .. .. | 8.50 | 10.70 |
| (b) Arts and others .. .. .. | 23.39 | 24.20 |
| B. Engineering : .. .. .. | 3.08 | 3.70 |
| 6. Technical Education ('000' students) .. .. | 20.36 | 22.03 |
| A. Engineering .. .. .. | 3.12 | 3.44 |
| B. Technician .. .. .. | 12.75 | 13.25 |
| C. Vocational .. .. .. | 4.49 | 5.33 |
| 7. Commercial Education (000 students) .. | 3.30 | 3.58 |
| 8. Madrasa Education (lakh students) .. .. | 3.19 | 3.50 |
| 9. Non-formal Vocational Training .. .. (lakh students including Community Schools). | 5.54 | 7.56 |

5.07 To achieve the target for 1990, the education sector has to have an overall growth of 16·35 percent, which, with the available establishments, resources and human material is possible to achieve. It is also observed that Primary Education dropouts constitute ¾ and only 1/4 of the succesful ones constitute the secondary school intakes. This large number of dropouts from the primary schools do not qualify for any employment. The target does not reflect the necessary emphasis that should be given on technician and vocational training, which can really generate employment both within the country and outside.

5.08 There are 195646 Primary school teachers, student-teacher ratio being 46:1. There are 97748 Secondary School teachers' ratio being 25:1. There are 4·28 lakh college students and 10861 College teachers, the ratio being -40:1. University students are 36083 and the number of University teachers is 2626, the ratio being 14:1. As far as the student-teacher ratio is concerned a good quality education is expected from the campasses within the plan period. But the question of quality of both the teachers and students in lower institutions still remains.

5.09 With the projected performance in VTIs, TTCs, Education sectors and in RSSs etc. during 1985 the following figures emerge :

| | | | |
|---|---|---|---|
| VTIS/TTCS .. | 22000 | Number | Trained. |
| Education Primary .. .. | 8920000 | Number | Passed. |
| Secondary.. .. .. | 2483000 | ,, | ,, |
| College .. .. | 428000 | ,, | ,, |
| Universities (General).. .. | 34980 | ,, | ,, |
| (Engineering) .. .. | 20360 | ,, | ,, |
| Madrassa .. .. .. | 301900 | ,, | ,, |
| RSS etc. .. .. .. | 554000 | ,, | ,, |
| | 12764240 | | |

5.10. **Job Market Requirements :** The targetted figures of 1990 average to about 16 35 percent more. The primary school certificate holders do neither qualify for job market nor do they qualify for entry into VTIs and TTCs while they go to add to the job market which is already 22.2 million size, increasing annually at the rate of 2·2 million. But there is a great disparity existing between the nature of jobs offered by the job market and the qualifications offered by the educational institutions. More and more jobs are offered which require technician and vocational training and not formal education. Skilled work and machine and tool handling techniques are more on demand in the job market. Of the available manpower only 17 percent qualifies for the job market requirement. This weakness of our manpower planning needs to be addressed if we want to tackle the unemployment problem. The moral aspect of education cannot be over looked. The syllabus in our educational institutes at primary level should include character building lessons, lessons on religion and culture.

5.11. **Rural Development Tranining :** Training of farmers and co-operative workers is an integral part of rural development. BARD (Bangladesh Academy for Rural Development), Comilla, RDA (Rural Development Academy), Bogra, Rural Development Training Institute, Sylhet and NILG (National Institute of Local Government), Dhaka are playing a significant role in this sector. Training imparted by them in the past mostly relates to co-operative and partly to the Upazila officials. At the end of the Second Five Year Plan (SFYP) these four institutes trained 23000 personnel.

5.12. The manpower training and the education sectors have to tackle the ever increasing unemployment problem jointly. The large number of primary school dropouts will have to be kept in our manpower planning. Before leaving the primary schools, these dropouts must be given basic moral education among other things so that they can be useful members of the society and can contribute to the agricultural activities of rural Bangladesh or can do such things as carpentry, weaving, dying, cobbling and such other jobs requiring lesser skills. They could even be trained for such jobs as chowkidars, dafadars and peons. The secondary school dropouts could be given similar treatment. This training could be best given by the Upazila Training and Development Centres in each Upazila in combination with practical work on the job.

5.13. The institutional training at the VTIs and TTCs and in the educational campasses must focus their training efforts to job market requirement rather than on the conventional training and increase the percentage of the trained personnel who qualify the job market requirement.

## CHAPTER V

## TRAINING STRATEGY

6.01. We have, on the one hand, a large number of Government and public sector corporation employees belonging to various discipilnes and performing various types of work, while on the other hand, there is a growing unemployment labour force, increasing every year to the tune of 2.2 million, bringing the unemployment figure to staggering 22.2 million. of this staggering unemployment figure, annually about 10.3 million men come out of the VTIs/ TTCs and various educational campasses. But most of this training and education are out of tune with the job market requirement. The training institutions in the country also remain highly under utilised. This results in increasing unemployment in the one hand, while on the other, crippling inefficiency prevails in the service.

6.02 Besides institutional training which is imparted through various recognised training institutions, training also by various agencies at different levels will be imparted on the job. This will be a continuous feature and regorously conducted. This will mean that every work place, office or factory, institution or campass will develop their own training capacity and should be able to train their own men. The idea is to have no untrained personnel in a work place.

6.03 Foreign training is a positive factor where the facilities available are by choice of the donors. There are also project tied facilities which are financed out of the project fund. In both these cases training facilities are not well thought out and not always need based. So the outcome of such foreign training is not as desired. The rush for foreign training costs the Government something like, 17·33 man months every year. This system of training on donors, choice must be discouraged and instead need based training introduced.

6.04. **NGOs and Private Sector Training :** In addition to the available training Institutions and education campasses in Bangladesh and the available foreign training facilities, there are about 170 non-Governmental organisations (NGOs) in the country, most of whom launch training programmes on various subjects. The management and outcome of their training efforts are still not clear. In the circumstances where the unemployment market is growing out of proportion, the NGOs have an important role to play in training of the unemployed masses. They can supplement the other training efforts available in the country.

6.05. The private sector in Bangladesh is also coming up in promoting training of both in the public and private sectors. This is an encouraging phenomenon.

6.06. Presently the university education in Bangladesh faces no competition from private sector. The trend in the education sector shows that private colleges and schools are veing for coming to the public sector. So by and large, competition in the education sector is totally absent. For quality education, like any merchandise, there is no alternative to competition. The private sector should be encouraged to come up to compete with the campasses. The major hurdle seems to be funding of such ventures. Encouragement from the Government should be able to help in this regard to induce generation of funds from foreign donors.

6.07. The university education, it is needless to say, should be oriented to the needs of the country, with emphasis on theoretical studies. Their role as seats of educational excellence catering to both the theoretical and practical needs of the country can be best performed by setting up professional Ins. tes to train the practitioners in the field. Already institutes like, Institute of Business Administration and Institute of Chartered Accountant etc., are functioning under the aegis of some universitities in Bangladesh. There are many other fields where diploma, post graduate and Doctoral courses could be offered, if only relevant institutions existed. In absence of these institutions, such diplomas, post graduate degrees and Doctoral courses are presently obtained from foreign universities. Our universities should be encouraged to develop such professional institutes.

6.08. In view of the foregoing, the training strategy for Bangladesh should be so adopted that the training efforts of all the agencies are coordinated and are mutually supplementary to each other. Proper linkage on permanent footing between the agencies and the NTC must be maintained so that each agency can be given a definite area of training. Training on employment generation and entrepreneurial development in the rural areas, Health, Family Planning , mass literacy, cooperative, saving and revival of rural occupations are some of the areas of training that can be looked after by the NGOs. Management information system, training on computers and training on skilled development can be the areas of interest for the private sector training institutions. In this manner the NGOs and the private sectors can supplement the training efforts of the VTIs /TTCs and educational campasses and of the public sector training institutions.

6.09. Foreign training, like local in-country training also, has to be need based. Need-based foreign training will be worked out and the ERD will procure these facilities from the donor countries. This will facilitate the donors as well as the user Ministries/Divisions and Organisations. Important thing to note about foreign training is that on successful completion of a foreign training of 4 months or more duration, the recipient of the foreign training will be posted to places where he can best utilise the experiennce and expertise gained out of the training. Inappropriate posting after training will frustrate the very purpose of training.

6.10. **Project Tied Training :** Project tied training, must be made relevant to the project objectives. Before approval of the project by the appropriate authority, its training component must be cleared by the NTC. Project tied training facilities should be available only to the project officials and the training should be of short duration, say, from one month to three months duration. No academic, postgraduate or Doctoral courses should be offered in project tied training, except in cases where the project relates to training or research or educational institutes. Project tied training should contain seizeable local training as opposed to the present trend where only foreign training forms the training component in the projects.

6.11 Turn-key projects in development sector should be, as far as possible avoided, since this system debars the country access to the technology and such projects are, even after completion remain dependent on foreign experts for maintenance and repairs. Training need for development projects should be so planned that, when the project is complete, the trained personnel are available to take over its operation and maintenance.

6.12 The need for acquisition of Hitech will also be a crying need for the development of Bangladesh, some of which may be available within the country. But most of the Hitech will have to be borrowed/acquired from the developed world. The planners must identify the priorities of development of sectors requiring such Hitech both in the public as well as in the private sectors. Such Hitech acquisition could be availed of either with foreign assistance or where such assistance is not forth coming with our own resources. This strategy should be relentlessly persued and not be compromised under any circumstances.

6.13 It is often heard that proper selection is not made of the trainees for training both within the country and outside. The trainees are either not experienced enough or do not have the requisite educational or professional background for a particular training. This gap between the trainees and the training institutions is bound to cause disservice to training. The training institutions must establish dialogue with the organisations from where trainees would come and find out and identify the training needs of the organisation, ascertain the level of trainees and accordingly design training courses. It is needless to say that training has to be brought to the need and level of the trainees and not the other way around.

## CHAPTER VI

## FOREIGN TRAINING

7.01. Foreign Training in Bangladesh is guided by a Government instruction issued by the Ministry of Establishment under their memo. No. ED(FT)-39/83-312(100), dated 13-6-1983. These instructions stipulate a procedure for selection of candidates. The training components come from the donar countries. There are good many of the foreign training which are project tied, either financed by credits/loans or by grants.

7.02. **Allocation Committee :** At present foreign training is based on offers made by donors and there is not much scope for choice. Offers of foreign training, visits, workshops, seminars etc., are received from different foreign countries/donors usually by the External Resources Division (ERD) and as per existing procedure these are processed by the ERD with the Allocation Committee in the Ministry of Establishment. If any offer is received by Ministry/Division or Organisation directly from a foreign country/agency that is sent by the concerned authority to the ERD for processing through the Allocation Committee after necessary examination. According to the existing instructions an offer of foreign training etc. to a particular individual by name is not entertained. The Allocation Committee considering the subject matter of the training, visit, workshop, seminars etc. and their relevance, allocates these to the relevant Ministry/ Division/Organisation. It, in some cases, also rejects the offers on grounds of relevance, time constraints, funding, etc.

7.03. **Selection Committees I & II :** After receiving allocation, the concerned administrative Ministry/Division obtains nomination of suitable candidates and places these before the Standing Selection Committee of the concerned Ministry/Division which is the final authority for selecting candidates for courses upto eight weeks duration. If the duration of a training is more than eight weeks, the Standing Selection Committee selects a panel of candidates at the rate of three candidates for one facility, five for two facilities and two for each facility when the number of facilities are more than two, in order of seniority as per gradation list. The panel is sent in a prescribed, form (Annexure 'B') to Selection Committee No. I in the Ministry of Education if the offer is for Ph. D or Masters' Degree and to Selection Committee No. II in the Ministry of Establishment for offers like diploma/non-degree and for short courses having a duration of more than eight weeks.

7.04. **Panel and Criteria for Selection :** To be eligible for a Ph. D. or Masters course a candidate must have two first divisions and no third division in his academic career and should be a university graduate and below 35 years of age. To be eligible for a medium term course having more than four months duration, a candidate should be within 40 years of age and have a minimum of one second division in his academic career. Amongst those equal academically the candidate having better academic qualification will be selected. For courses having a duration of four months and below the age of the candidate will not exceed 52 years.

7.05. Selection Committee No. I or II usually selects one principal and one alternative candidate for a particular training/offer. After obtaining approval of Selection Committee No. I (for Ph. D. or Degree Courses) and Selection Committee No. II (for Diploma/non-Degree and other short duration Courses) as the case may be, the concerned administrative Ministry sends the nomination to the ERD for onward transmission to the donor if the candidate

is below the rank of a Deputy Secretary. If the candidate is of the rank of Deputy Secretary or equivalent and above, the administrative Ministry/Division sends summary at the nomination stage for approval of Hon'ble President and after obtaining his approval, refers the nominations to the ERD for onward transmission to concerned donor. The same procedure applies to training components that are project tied. One common point is that local training, amongst other criteria of selection, is a precondition for Selection of candidates for foreign training.

7.06. **Bonds, Undertakings and Approval :** On receipt of final acceptance of a candidate the administrative Ministry/Division obtains the required bonds, undertakings and takes the approval of competent authority to allow the accepted candidates to participate in the training programme. It may be noted here that in cases of group training, clearance of the Presidential Secretariat is necessary, irrespective of the rank and status of the trainees and duration of training. There is also Government instruction that an official or any person who has undergone a foreign training/course for a period of three months or more during the last five years is not eligible for any foreign training at the behest of the Government during next five years. Finally the Government Order (Annexure 'C') in respect of all Ministry/Division/Organisation for foreign training/visit having duration of more than eight weeks is issued by the Ministry of Establishment where Ministry/Division/Organisation wise registers are maintained for the purpose. On return from foreign training the trained Officer/person is required to furnish a training report to the Establishment Ministry in the prescribed form (Annexure 'D') . On receipt of that report, the Establishment Ministry will recommend suitable posting of the returnee so that the experience gained during training is made use of. The record of such recommendation must be made in the concerned register duly maintained by the Recruitment and Training Branch of the Establishment Ministry and a Government Order published accordingly without which the trainee will be deemed to be absent from duty and will be liable to disciplinary action.

7.07. Project-tied training facilities do not require allocation but these are to be cleared by the sub-committee of the NTC in the Ministry of Establishment. The administrative Ministry/Division sends the cases furnishing the required information in the prescribed proforma (Annexure 'E'). In respect of future projects the proposals for N.T.C. clearance are sent when the project is at draft stage.

7·08. While allocations of training facilities can be made to the private sectors in the usual manner, the restriction of age, qualification, exposure abroad and seniority will not be strictly applied. Job experience and any college or university degree, depending on the expressed requirement of the training, should be taken into consideration for selection of private sector candidates.

## CHAPTER-VII

## EVALUATION AND MONITORING OF TRAINING

8.01. Training without evaluation is meaningless. The purpose of evaluation is to assess the individual attainment, performance, attitude and conduct in a training course. To measure the effectiveness of training, assessment has to be made of the individuals' level of knowledge on the subject course at the beginning of the training, his performance during the training and final assessment at the end of the training. Evaluation is a three pronged action, one, evaluation of the performance of the trainee two, evaluation of the trainer and thirdly, evaluation of the training design. This is a continuous process and the process is aimed at achieving the training excellence and for achieving that the effectiveness of training, adequacy of the curriculum, its duration, institutional support services and finally its relationship with the job, all these factors have to be seen in totality.

8.02. Training Institutions are primarily committed to the training of the in-service trainees. They have their respective clientele and each of them has a definite training capacity per year. In addition, institutions, particularly those training in Management Administration and Project related training, may under take to train the private sector on requisition on payment in addition to the public sector. This commitment must be fulfilled by the training institutions and course reports submitted at the end of the courses to the respective administrative Ministry/Division. This also applies to foreign training. Trainees while proceeding abroad for training and on their return will be subjected to briefing and debriefing by competent authority in the respective Ministry/Division.

8.03. **Grading of Trainees :** Arrangements are to be made for the training of the trainers also. PATC, Savar, has a role to perform in the training of all trainers of the major training institutions, in the areas of training methodology, developing a training curriculum and in research methodology. These training of trainer courses will be of very short duration and must not exceed five working days. Standard Training Performance Report (Annexure 'F') and Training Evaluation Report (Annexure 'G') should be prepared by concerned training institutions.

8.04. "Average" officers/staff form the bulk of any organisation. It is the efficiency of the bulk that makes an organisation viable. To be successful, an organisation has to have some "Good" human material and a few "outstanding" human material as well. These "Average" "Good" and "outstanding" lots add to the plus points of the organisation and must over whelmingly offset the minus points, namely "Below Average" and the "Failure" to make an organisation "successful". A good equation of efficiency is 6 plus points against 1 minus point. With this rationale in view, it is decided to grade the officers/staff in 5 grades, A, B, C, D and E. The percentage marks qualifying each grade will show that for "Average" 'C' minimum mark required

is 50%. The aim is to get all the "Average" lot above the mid-line. A desirable distribution of grading down the line could be "A"-10%, "B"—25% "C"—50%, "D"—10% and "E"—5%. With this rationale, trainees will be evaluated on the basis of marks obtained in the Annexure F and will be graded as follows :

| | Percentage marks | Weightage | Grading |
|---|---|---|---|
| a. | 85 percent and above .. | 10 | A (Outstanding) |
| b. | 84-65 percent .. .. | 9 | B (Good) |
| c. | 64-50 percent .. .. | 8 | C (Average) |
| d. | 49-35 percent .. .. | 7 | D (Below average) |
| e. | 34 percent and below .. | 6 | E (Failed). |

8.05. The training Performance Report should only show the marks and the grading awarded such as A, B, C, D and E. This should be strictly a confidential document required to be endorsed to the administrative Ministry/Division and to the Department, Organisation of the trainee at the end of the training course and be treated as a record in the officers dossiers. This should also be used by the training institution for evaluating the quality and standard of training imparted by a particular training institution.

8.06. In addition to above each training institution should also arrange evaluation of trainers by trainees as per Annexure 'H'. This evaluation by the trainees on the trainers is useful for training institution for the purpose of improving quality of trainers and for arranging their training.

8.07. Government of Bangladesh in realisation to the need of improving the quality of training within the country, demands that a systematic and coordinated training of the different training institutions is conducted and stresses on monitoring of the training activities of various training institutions from time to time within the country. This monitoring will be conducted by a team of officials of NTC duly nominated by NTC. Prescribed form for monitoring is given at Annexure'1'

8.08. The local training institutions are today facing a challenge of existence. If they want to exist they will have to impart quality training to suit the changing needs of the country. We see an enthusiastic private sector coming up as a competitor in the field of training. The facilities offered by the Government and the funds spent on the training institutions must be justified by them by imparting good quality training. The Government welcome technical assistance in the form of attachment of expatriate trainers in a few selected training institutions and providing inputs in the form of training and training aids to bolster up the existing training performance which are conducted by various training institutions within the country.

8.09. There is no escape from achieving the desired goal and target set by the Government for self development of the training institutions in the country. Monitoring of their performance followed by positive action will continue to ensure that the training institutions perform their role well. Their effectiveness or otherwise will determine their future. With the NGOs and the private sector training enterprises coming up in the field of training, it will now be possible to compare the performance of the public sector training institutions with that of the former. This comparison should be helpful to develop an atmosphere of mutual fraternity among the two sectors of training instead of enmity and discord.

## CHAPTER-VIII

## INCENTIVES

9.01 Adequate incentives must be given to attract talented instructors. The foremost incentive for any carreerist is to link successful instructional service to his career prospect. A deputationist having done at least a three years stint successfully as an instructor will be assured of a good posting at the end of his term. Service in a training institution as a successful Instructor will give him an edge over others in matters of promotion. In addition to the above, an instructor on deputation posted against an instructional post will be entitled to training allowance as determined by the Government from time to time. All instructors will be entitled to free accommodation. They will pay for the electricity, gas and water charges. The trainees also require incentives like the trainers. While on training they will have free furnished dormitory or room accommodation. They are entitled to free electricity, gas and water supply and also a course fee to meet their food expenses. Further, the Government will consider award of honour to participants for best performance in each of the three levels of training, *viz.*, junior, mid-level and senior level training courses of at least three months' duration.

9.02 The trainers are required to be highly professional and it is up to them to keep themselves abreast with the latest developments in their professional skills. As a measure of recognition of professionalism of the trainers, they are usually required to publish at least two original work in some internationally reputed professional journals. The trainers in Bangladesh should be no exception to this. Their professionalism will be judged, amongst other criteria, on the basis of quality of such publications. Amongst other criteria, it is important that at the end of the course an evaluation of the trainer be done by the participants. Finally, overall annual assesssment should be done by the head of the respective institution. A compiled report on the trainers at the end of the course evaluation by the participants will be sent by the institutions to their respective controlling Ministeries/Divisions. Non-publication for two years and poor or unsatisfactory performance evaluation by the participants for successive two courses will render a trainer to be posted out of instructional job. Only officers with required academic qualifications having instructional ability will be posted on deputation to the training institutions by the respective controlliing Ministry/Division. Trainers should generally be selected from amongst the best trainees.

9.03 The only effective incentive for taking training seriously as an indispensible factor in career building, the training requirements at all levels of an employee, will have to be clearly reflected in their respective recruitment rules. Simply a mention of length of service, experience and educational qualifications required for promotion is not enough. What specific training is required for eligibility for the next promotion must also be mentioned. Only such mention in the recruitment rules can make training and career building go hand in hand.

9.04 Training/instructional allowance to the trainers and course fee for the trainees only to meet the expenses on account of food in lieu of daily allowance will be given respectively to the trainers and the trainees. This will go a long way in removing the hardship presently faced by the trainers as well as the trainees. However, both the trainers and the trainees will not receive any double benefit, say training allowance as well as consultancy fees or honorarium or daily allowance.

## CHAPTER-IX

## ASSESSMENT OF TRAINING NEED

10.01 Training to play its important role in different fields of nation-building activities, must be need-based. To decide the training need, the planner must identify the job to be performed, the level of knowledge and experience the trainee has and the career pattern of the individual. Ideally speaking training is required to be imparted to every inidividual on the job. In Bangladesh the public sector employment constitutes about 80% of the total employment market in the country. With this huge employment figure, matching jobs are also too many; job requirements differ from job to job and level to level. These variations in job requirement call for equally a wide ranging training requirement. It is rather inconceivable to organise institutional training for each and every job and for each and every man. In most cases therefore extra-institutional training on the job may have to be given. This means that every work place must develop its own capacity to train its personnel.

10.02 In Bangladesh there are about 300 training institutions under administrative control of various Ministries and Divisions. These training institutions impart training to Government officials, sector corporation officials, private sector executives and their supporting staff. They provide job related training courses for junior, mid-level and senior level officers and for the staff either combinedly or separately. They also conduct foundation training to fresh intakes, refresher and skill development training, training of trainers and other skill development training related to the profession.

10.03 **Foundation Training:** Foundation training in respect of all BCS probationers is conducted at the PATC, Savar. All trainees, during their training will have a two weeks stint at BARD, Comilla and at RDA, Bogra. The Govt. has decided to put the BCS (Administration) and BCS (Enforcement Police) probationers through a short in-service training at the Bangladesh Military Academy (BMA). This is meant to foaster excange of management techniques, better understanding and friendship between the civil and the military officers. This training is a part of the foundational training and the sucessful completion of this training will be necessary for confirmation in service, amongst other conditions. After successful completion of the BMA training, the probationers will be put to the remaining part of in--service foundational training at the PATC, Savar, with other BCS probationers.

10.04 Most of the job specific training is best imparted on the job. Some job specific training having wider use and common applicability like administration and management, development administration, project planning, evaluation and monitoring, leadership training, training for office superintendents, accounts officer, administrative officers and the like can be identified for institutional training. Similarly training specific to a profession can also be identifed.

10.05 The responsibility of assessing training need is that of the concerned Ministry or Division and of the Organisation. While assessing training need, both locally available training capacity within the country and foreign training requirement have to be examined. Without such examination, proper utilization of manpower cannot be ensured. This examination will indicate the optimum commitment of manpower on training without causing any hindrance to normal duty. At present this examination is not done. Foreign training facilities and courses are offered by the donors on the basis of assessment made by them

and there is a great rush for availing of such offers at the receiving end. Acceptance of these offers is made without much examination and without much choice. The in-country training also is organised in a most un-planned manner and about 40% of our available training capacity goes unutilised. This wastage of available training capacity and over dependence on foreign training is creating a serious imbalance in our training sector which is affecting our national development activities.

10.06 **Training Need Assessment:** Depending on the role and function of the personnel and jobs that they are supposed to perform training requirement for five years both internal and external has now been prepared. Both internal and external training need is given at Annexure 'J'. This is worked out with utmost care so that proper utilization is made of the available training capacity within the country and foreign training is limited only to those areas where local training is not available. The Ministries and Divisions have been broadly grouped into three groups, namely, Management/Administration group, Development, Technical and Scientific group and lastly, Finance and Planning group.

10.07. The training need of the Ministries/Divisions/Directorates/ Departments and Organisations as reflected in the Annexure 'J' has been prepared in four levels for each Ministry, namely 'A' for top level officers carrying scale of pay from Tk. 4750 and above 'B' for mid-level officers carrying scale of pay from Tk. 2400 to below Tk. 4750, 'C' junior level officers carrying scale of pay below Tk. 2400 to Tk. 1650 and 'D' staff level officers carrying scale of pay below Tk. 1650. Both the local and foreign training requirements have been placed side by side for easy reference and at each level a workable ratio between the local and foreign training need has also been worked out. While working out the training need, the total number of officials at each level and those required to be trained in five years both within and outside the country have been considered. In addition, the training need of a particular Ministry/Division ends up with four vital information, namely, total number of officials at different levels, total number of officials to be trained within the country in five years, total number of officers to be trained abroad in five years and lastly, average ratio of internal and foreign training as is applicable to each Ministry/Division/Organisation. The Annexure 'J' also contains a list of training institutions under each Ministry/Division, showing their capacity and level of trainees.

10.08. Once the training need has been identified it is incumbent upon the indigenous training institutions to design their training accordingly and impart quality training. It is equally important that foreign assistance is procured by the ERD only in the identified areas of training. By specifying the training need, both internal and foreign, much duplication of effort has been avoided and economy of effort enforced.

10.09. Foreign assistance will now be sought in the development of in-country training by the donors in the form of input supplies, organising training by expatriate trainers and thus help building up the major training institutions in Bangladesh.

10.10 **Foreign Assistance for In-country Training :** There could be three ways in which foreign assistance in developing in-country training in some of our own training institutions, could be procured. The courses selected for development under foreign assistance should be such that, notwithstanding

their relevance, the expertise required for such courses within the country is not available. The design of such training course should be jointly worked out by the foreign expert and the concerned faculty member of the training institution. The design so prepared will then be put through training of the trainers (TOT) conducted by the foreign expert. This TOT, depending on the nature of subject, could include a number of trainers drawn from like institutions or it could be run only for one particular training institution. Thirdly, after the TOT is over at least one course should be run where the target participants could be trained jointly by the foreign trainer and his local counterpart. The duration of the courses could be worked out by the foreign expert for each stage of assistance. When selecting such courses duplication should be avoided and special emphasis should be given to specialization of an institution in its own sphere of activities. Foreign asistance for in-country training will be sought only for a limited number of training institutions. In this regard reference is drawn to paragraph 3·05 of the policy.

10.11 It is observed that some training institutions in Bangladesh are already in a position to give leadership in their own areas of expertise to train foreign as well as regional trainees, in addition to training their local clientele. To name only a few such training institutions, PATC, BARD, RDA, Police Academy, Railway Academy, Postal Academy, Marine Academy, NILG and TAPD. These institutions need foreign assistance to organising foreign training. The ERD, in consultation with these training institutions and the donors may initiate this new venture.

10.12 The training conducted in almost all the training institutions in Bangladesh needs to be well documented. Presently in most cases training is conducted on makeshift basis under *ad hoc* arrangements. Well thoughtout training packages should be prepared by all training institutions well in advance preferably annually at the beginning of the year highlighting the course title, duration, rationale, aims, the venue, programme of work, course design trainers, level of trainers, accommodation and fees, if any. These should be brought out in the form of printed brochures, and distributed in advance to the prospective clientele and also to the interested organisations. Efforts should be taken by the major training institutions and academies to produce training films covering some important aspects of training. These documents and films must be preserved and updated regularly.

## CHAPTER-X

## TRAINING OF UPAZILA PERSONNEL

11.01 Upazila is a new concept having far reaching significance for the overall development of Bangladesh. This theme must find a place in each and every training institution in the country, be it in the area of management, administration, planning and local government, be it in the development areas like agriculture, livestock and fisheries, education, family planning, cooperative and health, be it in the areas of industry and commerce. Every institution has some thing to offer in the form of training for the development of Bangladesh, the Upazila way. Any deviation from this theme will mean that training is far removed from reality.

11.02 The Upazila officials, both elected representatives and government officials and their staff and particularly the enthusiastic private sector rural leaders, and potential entreprenuers form a very large group who require guidance and direction in development work as individuals as well as collectively. It is not possible to provide service of this kind to this huge clientele from any one forum. There is a need for in-house training arrangement which can be best done by the institution of Upazila Training and Development Centres (UTDC) which is already an established institution in most of the Upazilas in the name of Thana Training and Development Centres (TTDC).

11.03. Unfortunately, these UTDCs were never put to use for the purpose these were setup. Now with the advent of the Upazilas and with the resultant need for in-house training, these UTDCs have to be reactivated and put to proper use.

11.04 **Outline Organisation of UTDCs :** It is important to outline the organisation of UTDCs. These institutions will be under the administrative control of the Ministry of Local Government and will be run and operated by the respective Upazila Parishad through a Governing Board to be consisting of both the elected representatives and Government officials of the respective Upazila. The Governing Board will appoint a skeleton staff for the UTDCs, while the bulk of the trainers will be drawn from among the serving officials of the concerned Upazila.

11.05 **In-House Training by UTDC :** The purpose of the UTDCs will be to provide in-house training to the elected representatives of the Upazila, government officials, Upazila staff and to the rural leaders. The training will embrace small and day-to-day affairs of the rural life touching on subjects like cropping pattern, use of fertilizer, irrigation techniques, cottage industry, cooperative ventures, local level planning techniques, farm management, skill development techniques, road, culvert and bridge construction and on health, sanitation and family planning. The UTDCs should work as an information centre of the Upazilas where there should be a cell to update the information from time to time.

11.06 The Upazila Parishad members, both government official and elected, need thorough training on planning techniques and on monitoring and evaluation of projects at the Upazila level. This training can be best delivered to the Upazilas by BARD, Comilla and RDA, Bogra and by TAPD. The planning techniques at the local level should emphasise on rural development.

11.07 The UTDCs need huge investment of fund for reactivation and for making them functional, both in physical construction and in training aids. The size of this investment has got to be assessed and foreign assistance sought.

11.08 It is needless to say that Upazila training cannot be confined within the four walls of UTDCs. Every Upazila must have a demonstration farm, laboratory comprising all aspects of rural farming activities where practical training on skill and management techniques could be conducted. In addition the extension workers must find time to visit every nook and corner of the Upazila on the basis of a plan to communicate with the rural people on farming techniques, health, family planning and for promotion of literacy.

## CHAPTER-XI

## IMPLEMENTATION AND MONITORING MECHANISM

12.01 Policies and plans often face failures due to absence of implementation and monitoring mechanism in-built within the policies. It is, therefore, necessary to provide for a mechanism for implementation and monitoring of this National Training Policy within the policy itself.

12.02 This National Training Policy is a broad frame work of directives, guidelines and instructions covering all aspects of training for the nation. This policy has got to be implemented by all concerned. With a view to ensuring implementation at all levels it is necessary to highlight certain points foi implementation. The following imperatives require priority attention for implementation :

(a) The training capacity of all public sector training institutions within Bangladesh must be fully utilised. This is Ministry's own responsibility and under-utilisation may result in budget cut.

(b) Training input must be job related and updated from time to time. This is institution's own job. Ministry and NTC team will monitor.

(c) Training has got to be linked with the career of the jobbers. This is institution's own responsibility. The concerned Ministry and NTC team will monitor from career and training plan.

(d) Major training institutions in Bangladesh must be developed to provide in-service training with foreign assistance so that they are able to work as regional training institutions. The NTC will decide, Ministry of Establishment will propose to ERD and ERD will negotiate and procure foreign assistance.

(e) Foreign assistance for developing the training institutions within the country for imparting quality training both to trainees from within the country and from outside, should be preferred over free offer of training fellowships abroad. This is tripartite responsibility of the Ministry of Establishment, ERD and the Administrative Ministry.

(f) No new training institution, private or public, should be setup without obtaining clearance from the National Training Council before processing such cases for approval from the competent authority.

(g) Evaluation of the trainees as well as of the trainers must be scrupulously done by the training institutions and this to be monitoied by administrative ministry and NTC team.

(h) Successful performance in local training, among other conditions, will be pre-requisite for selection of a candidate for foreign training. This is to be ensured by concerned selection committee.

(i) Short training courses specifically designed for different levels of trainees and for different jobs will be given top priority for both internal training and external training. For Government and Corporation

officials, diploma courses could be offered while Masters and Doctoral courses should go to the educational institutions, campasses, research organisations and training institutions. This is to be ensured by the selection committee.

(j) The institutions will ensure maximum utilisation of modern taining aids and techniques and thereby reduce dependence on lectures. This is to be ensured by the training institutions and monitored by the administrative ministry and NTC team.

(k) The in-country training institutions should constantly up-grade and up-date their training designs keeping themselves abreast with the developing world and thereby reduce dependence on foreign training. Training institutions will implement and NTC team and the administrative ministry will monitor.

(l) The institutional linkages both within and outside the country should be developed. Training institutions will develop and linkages be monitored by NTC team.

(m) Depending on the performance, a training institute has a right to exist. If any training institution is found to have an unsatisfactory performance over a year it will be put under strict observation of the NTC for another year. The NTC may withdraw their permission for running such institution if the performance continues to be unsatisfactory for consecutive three years.

12.03. This broad National Training Policy will provide a framework for all ministries/divisions to plan their annual training. Similarly, departments, corporations and autonomous bodies under respective ministry/division should according to the plan of their controlling ministries, plan their individual training activities at micro-level. The Annual Training Plan prepared by ministries/divisions shall be placed before the NTC in its last meeting of the year preceeding the calendar year for which the plan is prepared. On approval of this training plan all corporations, departments under the concerned ministry/division will frame their own training plan. The training institutions under each ministry/division/department/corporation/autonomous bodies will implement this training plan through their annual training plans. The training institutions will prepare the training calendar for the year and according to the training calendar, will scrupulously design training designs and arrange to impart training as scheduled.

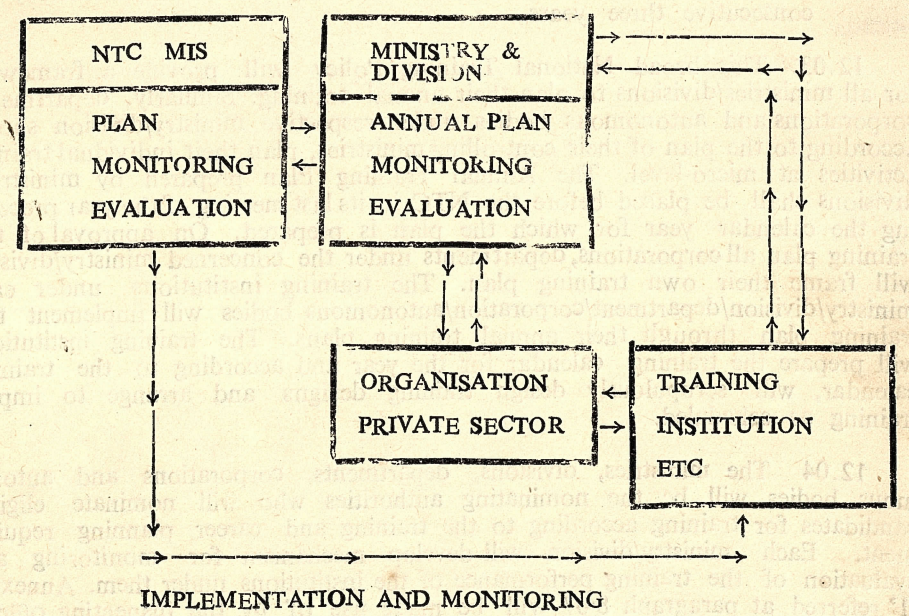
12.04 The ministries, divisions, departments, corporations and autonomous bodies will be the nominating authorities who will nominate eligible candidates for training according to the training and career planning requirement. Each ministry/division will develop mechanism for monitoring and evaluation of the training performance of the institutions under them. Annexure '1' referred at paragraph 8·07 will be made use of by the inspecting officers and the concerned institutions.

12.05 The NTC will constitute a team and the team will carry out regular monitoring of training and submit report to the NTC. This monitoring will include public sector training institutions, private sector training institutions and the NGOs.

12.06 Training should be made a pre-condition for promotion. Necessary amendments may be brought in by all concerned in their respective recruitment rules to provide for specific training as a pre-condition for promotion of officials at all levels. As and when officers attain the required length of service and experience and are eligible for training as per the career and training plan, the concerned ministry will nominate the eligible officers for, receiving such training and only upon successful completion of such training they will be considered for promotion.

12.07 For facilitating easy implementation the policy requires to be flexible. To bring in the element of flexibility in this policy, there is a need to provide for a scope for bringing necessary amendments in this policy. The users and the end users of the policy may propose or suggest any amendment or may propose new ideas for incorporation into this policy. Such proposals will be submitted to the NTC for consideration from time to time.

12.08. Implementation and Monitoring Organisation. An Organisational setup must be given at all levels of inplementation and monitoring. At the top level, at the level of NTC, a computer operated management informations system is desireable. NTC secretariat should, therefore have a computer cell. At the intermediary level ministries/divisions may use their own thaining barnches to do it. The training officers of the corporations, departments and institutions should be the end users and also the sources of data supply. The implementation and monitoring work is schematically shown below :—



## CHAPTER XII

## CONCLUSION

13.01 This FYTP gives some specific training requirements for 5 years for the nation, some directives and some guidelines, covering all sectors of public service, students, farmers, skilled, semi-skilled and unskilled workers and the NGOs. It will not be an exaggeration to say that this is the first comprehensive document outlining the training policy for the nation which has, for the first time, been completed. The hard work put into this will be only wasted if this policy is not acted upon with the same spirit with which it has been prepared.

13.02 This broad policy is meant for the entire nation. Herefrom every individual ministry/division will draw their own training components and formulate their respective training plan. These plans will be prepared annually and the drafts thereof submitted to the NTC for approval in its last meeting of the year. Any deviation from the main text of this policy will compromise the essence of the FYTP. Hence, while preparing their respective annual plan, the ministry/division will ensure that their plan is strictly in accordance with this policy.

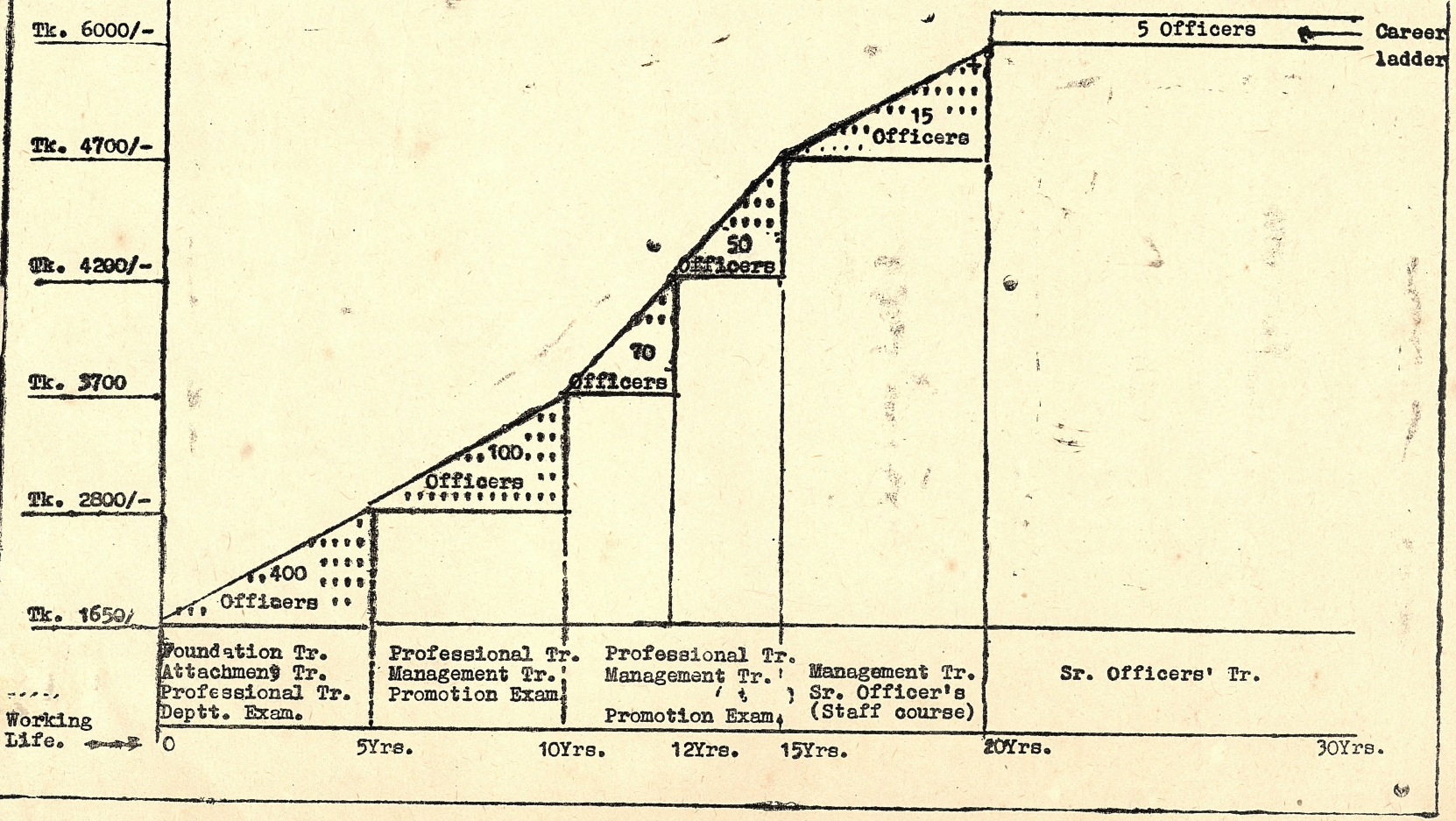
13.03 It is equally essential to update or amend this FYTP during its currency. In the event of any updating or amendment the ministry/division sponsoring such action will bring their draft proposal to the NTC for consideration.

51401

24.12.87

Annexure - A

# A HYPOTHETICAL CAREER MODEL OF A CADRE OF 650 OFFICERS.



ANNEXURE 'B'

## FORM FOR SUBMISSION OF PANEL FOR FOREIGN TRAINING

**(Name of Ministry/Division)**

| Particulars of Training. | Name and designation of the candidate with name of cadre, if any. | Seniority position in gradation list and scale of pay. | Age with date of birth. | Length of Service. | Academic qualifications (Divn./ Class) in each exam. to be mentioned. | Previous Training | |
|---|---|---|---|---|---|---|---|
| | | | | | | Home Training Name of Course, Institution and duration. | Foreign Training Name of Course, Country and duration. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |

1. Course Title :
2. Memo. No. of Allocation or N.T.C. Clearence with date :
3. No. of facility :
4. Venue :
5. Duration :
6. Financed by :
7. Date of Commencement :
8. Last date of submission of nomination :

*Signature of authorised Officer.*

ANNEXURE 'B'

## FORM FOR SUBMISSION OF PANEL FOR FOREIGN TRAINING

**(Name of Ministry/Division)**

| Particulars of Training. | Name and designation of the candidate with name of cadre, if any. | Seniority position in gradation list and scale of pay. | Age with date of birth. | Length of Service. | Academic qualifications (Divn./ Class) in each exam. to be mentioned. | Previous Training | |
|---|---|---|---|---|---|---|---|
| | | | | | | Home Training Name of Course, Institution and duration. | Foreign Training Name of Course, Country and duration. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |

1. Course Title :
2. Memo. No. of Allocation or N.T.C. Clearence with date :
3. No. of facility :
4. Venue :
5. Duration :
6. Financed by :
7. Date of Commencemeat :
8. Last date of submission of nomination :

*Signature of authorised Officer.*

ANNEXURE 'C'

**MINISTRY OF ESTABLISHMENT**

**Section FT.**

No. ME(FT)-4/86- Dated

From : Assistant Secretary (FT).

To :

Sir,

I am directed to convey the sanction of the Government to the deputation of

2. The terms and conditions of deputation will be as follows:

(i) During the period of the deputation he/she/they will be treated as on duty. No part of his/her/their salary will be paid in foreign exchange.

(ii) He/she/they should report to Bangladesh High Commission/Embassy for registration of his/her/their name/names within seven days of his/her/their arrival.

(iii) All expenses including both ways air-passage will be borne by the.....

(iv) He/she/they will not be allowed to extend stay abroad beyond the deputation period. He/she/they will have to serve in the relevant field for.....years after receipt of the training.

(v) He/she/they will submit a report in prescribed proforma within 7(Seven) days of return to the training section of the Ministry of Establishment. Until this report is submitted, he/she/they will be considered as over-staying and will be liable for appropriate actions.

3. This issues with the approval of the competent authority.

Your obedient servant,

*Assistant Secretary (FT).*

No. ME(FT)-4/86- /1( ), dated

Copy forwarded for information and necessary action to:

1. The Secretary, External Resources Division/Ministry of Foreign Affairs, Dhaka.
2. The Bangladesh Embassy/High Commission in
3. The Director-General, Immigration and Passports, Dhaka.
4. The Officer-in-Charge, Zia International Airport, Dhaka.
5. The Operations Officer, PACC, Ministry of Establishment, Bangladesh Sectt.

*Assistant Secretary* (*F.T.*)

ANNEXURE—"D"

**Appendix IV to**
**Annexure A to**
**CMLA/s Secretariat letter**
**No. 7019/2/Civ-I, dated 22 May, 1983.**

## TRAINING REPORT BY THE TRAINEE ON RETURN FROM FOREIGN TRAINING

1. Particulars of the Trainee :
   a. Name :
   b. Designation :
   c. Cadre/Post :

2. Particulars of the course attended :
   a. Title of the course :
   b. Duration of the course :
   c. Name(s) of the Institution(s) with location where the course(s) was/were run. :

3. Training:
   a. General scope of the training :
   b. Practical utility of this course to Bangladesh situation/environment :
   c. Brief notes on new equipments: which the trainee came across during his/her training :
   d. Any new ideas/suggestions which the trainee gathered during his/her training :

4. Administration :
   a. Arrangement of pay and allowances:
   b. Fooding arrangement: :

c. Reception accorded :

d. Any difficulty faced :

e. Names and details of the books: : and training materials brought by the trainee.

A. Any suggestion to make this particular course more beneficial for Bangladesh.

*(Signature of the Trainee with Date)*

REMARKS BY THE MINISTRY CONCERNED

ANNEXURE 'B'

## FORM FOR CLEARANCE OF PROJECTS-TIED TRAINING FACILITIES

**(For already existing approved projects.)**

1. Title of the Project and relevant extract of Project Proforma PP/ TAPP (Training component only) including code number of the project, if any. :

2. Grant/Credit/Loan No., if any :

3. Necessity of training/course/ visit/orientation abroad as given in Project Proforma/TAPP. :

4. Allocation and source of fund under the project for training. :
   (a) Total amount for this project under grant/credit/loan (in million U.S. $) :
   (b) Source of this fund (Name of Donor) :
   (c) Allocation of this fund for training under grant/credit/loan against project at Serial 1. :

5. Approval of the Project :
   (a) Authority by whom approved :
   (b) Date of approval :

6. Whether the case was Previously submitted to NTC subc-ommittee? If so, decisionwith memo No. & date to be mentioned. :

7. Field of training, duration, number of facilities and venue. :

| Sl. No. | Field of study/training (specific title to be given). | Duration | Level of training. | No. of facilities. | Venue | Date of commencement. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

*(Signature with seal of the authorised officer).*

ANNEXURE 'E'

## FORM FOR CLEARANCE OF PROJECT-TIED TRAINING FACILITIES

**(For proposed Training under New/Future Projects)**

1. Title of the proposed project and relevant extract of draft project Proforma (PP/TAPP). :
2. Grant/Credit/Loan No., if any :
3. Necessity of training/course/visit/ orientation abroad as given in the draft Project Proforma/TAPP. :
4. Whether the subject training facilities are available within the country If yes, justification for proposed foreign training. :
5. Whether the training facilities have been distributed among different sectors of the project according to need ? :
6. Allocation and source of fund under the project for training :
   (a) Total amount for the proposed project (in million U.S. $). :
   (b) Source of fund (Name of donor)
   (c) Allocation of the fund for training against project at serial 1. :
7. Whether the case was previously submited to NTC sub-committee? If so, decision with memo No. & date to be mentioned.
8. Field of study/training/duration/ venue etc. as per draft Project Proforma/TAPP. :

| Sl. No. | Field of study/ training (specific title, if known). | Duration | Level of training. | No. of facilities. | Venue | Date of commencement, if known. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

*(Signature with seal of the authorised officer).*

ANNEXURE 'F'

## STANDARD TRAINING PERFORMANCE REPORT

1. Name of Institution.....

2. Title and duration of course .....

3. Name and particulars of the participant reported upon:

   a. Name..... .....

   b. Cadre..... .....

   c. Length of service.....

   d. Place of posting.....

4. Pen-picture of performance.....

   .....

5. Position secured by him in the course.....

6. Do you recommend him for instructional post ? Yes/No.

   a. If so, where ?.....

   b. Subject of expertise.....

7. Do you think this training was adequate for him ? Yes/No.

   a. If not, why ?.....

   .....

   b. Should he do the same course again ?.....

8. Final grading (Tick the applicable letter):

| Percentage. | Weitage. | Grading. |
|---|---|---|
| 85% and above .. .. | 10 | A (Outstanding). |
| 84—65% .. .. | 9 | B (Good). |
| 64—50% .. .. | 8 | C (Average). |
| 49—35% .. .. | 7 | D (Below Average). |
| 34 and below .. | 6 | E (Failed). |

ANNEXURE 'G'

## TRAINING EVALUATION REPORT

1. Name of Institution.....

2. Title and duration of course.....
.....

3. Number of participants in the course.....

4. Name of the Course co-ordinator.....

5. What is the distribution of grading ?.....

   A. .....

   B. .....

   C. .....

   D. .....

   E. .....

6. Reasons for obtaining D and E Gradings.....
.....

7. Name of Instructors conducting the course :: (Enclose evaluation report by participants):

   a.

   b.

   c.

   d.

   e.

   f.

8. What use has this course for public servants ?.....
.....

9. Is the duration adequate ? Comment.....
.....

10. How can this course be improved ?.....
.....

*Signature of the head of Institution and date.*

ANNEXURE 'H'

## EVALUATION BY TRAINEES OF TRAINERS

**Title of Session/Course**

**Venue & Duration of Session/Course**

**Name of Session/Course:**

**Name & designation of trainer**

| Criteria | No. of Respondents Full Score. | Scores received. | Percentages score. |
|---|---|---|---|
| 1. Trainer's ability to create interest in the trainees. | 20 | .. | .. |
| 2. Amount of new information received during session/course. | 20 | .. | .. |
| 3. How relevent was the trainer to the subject of the session/course. | 20 | .. | .. |
| 4. Use of Training aids during the session/course. | 20 | .. | .. |
| 5. Over all delivery of the trainer | 20 | .. | .. |
| Total .. .. .. | 100 | | |

Comments :

*Compiled by :*

*Date:*

ANNEXURE 'I'

## QUESTIONNAIRE FOR MONITORING OF TRAINING INSTITUTION

**Date of Monitoring:**

By whom monitored :

1.

2.

3.

---

1. Name of the Training Institution :
2. Controlling Ministry/Division/Authority :
3. Location of the Institution :
4. Year of Establishment :
5. Manpower position :

| Name of the post. | Scale of Pay | Sanctioned strength | Existing strength | Whether deputationist or directly recruited. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

6. Do you have any problem/suggestion in respect of Manpower? If so, please mention.

7. Do you consider the existing accommodation adequate? If not, please mention the problems and suggestions.

8. Whether residential accommodation for official of the training institution and trainees adequate ? If not, please mention the problems and suggestions.

9. Does the training institution possess required training materials, equipments, books etc. ? If not, please mention the problems with suggestions.

10. Financial Position :

| Year: 1 | Amount sanctioned 2 | Amount spent: 3 | Balance 4 |
|---|---|---|---|
| 1. Last Financial year. | | | |
| 2. Current Financial year. | | | |

11. Do you consider the Financial Allocation adequate for the Institution: If not, please mention the additional financial needs with reasons;

12. Yearly Training Capacity of the Institution :

| Name of the Course 1 | Duration 2 | No. of Particiapants 3 | Designation of Participants. 4 |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

13. Training Performance of last year :

| Name of the Course 1 | Duration 2 | No. of Participants.: 3 | Designation of Participants. 4 |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

14. Training Performance of Current Year:

| Name of the Course 1 | Duration 2 | No. of Participants 3 | Designation of Participants. 4 |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

15. Evaluation of Trainees :

| Grade | Last year | Current year |
|---|---|---|
| A (85% and above) | | |
| B (84% to 65%) | | |
| C (64% to 50%) | | |
| D (49% to 35%) | | |
| E (34% or below) | | |

(Please mention the number of trainees securing different grades.

16. Is there any case of failure in the last five years? Yes/No.

17. Do you have training designs for the courses mentioned at Sl. No. 13 & 14 ? If so, please attach copies. If there are no training designs, please mention the reasons and the present status of their preparation.

18. Class/Lectures :

| | Total lecture hours by the trainers of the Institution. | Total lecture hours by the Guest Lecturers. | Total Lecture hours. |
|---|---|---|---|
| 1. Last year | | | |
| 2. Current year | | | |

19. Field visits by the trainees, if any :

| Year | Place of visit | Duration | Purpose |
|---|---|---|---|
| 1. Last year | | | |
| 2. Current year | | | |

20. Do you have arrangements for excursions for the trainees ? Yes/No.

21. If yes, then mention places visited during last year .....etc.

22. Do you have Training Calendar ? If so, please attach a copy.

23. Do you maintain Standard Course report (in respect of individual performance of trainees) in the prescribed form ? If not, please state the reasons.

24. Do you maintain Course/Training evaluation report (in respect of overall evaluation of a training course) in prescribed form ? If not, please state the reasons.

25. Do you allow the trainees to evalutate the trainers ? Yes/No.

| Total No. of Trainers. | Out standing (85% and above). | Good (84% to 65%) | Average (64 to 50%) | Below Average (49% to 35% | Failed (34% and below. |
|---|---|---|---|---|---|
| | | | | | |

26. Name the best trainer of the year Internal Guest

27. Use of training aids

| | | | | | |
|---|---|---|---|---|---|
| a Black Board .. | Yes/No | e. Mike .. | .. | Yes/No |
| b. Chart .. | Yes/No | f. Vedio .. | .. | Yes/No |
| c. Over head Projector | Yes/No | g. Training film | .. | Yes/No |
| d. Slides .. | Yes/No | h. Mock trial/Play | .. | Yes/No |

28. Please mention problems/suggestions for improvement of training performance.

29. Do the trainers go to other instructions as guest speakers ? If yes, please indicate the details:

| | Total No. of Guest Speakers. | Total hour spent as Guest Speakers. |
|---|---|---|
| (a) Last year | | |
| (b) Current year | | |

30. Consultancy, service, if any :

| | No. of Trainers involved in it. | Name of the project | Progress of Project. | Remuneration Received. |
|---|---|---|---|---|
| (a) Last year | | | | |
| (b) Current Year | | | | |

31. Whether the training Institution has conducted or is conducting any research work ? If so please mention the subject and up-to-date details of the work.

32. Whether the Training Institution has any recent publication ? If so, please mention.

33. Remarks by the Monitoring Team :

ANNEXURE-J

## CABINET DIVISION

A-Level Strength .. 12
B-Level Strength .. 27
C-Level Strength .. 129
D-Level Strength .. 795

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 12 | Senior Staff Course (12 weeks course). .. | 10 | Study Tour on Investigation (1—2 weeks) .. | 2 |
| | Seminar on Policy formulation & policy Analysis (1—week seminar). | 10 | Study Tour on Development of Hilly Region. (1—2 weeks) | 3 |
| | | | Management in Govt. (4—8 weeks course) .. | 5 |
| | | 20 | | 10 (Ratio =2:1) |
| 'B' (Mid level) 27 | Advance Course on Administration and Development (12—weeks course). | 20 | Integrated Development of Hilly Region. (8—12 weeks course). .. | 5 |
| | Project Preparation, Monitoring and Evaluation. (8 weeks course). | 20 | Methods of Investigation .. .. .. (8—12 weeks course). | 5 |
| | | | Management in Govt. (3—4 months course) .. | 5 |
| | | | Local/Field Administration (8—12 weeks course) .. | 5 |
| | | 40 | | 20 (Ratio=2:1) |

| | | | | | |
|---|---|---|---|---|---|
| 'C' (Junior level) 129 | Foundation Training (16 weeks course) + .. | 40 | Diploma in Management in Govt. (6—9 months) .. | 10 |
| | Criminal Investigation (8 weeks course) .. .. | 25 | Detection & Investigation of Crime (6-9 months course) | 10 |
| | Short-Law course (8 weeks course) .. .. | 20 | Integrated Development of Hilly Region. (6—9 months course). .. | 5 |
| | Rural Development (4 weeks course) + .. .. | 10 | Local Administration (6—9 months course) .. | 10 |
| | Financial Management (8 weeks course) .. .. | 10 | | |
| | | 105 | | 35 (Ratio=3:1) |
| 'D' (Staff level) 795 | Conversion course for Stenographers (6 months course) | 10 | Records Management (8 weeks course) .. | 5 |
| | Conversion course for Typist (4 weeks course) | 25 | Criminal Investigation (8 weeks course) .. | 10 |
| | office Management (4 weeks course) .. .. | 20 | | |
| | Criminal Investigation (4 weeks course) | 20 | | |
| | | 75 | | 15 (Ratio=5:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 963 |
| Total No. of officials to be trained within the Country in 5 years .. .. .. .. .. .. | 240 |
| Total No. of officias to be trained abroad in 5 years .. .. .. .. .. .. .. | 80 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. .. | 3:1 |

ANNEXURE-J

## DEFENCE DIVISION

A-Level strength .. 25
B-Level strength .. 180
C-Level strength .. 554
D-Level strength .. 20367

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 25 | Senior Staff Course (12-weeks course). | 4 | Nil | |
| | Seminar on Policy Formulation and Policy Analysis (1-weeks Seminar) | 4 | | |
| | | 8 | | Nil (Ratio =8:Nil) |
| 'B' (Mid level) 180 | Advanced Course on Administration and Development (12 week course) | 20 | Survey Techniques (8-12 weeks course) | 4 |
| | | | Personnel Management (8—12 weeks course) | 4 |
| | Project Preparation, Monitoring and Evaluation (8 weeks course) | 20 | weather forecasting (8-12 weeks course) | 4 |
| | | | Stores and Material Management (8-12 weeks course) | 4 |
| | | | Health Administration (8-12 weeks course) | 4 |
| | | 40 | | 20 (Ratio =2:1) |
| 'C' (Junior Level) 554 | Foundation training (16 weeks course) | 50 | Management Information System (3-6 months) | 5 |
| | Course on Rules and Regulations and Law and Judicial processes in Public Administration. (8 weeks) | 20 | Supply and material management (3-6 months) | 10 |
| | Management Information System (1 week course) | 10 | Digital Exchange (3-6 months) | 5 |
| | Project implementation Monitoring and Evaluation (8 weeks course) | 40 | weather forecasting (6-9 months) | 5 |
| | Financial Management (8 weeks course) | 40 | Survey methodology (8-9 months) | 5 |
| | Training of Trainers (8 weeks course) | 20 | Traning course in Medical fields (6-9 menths) | 20 |
| | Stores Management (4 weeks course) | 20 | | |
| | | 200 | | 50 (Ratio =4:1) |

| | | | | |
|---|---|---|---|---|
| 'D' (Staff level) (105) | Basic Administration Course for supporting staff (4 weeks course) | 40 | Records Management course (8—12 weeks course) | 20 |
| | Office supervisory course (4-weeks course) | 40 | | |
| | Conversion course in short-hand (6-months) | 10 | | |
| | Refreshers course for typists (4-weeks course) | 30 | | |
| | In service training of medical staff (6-12 months) | 300 | | |
| | Training on weather fore-casting (4-12 weeks) | 300 | | |
| | | 720 | | 20 (Ratio=36:1) |

| | |
|---|---|
| Total number of officials at different level .. .. .. .. .. .. .. .. .. | 21126 |
| Total number of officials to be trained within the country in five years .. .. .. .. .. .. | 968 |
| Total number of officials to be trained abroad in five years .. .. .. .. .. .. .. | 90 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. | 10·76 |

| Training Institutions with location | Level of Trainees | Capacity Per year |
|---|---|---|
| 1 Armed Forces Medical Institute, Dhaka .. .. .. .. | B, C & D .. .. .. | 300 |
| 2 A. F. I. P. &. T., Dhaka .. .. .. .. .. .. | B, C & D .. .. .. | 150 |
| 3 Abaha Training Institute, Dhaka .. .. .. .. | B, C & D .. .. .. | 150 |

Annexure-J

## ELECTION COMMISSION'S SECRETARIAT

A level strength ..2

B level strength ..12

C level strength ..93

D level strength ..201

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A. | | | | |
| (Top level) 2 | Senior Staff Course (12 weeks course). | 2 | Country visit on Election (1—2 weeks visit. | 2 |
| | Seminar on Policy formulation and policy analysis. (1 week seminar). | 2 | | |
| | | 2 | | (Ratio=2:1 |
| B. | | | | |
| (Mid level) 12 | Advanced ourse on Administration and Development. (12 weeks course). | 5 | Country visit on Eelection system Management (2—4 weeks) | 5 |
| | Management Information System (Computer). (1 week course). | 5 | | |
| | | 10 | | 5 (Ratio=2:1) |

C.

| | | | | |
|---|---|---|---|---|
| (Junior level) 93 | Foundation Training (16 weeks course). | 20 | Diploma in Data Collection and Compilation (6—9 months course) | 10 |
| | | 20 | | 10 (Ratio=2:1) |

D.

| | | | | |
|---|---|---|---|---|
| (Staff-level) 201 | Office Management course for senior supporting staff (4 weeks course). | 25 | Office Management course for senior supporting staff (8—16 weeks course). | 10 |
| | Conversion course in Short hand (6 months course). | 15 | | |
| | Refreshers course in typing (4 weeks course). | 50 | | |
| | | 90 | | 10 (Ratio=9 : 1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 308 |
| Total No. of officials to be trained within the country in five years .. .. .. .. .. .. | 124 |
| Total No. of officials to be trained abroad in five years .. .. .. .. .. .. .. | 27 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. .. | 4.59:1. |

## MINISTRY OF ESTABLISHMENT

A level strength .. 151
B level strength .. 986
C level strength .. 2819
D level strength .. 16777

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 151 | Senior Staff Course (12 weeks course). | 150 | Seminar/Workshop on Personnel Policy and Career Planning (1 week) | 5 |
| | | | Seminar Mangement course (45 weeks) | 5 |
| | | | Seminar/Workshop on Administrative Set-up (1 week) | 5 |
| | | | Seminar/Workshop on Training Policy (1 week). | 5 |
| | | | Seminar/Workshop on formulation of training design/ programme and its implementation (1 week). | 5 |
| | | | Seminar/Workshop on staff welfare policy (1 week). | 5 |
| | | | Management of Govt. Printing | 5 |
| | .. .. .. | 150 | Seminar/Workshop on organization/re-organization of Government (1 week). | 5 |
| | | | Advanced Financial Management (8 weeks course). | 5 |
| | Seminar on Policy formulation and policy analysis .. (1-week seminar). | 150 | Planning and Management of Rural Development (8 weeks course). | 5 |
| | | | Approaches to proverty Alleviation (8 weeks course). | 5 |
| | | | Management in Government (8 weeks course). | 5 |
| | | | Production Management (8 weeks course). | 5 |
| | | | Large Scale Project Management (8 weeks course). | 5 |
| | | | Maintenance Management (8 weeks course). | 5 |
| | Workshop on Planning aud Implementation (1-week seminar) | 150 | Training and Internal Consultancy (8 weeks course). | 5 |
| | | 450 | | 80 (Ratio 5·63:1) |

| (1) | (2) | (3) | (4) | (5) |
|---|---|---|---|---|
| B. (Mid level) 986 | | | Ph. D. on Public Administration and Development Economics. (2—3 years). | 5 |
| | Advanced course on Administration and Develolment (12 weeks course) | 150 | Human Resource Development (12 weeks) | 10 |
| | | | Short course on Training Techniques (8—16 weeks). | 15 |
| | | | Short course on community development (8—16 weeks). | 15 |
| | Project preparation, Monitoring and Evaluation. (8-weeks course) | 400 | Short course on Economic Development (8—12 weeks). | 15 |
| | | | Short course on Printing Industry (8—16 weeks). | 5 |
| | Development Economics. (32 weeks course). | 60 | Short course on Library Management (8—16 weeks). | 5 |
| | | | Manpower Studies (12 weeks). | 5 |
| | | | Monitoring & Eval ation (8—16 weeks course) | 25 |
| | Management Information System (Computer) (1-week course). | 30 | Short course on mass participation in development (8—16 weeks course). | 25 |
| | | | Manpower budgeting and staffing Inspection (12 week | 5 |
| | | | Training its Design and Management (12 weeks) | 30 |
| | | | Manpower planning for organisation in Developing countries (8 weeks) | 5 |
| | | 640 | | 265 (Ratio=2.42: 1) |
| C. (Junior level) 2819 | Foundation Training to all fresh recruits. (16 weeks course). | 800 | Computer programming and system Analysis (6—9 months course) | 10 |
| | | | Public Administration (Diploma) (6—9 months course). | 15 |
| | | | Economic Development (Diploma) (6—9 months course). | 15 |
| | Upazila level planning and project Management (8-weeks course). | 600 | Rural Development (Diploma) 6—9 months course). | 15 |
| | | | Development Policy (Diploma) (6—9 months course). | 15 |

| (1) | (2) | (3) | (4) | (5) |
|---|---|---|---|---|
| C. (Junior level Class-I Officers). | | | Public Administration (Diploma/MS) (6-9 months course). | 20 |
| | | | Economic Development Do. (6-9 months course). | 25 |
| | Course on Rules and Regulations & Law & Judicial processes in Public Administration. (2weeks course). | 750 | Rural Development Do. (6-9 months course). | 25 |
| | | | Distance learning Programme (12—15 months). | 5 |
| | Training of BCS Officers in BMA. (8-12 weeks course). | 800 | Development Policy Do. (6-9 months) | 25 |
| | | | Development Admn. Do. Do. | 25 |
| | Survey and Settlement Training (12 weeks course) | 400 | Planning and Management Do. Do. of rural Development. | 25 |
| | Upazila level Officers training. (2 weeks) | 920 | Public Service Training Do. Do. (6-9 months). | 25 |
| | | | Rural Policy and Planning. Do. Do. (6-9 months). | 25 |
| | | | MS in Computer Do. Do. (9-12 months). | 5 |
| | | | MS in System Analysis. Do. Do. (9-12 months). | 5 |
| | | 4270 | | 280 (Ratio=20·53: 1) |
| D. (Staff level) 16777 | Training of Trainers Course. (2 weeks). | 80 | | |
| | Induction course for newly appointed Class-II Officers. (4 weeks course). | 80 | Office Management course for senior supporting staff. (8-12 weeks course). | 20 |
| | | | Basic Administrative Course for supporting staff. (8-12 weeks course). | 20 |
| | Office Management course for senior supporting staff (4 weeks course). | 80 | Office supervisory course (8-12 weeks course). | 20 |
| | | | Word processing/computer/Key board operation punching. | 10 |
| | Refreshers course for Class-II Officers. (1-week course). | 80 | (8-12 weeks course). | |

| | | |
|---|---|---|
| Basic Admn. course for supporting staff. (4 weeks course). | 350 | |
| Office Supervisory course. (2 weeks course). | 300 | |
| Course on Govt. Servant Discipline and Appeal Rules (1 week course). | 350 | |
| Special Course for Personal staff. (1 week course). | 80 | |
| Conversion course in Bengali Typing. (4 weeks course). | 600 | |
| Conversion course in Shorhand (24 weeks course) | 50 | |
| Refreshers course in Shorthand and type-writing. (12 weeks course). | 100 | |
| Short course on maintenance of office equipment. (1 week course). | 300 | |
| Word processing, computer Keyboard punching. (12 weeks course). | 50 | |
| | 2470 | 70 (Ratio=35.29:1) |

| | |
|---|---|
| Total Number of officials at different levels .. .. .. .. .. .. .. .. | 20733 |
| Total number of officials to be trained within the country in five years. .. .. .. .. .. | 7830 |
| Total number of officials to be trained abroad in five years. .. .. .. .. .. .. | 695 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. .. | (11·27 1 |

| Training Institution and Location | Level of Trainees. | Capacity Per Year. |
|---|---|---|
| 1. P.A.T.C. Savar, Dhaka, and 4-RPATC'S | ABC & D. | 3890 |
| 2. Karmanchari Prosikan Institute, Dhaka, Barisal, Sylhet, Faridpur, Rangpur. | D. | 1680 |

## MINISTRY OF FOREIGN AFFAIRS

| | |
|---|---|
| A Level Strength .. | 13 |
| B Level Strength .. | 31 |
| C Level Strength .. | 54 |
| D Level Strength .. | 284 |

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 13 | Senior Staff Course (12-weeks course) | 10 | Seminar/Workshop on Laws of Nations/Peace/ Diplomacy. (1—2 weeks). | 10 |
| | Seminar on Policy formulation and Policy Analysis (1-week seminar). | 10 | | |
| | | 20 | | 10 (Ratio=2:1) |
| B (Mid-Level) 31 | Advance course on Administration and Development (12-weeks course). | 15 | Preparation of Agreements and Treaties. (3—4 months course) | 5 |
| | Project preparation Monitoring and Evaluation (8-weeks course). | 15 | | |
| | | 30 | | 5 (Ratio=6:1) |

| | | | | |
|---|---|---|---|---|
| C<br>(JuniorLevel)<br>54 | Foundational Training<br>(16 weeks course) | 25 | Foreign Language Training<br>(8-12 months course) | 10 |
| | Short Law course<br>(8-weeks course) | 25 | Diplomatic Relations<br>(9-12 months course) | 10 |
| | Survey & Settlement<br>(12-weeks course) | 10 | International Agreements and Treaties<br>(6-9 monthes course) | 10 |
| | Protocol Training<br>(4-weeks course) | 10 | | |
| | Security Training<br>(4-weeks course) | 20 | | |
| | | 90 | | 30<br>(Ratio=3:1) |
| D<br>(Staff-Level)<br>284 | Record Management<br>(4 weeks course) | 10 | Records Management<br>(8-weeks course). | 5 |
| | Security Training<br>(4-weeks course) | 10 | | |
| | Protocol Training<br>(4-weeks course) | 10 | | |
| | | 30 | | 5<br>(Ratio=6:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 382 |
| Total No. of officials to be trained within the Country in 5 years. .. .. .. .. .. .. | 170 |
| Total No. of officials to be trained abroad in 5 years. .. .. .. .. .. .. .. | 50 |
| Average ratio of Internal and foreign training .. .. .. .. .. .. .. .. | 3·4:1 |

| Training Institution & Location | Level of Trainees. | Capacity per year. |
|---|---|---|
| Foreign Affairs Training Institute, Dhaka. | B & C | 60 |

ANNEXURE-J

## MINISTRY OF FOOD

A Level Strength .. 5
B Level Strength .. 69
C Level Strength .. 144
D Level Strength .. 13613

| Level of chentele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top-Level) 5 | Seminar staff course (12 weeks co..rse) | 5 | Seminar/Worksnop on food policy (1-2 week) | 5 |
| | Seminar on policy formulation and policy analysis (1 week Seminar) | 5 | | |
| | | 10 | | 5 (Ratio=2: 1) |
| B (Mid-Level) 69 | Project preparations, monitoring & evaluation (8 weeks course) | 25 | Workshop/training on grain grading, quality control & inspection procedure. (4-8 weeks course) | 5 |
| | Advanced course on Administration and Development (12 weeks course) | 20 | Workshop/training on grain marketing (4-8 weeks course) | 5 |
| | | | Workshop/training on pest control. (4-8 weeks course) | 5 |
| | | 45 | | 15 (Ratio=3:1) |
| C (Junior level) 96 | Foundation Training (16 weeks course) | 60 | Food Technolgy (6-9 months courses) | 5 |
| | | | Milling Techniques (2-3 months course) | 5 |
| | | | Pest control (stored grain) (2-3 months course) | 5 |
| | | | Operation & Maintenance of Silos (3-6 months course) | 5 |
| | | 60 | | 20 (Ratio=3:1) |

| | | | | |
|---|---|---|---|---|
| D (Staff level) 7260 | Induction course (2 weeks course) | 250 | Pest control (Stored grain) (1-3 months course) | 25 |
| | Refreshers course in Short-hand (24 weeks course) | 10 | | |
| | Refreshers course for typists (4 weeks course) | 100 | | |
| | Food grading and quality control (8 weeks course) | 500 | | |
| | | 860 | | 25 (Ratio=34·4:1) |

| | |
|---|---|
| Total No. of officials at different level .. .. .. .. .. .. .. .. .. | 13838 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 975 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 65 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. | 15:1 |

## MINISTRY OF HOME AFFAIRS

A –Level Strength .. 22
B –Level Srtength .. 345
C –Level Strength .. 531
D –Level Strength .. 75291

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 22 | Senior Staff Course (12-weeks course) | 10 | Seminar on Police Administration Course... (1 –4 weeks) | .. 5 |
| | Seminar on Policy Formulation and Policy analysis (1 week) | 10 | Senior command Course. (8—16 weeks) | .. 5 |
| | Defence Forces commandants staff course (8-weeks course) | 10 | | |
| | | 30 | | 10 (Ratio=3:1) |
| B (Mid-level) 345 | Advance course on Administration & Development (12 weeks course) | 20 | Junior Command course (3—6 months) | 10 |
| | Counter Insergency/Commando/Anti Hijacking Operation. (12-weeks Course) | 40 | Investigation and Detection of crime (2—4 months) | 10 |
| | Junior Command Course (12-weeks course) | 40 | Prison Management. (8—10 weeks course) | 5 |
| | Project Preparation, Monitoring and Evaluation course (12-weeks course) | 40 | | |

| | | | | |
|---|---|---|---|---|
| | Crime detection and Investigation course (8 weeks course) | 15 | | |
| | Photo and Handwriting Reading (8 weeks course) | 10 | | |
| | Prison Administration (4 weeks course) | 10 | | |
| | | 170 | | 25 (Ratio=6·8:1) |
| C (Junior level) (531) | Forensic Science (12-weeks course) | 25 | Forensic Secince (12—24 weeks course) | 10 |
| | Narcotics, Drugs (4-weeks course) | 25 | Jungle War-fare (12—24 weeks course) | 10 |
| | Criminal Investigation (12 weeks course) | 25 | Criminal Investigation (12—24 weeks course) | 10 |
| | Jungle War-fare (4-weeks course) | 25 | | |
| | BMA Training (12-weeks course) | 75 | | |
| | Foundation Training (16-weeks course) | 75 | | |
| | Traffic Management (4-weeks course) | 25 | | |
| | Fire Fighting and Rescue Operation (4-weeks course) | 25 | | |
| | Use and Maintenance of Fire Fighting Equipments. (4-weeks course) | 15 | | |
| | Basic Training in Police Academy (24-weeks course) | 75 | | |
| | | 390 | | 30 (Ratio=13:1) |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| D (Staff Level) 75,291 | Basic Training of Constable (24-weeks course) | 2500 | Forensic Science (12-weeks course) | 25 |
| | Basic course for Ansars (24-weeks course) | 2500 | Narcotics & Drugs (12-weeks course) | 25 |
| | | | Traffic Control (8-weeks course) | 50 |
| | Basic course for Civil Defence, Prisons and Fire-Fighting Staff. (24-weeks course) | 300 | | |
| | Traffic course for Traffic Surgents & Constables (6-weeks course) | 1000 | | |
| | Jungles Training (6-weeks course) | 300 | | |
| | Riot Control course for surgents & Sub-Inspectors of Police. (4-weeks course) | 600 | | |
| | Section Leader course for Head Constables (16-weeks course) | 500 | | |
| | Tele.Communication Training (12-weeks course) | 300 | | |
| | | 8000 | | 100 (Ratio=80:1) |

| | |
|---|---|
| Total number of officials at different level .. .. .. .. .. .. .. .. | 76189 |
| Total numbers of officials to be trained within the country in five years .. .. .. .. .. | 8595 |
| Total number of officials to be trained abroad in five years .. .. .. .. .. .. .. | 165 |
| Average Ratio of Internal & Foreign Training, .. .. .. .. .. .. .. | 52·09:1 |

| | Training Institution & Location | Level of Trainees | Capacity per year |
|---|---|---|---|
| 1. | Ansar and VDP Training School, Shafipur .. .. .. | C & D .. .. .. | 60,000 |
| 2. | Mahila Ansar & VDP Training Centre, Gazipur .. .. .. | D | 3000 |
| 3. | Village Defence Training Centre, Kalakopa, Dhaka .. .. | D | 3000 |
| 4. | Rifles Training School, Chittagong .. .. .. | D | 1500 |
| 5. | Signal Training Institute, Pilkhana, Dhaka .. .. .. | D | 450 |
| 6. | Police Academy, Sardah .. .. .. .. .. | C & D | 1600 |
| 7. | P. T. S., Rangpur, Noakhali, Tangail, Khulna .. .. .. | D. | 3100 |
| 8. | Special Police Training School, Chittagong. .. .. .. | C & D | 100 |
| 9. | Traffic Training School, Dhaka .. .. .. .. | D | 384 |
| 10. | Police Training School, Chittagong, Dhaka .. .. .. | D | 1000 |
| 11. | D. T. S., C. I. D, Dhaka .. .. .. .. .. | D | 369 |
| 12. | Fire Service & Civil Defence Training Complex, Mirpur, Dhaka .. | C & D | 800—1000 |

ANNEXURE-J

## MINISTRY OF LAW AND JUSTICE

A—level strength — 8
B—level strength — 106
C—level strength — 589
D—level strength — 8750

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 8 | Senior Staff Course (12 weeks course) | 8 | Seminar/Workshop on Law of the Sea, Human Rights and International Law. (2—8 weeks) | 5 |
| | Seminar on policy formulation and policy analysis. ( 1 week seminar) | 7 | | |
| | | 15 | | 5 Ratio=(3:1) |
| B (Mid-level) 106 | Advanced course on Administration and Development. (12 weeks course) | 35 | Short course on Legal Drafting (8—12 weeks course) | 15 |
| | Project Preparation, Monitoring Evaluation (8 weeks course) | 40 | Short Course on Judicial system (8—12 weeks course) | 10 |
| | | 75 | | 25 (Ratio=3:1) |
| C (Junior level) 589 | Foundation Training. (16 weeks course) | 130 | Diploma in Legal Drafting (6—9 months course) | 20 |
| | Survey and Settlement Training (12 weeks course). | 100 | | |
| | Short Law course (8 weeks course) | 30 | Judicial system and International Law (6—9 months course) | 20 |
| | | 260 | | 40 (Ratio=6·5:1) |

| | | | | |
|---|---|---|---|---|
| D<br>(Staff level)<br>8750 | Refreshers course on Short Hand (24 weeks course) | 20 | Records Maintenance (8—12 weeks course). | |
| | Refreshers course for Typist (4 weeks course) | 50 | (812) | 10 |
| | Records Maintenance (24 weeks course) | 100 | | |
| | Training of Courts Staff (4 weeks) | 500 | | |
| | | 670 | | 10<br>(Ratio=67:1) |

| | |
|---|---|
| Total number of official at different levels .. .. .. .. .. .. .. .. | 9453 |
| Total number of officials to be trained within the Country in five years .. .. .. .. .. | 1020 |
| Total number of officials to be trained abroad in five years .. .. .. .. .. .. | 80 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. | (12·75:1) |

ANNEXURE-J

## PRESIDENT'S SECRETARIAT

A-level strength — 03
B-level strength — 10
C-level strength — 11
D-level strength — 215

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 3 | Senior Staff Course (12 weeks course) | 05 | Study Tour on Protocol and Diplomacy (1-2 weeks course) | 5 |
| | | 05 | | 5 (Ratio=1:1) |
| B (Mid-Level) 10 | Advanced course on Administration & Development (12 weeks course) | 05 | Short Training on Protocol and Security (4-8 weeks course) | 05 |
| | Project Preparation Monitoring & Evaluation (8 weeks course) | 05 | | |
| | | 10 | | 05 (Ratio=2:1) |
| C (Junior Level) 11 | Protocol Affairs (8 weeks course) | 05 | Transport Management (3-4 months course) | 05 |
| | Security Trnining (4 weeks course) | 10 | Protocol/Security Training (3-4 months course) | 05 |
| | Foundational Training (16 weeks course) | 10 | | |
| | | 25 | | 10 (Ratio=2·5:1) |

| | | | | |
|---|---|---|---|---|
| D (Staff Level) 215 | House-hold Maintenance Training (8 weeks course) | 10 | Catering and Rrotocol (8 weeks course) | 10 |
| | Transport Maintenance Training (8 weeks course) | 10 | | |
| | Entertainment and Catering Training (8 weeks course) | 10 | | |
| | Security Training (8 weeks course) | 10 | | |
| | Refreshers course for typist (4 weeks course) | 10 | | |
| | Office Supervision (4 weeks course) | 10 | | |
| | | 60 | | 10 (Ratio=6:1) |

| | |
|---|---|
| Total No. of Official at different levels .. .. .. .. .. .. | 239 |
| Total No. of Officials to be trained within the country in 5 years .. .. .. .. .. .. | 100 |
| Total No. of Officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 30 |
| Average Ratio of Internal and Foreign Training .. .. .. .. .. .. .. .. | 3·34:1 |

## MINISTRY OF AGRICULTURE

A-Level Strength .. 186
B-Level Strength .. 2736
C-Level Strength 2808
D-Level Strength .. 40858

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 186 | Senior Staff Course (12-weeks course) | 30 | Seminar/Workshop on Agricultural Development (1-2 weeks course) | 10 |
| | Seminar on Policy Formulation and Policy Analysis (1-week Seminar) | 30 | Seminar/Workshop on Forest Development .. (1-2 weeks course) | 10 |
| | | | Agro Industrial Pl nning (12 weeks) ... | 5 |
| | | | Agricultural Planning (12weeks) .. | 5 |
| | | 60 | | 30 (Ratio=2:1) |
| B (Mid-Level) 2736 | Advance course on Administration and Development (12-weeks course) | 50 | Social & Community Forestry (3-4 months course) | 10 |
| | Project Preparation, Monitoring and Evaluation (8-weeks course) | 50 | Cotton Development (3-4 months course) | 10 |
| | Training on Forest Extension (3-weeks course) | 30 | Crop Production (3-4 months course) | 10 |
| | Seed Certificaion and quality control (4-weeks course) | 50 | Seed Technology (6-9 months course) | 10 |
| | Soil Survey, Land use and Development Planning (4-weeks course) | 15 | Soil Survey and Classification (3-6 months course) | 5 |
| | | | Soil Fertility (6-12 months course) | 10 |
| | | | Agricultural Land use Development Planning (6-9 months course) | 10 |

| | |
|---|---|
| Financial Management (4-weeks course) | 50 |
| Personnel Management (3-weeks course) | 50 |
| Management of Reasearch (3-weeks course) | 50 |
| Marketing and sales Management (3-weeks course) | 15 |
| Production Management (5-weeks course) | 30 |

| | |
|---|---|
| Agricultural Management (3-6 months course) | 5 |
| Plant Protection (3-6 months course) | 5 |
| Integrated Pest Management (3-6 months course) | 10 |
| Vegetable Production and Marketing (3-6 months course) | 10 |
| Irrigation Agronomy (3-6 months course) | 10 |
| Storage of Agricultural Products (3-6 months course) | 5 |
| Training of Trainers (3-6 months course) | 15 |
| Fruit cultivation (3-4 months course) | 5 |
| Plant Genetics (9-12 months course) | 5 |
| Extension and Communication (3-6 months course) | 10 |
| Agricultural Statistics (3-6 months course) | 10 |
| Wood Preservation Technique (3-6 months course) | 5 |
| Agricultural Machinery (3-6 months course) | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | | Ground Water Management (3-6 months course) | 5 |
| | | | Plant Breeding (6-9 months course) | 5 |
| | | | Agricultural System Engineering (6-9 months course) | 5 |
| | | | Plant Pathology (6-9 months course) | 5 |
| | | | Seed Testing and Certification (6-9 months course) | 5 |
| | | | Fertilizer Production and Marketing (6-9 months course) | 5 |
| | | | Maintenance Management | 5 |
| | | 400 | | 200 (Ratio=2:1) |
| C (Junior Level) 2808 | Foundational Training (16 weeks course) | 200 | Basic Forestry Training (9-12 montsh course) | 10 |
| | Survey and Settlement Training (8-weeks course) | 100 | Social/Community Forestry (9-12 months course) | 10 |
| | Forest Extension (3-weeks course) | 40 | Cotton Development (9-12 months course) | 5 |
| | Forest Officers Refreshers Course (8-weeks course) | 30 | Crop Production (9-12 months course) | 10 |
| | Agricultural Extension (2 weeks course) | 200 | Seed Technology (9-12 months course). | 15 |
| | Pest Management (2-weeks course) | 50 | Water Management (9-12 months course) | 15 |

| | | | |
|---|---|---|---|
| Farm Management (2-weeks course) | 50 | Farm Tools Machinery (9-12 months course) | 16 |
| Irrigation & Water Management (4-weeks course) | 50 | Pest Control (9-12 months course) | 15 |
| Seed Technology (4-weeks course) | 50 | Potato Breeding (9-12 months course) | 5 |
| Crop Production Technology (2-weeks course) | 50 | Wheat Breeding (9-12 months course) | 5 |
| Storage Technology (2-weeks course) | 50 | Maize Breeding (9-12 months course) | 5 |
| Rice Production Training (4-months course) | 50 | Tissue Culture (6-9 months course | 10 |
| Seed Certification and quality control (4-weeks course) | 50 | Rice Technology (6-9 months course) | 10 |
| Soil Survey and Classification (12- months course) | 25 | Modern Methods of Soil Analysis (6-9 months course) | 5 |
| Personnel Management (12 months course) | 25 | Soil fertility (6-9 months course) | 10 |
| Elementary Statistics (4-weeks course) | 50 | Agricultural Marketing Survey and Research Methodology (9-12 months course) | 5 |
| Pricing of Agricultural Crops (6-weeks course) | 15 | Agricultural Engineering (6-9 months course) | 10 |
| Research Administration and Research Management (6-weeks course) | 25 | Extension Methodology (9-12 months course) | 9 |
| Statistical Analysis (7-months course) | 15 | Vegetable cultivation (9-12 months course) | 5 |
| Project Planning and Appraisal (2-weeks course) | 50 | Plant Breeding (2-3 years (Ms. Ph. D) | 2 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Production Management (5-weeks course) | 50 | Plant Genetics (2-3 years.(Ms. Ph. D) | 3 |
| | Accounting & Budgeting (4-weeks course) | 25 | Soil Science (2-3 years (Ms. Ph. D) | 3 |
| | Computer Programming (4-weeks course) | 10 | Entomology (2-3 years (Ms. Ph. D) | 3 |
| | | | Plant Pathology (2-3 years (Ms. Ph. D) | 3 |
| | | | Irrigation and Water Management (2-3 years (M.S. Ph. D) | 3 |
| | | | Agronomy (2-3 years (Ms. Ph. D) | 2 |
| | | | Operational Maintenance of Logging (6-9 months course) | 5 |
| | | | Rubber Production (6-9 months course) | 5 |
| | | | Palm Oil Production and Maintenance (9-12 months course) | 5 |
| | | | Food Production Nutrition Planning (12 months course) | 5 |
| | | | Seed Pathology (12 months course) | 10 |
| | | | Grain Processing and Storage (9-12 months course) | 10 |
| | | | Biological Control of Agricultural Pest (12 months course) | 10 |
| | | | Soil Microbiology (12 months course) | 5 |
| | | | Auatomy and Histology (12 months course) | |
| | | 1300 | | 260 (Ratio = 5:1 |

| | | | | |
|---|---|---|---|---|
| **D (Staff Level) 40,858** | Records Management (4-weeks course) | 100 | On the Job Training of Foresters (2-3 months course) | 25 |
| | Conversion course for Stenographers (24-weeks course) | 50 | Fibre Testing (3-months course) | 100 |
| | Office Supervision (4-weeks course) | 100 | Rice Production (2-3 months course) | 10 |
| | Conversion Course for Typist (4-weeks course) | 200 | Vegetable Production (2-3 months course) | 10 |
| | Forest Extension (3-weeks course) | 50 | Agricultursal Extension (2-3 months course) | 10 |
| | Forest Rangers Course (24-months course) | 250 | Plant Protection (2-3 months course) | 10 |
| | Forest Staff Training Course (18 months course) | 1000 | Irrigation (2-3 months course) | 10 |
| | Forest Workers Training Course (3 months course) | 1000 | Seed Technology and Farm Management (2-3 moths course) | 10 |
| | Fibre Testing (4-weeks course) | 15 | Advance Cataloguing and Classification (2-3 months course) | 10 |
| | Procurement and Marketing (4-weeks course) | 200 | | |
| | Seed Technology (1-week course) | 100 | | |
| | Crop Production Technology (2-weeks course) | 100 | | |
| | Cropping system Methodology (2-weeks course) | 100 | | |
| | Certificate course in Agriculture (24 months course) | 500 | | |
| | Seed Certification and quality Control (4-weeks course) | 100 | | |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Soil Chemical and Physical Analysis (4-weeks course) | 25 | | |
| | Map-drawing, Printing and Reproducting Techniques (8-weeks course) | 20 | | |
| | Library Cataloguing (4-weeks course) | 25 | | |
| | Agricultural Diploma (12-months course) | 50 | | |
| | Accounts and Audit (8-weeks course) | 50 | | |
| | Stores Management (8-weeks course) | 25 | | |
| | Repair and Maintenance (8-weeks course) | 25 | | |
| | Tests Management (8-weeks course) | 25 | | |
| | Laboratory Management (8-weeks course) | 25 | | |
| | | 4135 | | 105 (Ratio=39·38:1) |

| | |
|---|---|
| **Total No. of Officials at different level** .. .. .. .. .. .. .. .. | **46588** |
| **Total No. of Officials to be trained within the country in 5 years** .. .. .. .. .. .. | **5895** |
| **Total No. of Officials to be trained abroad in 5 years** .. .. .. .. .. .. | **595** |
| **Average Ratio of Internal and Foreign Training** .. .. .. .. .. .. .. | **9.91 : 1** |

| Training Institution & Location | Level of Trainees. | Capacity Per Year |
|---|---|---|
| 1. C E R D I, Joydebpur, Dhaka | B and C | 1,000 |
| 2. Agriculture Training Centre, Sherpur, Jamalpur, Tejgaon, Faridpur, Ishurdi, Gaibandha, Dinajpur, Daulatpur (Khulna), Khadimnagar (Sylhet), Hathazari (Chittagong), Begomganj (Noakhali), Rahmatpur (Barisal), Tajhat (Rangpur). | D | 9413 |
| 3. BADC Training Institute, Madhupur, Tangail | C | 1200 |
| 4. Graduate Training Institute, Mymensingh | C & D | 550 |
| 5. Staff Training Institute, Dhaka | C & D | 300 |
| 6. Bangladesh Forest Ranger's Colleg'e, Chittagong | Pre-entry. | 15 |
| 7. Forest Development & Training Centre, Kaptai | D. | 135 |
| 8. Bangladesh Forest School, Sylhet | D. | 643 |
| 9. Technical Training Institute, Datantumara (Chittagong) | C & D | 60 |

ANNEXURE-J

## CIVIL AVIATION AND TOURISM DIVISION

A-level strength .. 143
B-level strength .. 390
C-level strength .. 983
D-level strength .. 6077

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 143 | Senior Staff Course (12 weeks course) | 30 | Seminar/Workshop on Civil Aviation/Airlines Development (1—2 weeks) | 5 |
| | Seminr on Policy Formulation & Policy Analysis (1 week Seminar) | 30 | Seminar/Country Visit On Tourism Dev. (1—2 weeks) | 5 |
| | | | Tourism Sector Planning (12 weeks) | 5 |
| | | 60 | | 15 (Ratio=4 : 1) |
| B (Mid level) 390 | Advance course on Admn. & Development (4 weeks course) | 50 | Air Line Economics, Management & Fleet Planning (1-2 months) | 5 |
| | Project Preparation, Monitoring & Evaluation (8 weeks course) | 50 | Civil Aviation Management (6-8 weeks.) | 5 |
| | Transport Management (2 weeks course) | 15 | Aeronautical Information Service (8 weeks) | 5 |
| | Advertisement & Sales Promotion (2 weeks course) | 10 | Advance course on Air Conditioning (3 months) | 5 |
| | Stores Management (3 weeks course) | 20 | Airport Mechanical Maintenance (3 months) | 5 |

| | | | | |
|---|---|---|---|---|
| | Security course (1 week course) | 30 | Airport Electrical Maintenance (3 months) | 5 |
| | | | DC-10 Air Frame & Power plant system familiarisation & maintenance course (2-3 months) | 5 |
| | | | Safety Assessment of Aircraft system (4 weeks) | 5 |
| | | | Tourism Management course (6 months) | 5 |
| | | | Hotel Management course (6 months) | 5 |
| | | 175 | | 50 (Ratio=3.5:1) |
| C (Junior level) 983 | Foundation Training (16 weeks) | 500 | Tourism Management course (6 months) | 5 |
| | Short Law course (8 weeks) | 25 | Hotel Management course (6 months) | 5 |
| | Communication Eng. course (15 months) | 25 | Hotel Supervisor course (6 months) | 5 |
| | Pulse & Digital Technique (3 months) | 10 | Food production course (6 months) | 5 |
| | Micro Processor Technique (2½ months) | 10 | House keeping course (9 months) | 5 |
| | SSB Transister Technique (4 months) | 10 | Travel Agency course (4 months) | 5 |
| | ILS Maintenance course (3 months) | 10 | Area Control Radar & Nar Radar (3 months) | 5 |
| | Commercial Operation course (12 months) | 20 | Asphalt Mixing & Runway Carpetting Technology (3 months) | 2 |

ANNEXURE-J

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Instruction course (1 month) | 10 | Food & Beverage Service Course (6 monts) | 5 |
| | Basic ATC course (3-7 months) | 50 | Power plant Technology (3 months) | 2 |
| | Security & Sabotage course (1 week) | 10 | | |
| | Compilation & processing of Statistical Data (3 weeks) | 10 | Airport Ground Lighting system (6 months) | 5 |
| | Store Management (3 weeks) | 10 | Water & Sewerage Treatment (3 months) | 6 |
| | | | Baggage Handling (3 months) | 5 |
| | | | DC-10 Electrical system Familiarisation & Maintenance (2—3 months) | 5 |
| | | | DC-10 Air Frame system familiarisation & maintenance course (10 weeks) | 5 |
| | | | DC-10 Ground School conversion Simulator/ Recurrent Simulator Training for Cock-pit Crew (2 months) | 20 |
| | | | B-707 Conversion Simulator/Recurrent Simulator Training for Cock-pit Crew (2 months) | 20 |
| | | | F-28 Conversion Simulator/Recurrent Simulator Training for Cock-pit Crew (2 months) | 10 |
| | | | F-27 Conversion Simulator/Recurrent Simulator Training for Cock-pit Crew (2 months) | 20 |
| | | 700 | | 140 (Ratio=5:1) |

| | | | | |
|---|---|---|---|---|
| D Level (Staff Level) 6077 | Records Management (4 weeks) | 50 | Records Management (8 weeks) | 15 |
| | Office Supervision (4 weeks) | 50 | Airport Rescue Fire Service (5 weeks) | 5 |
| | Conversion Course for Stenographers (2 weeks) | 25 | Air Conditioning System (3 months) | 5 |
| | Conversion Course for Typists (4 weeks) | 50 | Airport lighting Technology (2 months) | 5 |
| | Instruction Technique course (4 weeks) | 25 | Airport Cargo Handling (2 months) | 5 |
| | SSB Translator Technique (4 weeks) | 20 | Airport Bagage handling (2 months) | 5 |
| | Basic APC course No. 7&8 (7 months) | 50 | Airport Equipments Repair and Maintenance (2 months) | 5 |
| | | | Duty Free Shop Operation course (2 months) | 5 |
| | Micro processor (2½ months) | 20 | Front Office course (2 months) | 5 |
| | Accounting & Auditing (4 weeks) | 20 | | |
| | Stores Management (4 weeks) | 20 | | |
| | | 330 | | 55 (Ratio=6:1) |

| | |
|---|---|
| Total Nos. of officials at different level .. .. .. .. .. .. .. .. | 7593 |
| Total Nos. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 1265 |
| Total Nos. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 260 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. | 4·87:1 |

| Training Institution & Location | Level of Trainees. | Capacity per year. |
|---|---|---|
| 1. Civil Aviation Training Centre. Tejgaon, Dhaka | C & D | 120 |
| 2. Tourism Training Institute. Mohakhali. Dhaka | B, C & D | 450 |
| 3. Ground Training Centre, Biman, Bangladesh, Dhaka | C & D | 1627 |

ANNEXURE-"J"

## MINISTRY OF COMMERCE

A-level strength .. 27
B-level Strength .. 283
C-level Strength .. 1150
D-level strength .. 7522

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 27 | Senior Staff course (12 weeks. course) | 15 | Seminar/workshop/meeting on import-export policy/ international trade relations/insurance (1-3 weeks seminar) | 15 |
| | Seminar Policy formulation and policy analysis (1 week seminar) | 15 | | |
| | | 30 | | 15 (Ratio=2:1) |
| B (Mid-level) 283 | Advaced course on administration and development (12 weeks course) | 40 | Short course on trade policy (8-12 weeks) | 10 |
| | Project preparation, monitoring and evaluation (8 weeks course) | 40 | Prices and marketing management (8-12 weeks) | 10 |
| | Marketing and sales management (4 weeks course) | 40 | Trade mark registration (8-12 weeks) | 10 |
| | Financial management (4 weeks course) | 20 | Advanced Logistics Management (12 weeks) | 10 |
| | Insurance (8-12 weeks course) | 20 | | |
| | | 160 | | 40 (Ratio=4:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior level) 1150 | Foundation training (16 weeks course) | 200 | Marketing management (6-9 months) | 10 |
| | Financial management (12 weeks course) | 100 | Training on insurance (6-9 months) | 10 |
| | Training on insurance | 300 | Trade policy (6-9 months) | 10 |
| | | | Trade mark registration (3-6 months) | 10 |
| | | | Patent and design (3-6 months) | 10 |
| | | | Computer programme (6-12 months) | 10 |
| | | 600 | | 60 (Ratio=10:1) |
| D (Staff level) 7522 | Insurance training (4-8 weeks course) | 500 | Material management (8—12 weeks course) | 10 |
| | Office management course. (4 weeks course) | 100 | Market intelligence (8—12 weeks course) | 10 |
| | Office Supervisory course. (2 weeks course) | 50 | Record management (8—12 weeks course) | 10 |
| | Refresher's course for Stenographer (24 weeks course) | 50 | Insurance (8—12 weeks course) | 20 |
| | Refresher's course for typists (4 weeks course) | 200 | | |
| | Stores management (4 weeks course) | 50 | | |
| | Marketing intelligence (4 weeks course) | 50 | | |
| | | 1000 | | 50 (Ratio=20:1) |

| | |
|---|---|
| Total No. of officials at different levels | 8982 |
| Total No. of officials to be trained within the country in 5 years | 1790 |
| Total No. of officials to be trained abroad in 5 years | 105 |
| Average ratio of internal and foreign training | 10-85:1 |

| Training Institution and Location | Level of Trainees | Capacity Per year. |
|---|---|---|
| Bangladesh Insurance Academy, 29, Toynbee Circular Road, Dhaka. | B,C & D | 500 |

ANNEXURE-J

## CULTURAL AFFAIRS DIVISION

A-level strength··6
B-level strength··85
C-level strength··253
D-level strength··1683

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 6 | Senior Staff course (12 weeks) | 5 | Seminar/Workshop on Cultural Dev. (1-2 weeks). | 5 |
| | Seminar on Policy formulation & Policy analysis (1 week seminar) | 5 | | |
| | | 10 | | 5 (Ratio=2:1) |
| 'B' (Mid level) 85 | Advanced course on admn. and development (12 weeks) | 20 | Management & dev. of Archieves. (3 months) | 5 |
| | Project preparation, monitoring & evaluation (8 weeks). | 20 | Dev. of Archaeology and Musium (3 months) | 5 |
| | Financial management (8 weeks) | 10 | | |
| | | 50 | | 10 (Ratio=5:1) |

| | | | | |
|---|---|---|---|---|
| 'C' (Junior level) 253 | Foundational training (16 weeks) | 50 | Library Science (6—9 months) | 10 |
| | Financial management (8 weeks) | 10 | Archaeology and Musiums (3—6 months) | 10 |
| | Personnel Management (4 weeks) | 10 | | |
| | Management of Library (8 weeks) | 10 | | |
| | | 80 | | 20 (Ratio=4:1) |
| 'D' (Staff level) 1683 | Records management (4 weeks) | 20 | Records management (1-2) months) | 5 |
| | Refresher's course for Stenographers (24 weeks). | 20 | Cataloguing (2-3) months). | 5 |
| | Refresher's course for typist (8 weeks). | 40 | | |
| | Inventory management (4 weeks). | 30 | | |
| | Cataloguing (4 weeks). | 20 | | |
| | | 130 | | 10 (Ratio=13:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 2027 |
| Total No. of officials to be trained within the country in 5 yers. .. .. .. .. .. .. | 270 |
| Total No. of officials to be trained abroad in 5 yrs. .. .. .. .. .. .. .. | 45 |
| Average ratio of internal and foreign training .. .. .. .. .. .. | 6:1 |

ANNEXURE-J

## MINISTRY OF EDUCATION

A-Level Strength .. .. 567
B-Level Strength .. .. 5884
C-Level Strength .. .. 10226
D-Level Strength .. .. 179945

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 567 | Senior Staff Course (12 weeks) | 50 | Seminar/Workshop on Management of Educational Institutions(1-2 Weeks) | 5 |
| | Seminar on policy formulation & policy analysis (1 week) | 50 | Seminar/Workshop on Education Policy (1—2 Weeks) | 5 |
| | Seminar/Workshop on Educational Management (1 week) | 100 | Education & Training Planning (12 weeks) | 10 |
| | | 200 | | 20 (Ratio=10:1) |
| B (Mid Level) 5884 | Advanced Course on Administration & Development (12 Weeks) | 100 | Teaching Method (3—6 Weeks) | 10 |
| | Project Preparation Monitoring & Evaluation (8 Weeks) | 100 | Educational Planning (3—6 months) | 10 |
| | Training of Trainers (4 Weeks) | 200 | Teaching English as Foreign Language (3—6 months) | 10 |
| | Financial Management (8 Weeks) | 100 | Training of Trainers (3—6 months) | 20 |
| | Personnel Management (4 Weeks) | 100 | Development of Educational Equipment (3—6 months) | 10 |
| | | 600 | | 60 (Ratio=10:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior level) 10226 | Foundational Training (16 Weeks) | 500 | M.S/Ph. D in Chemistry/ Physics/Botany/Zoology/ Mathematics/Pharmacy/Microboilogy/Bio-Chemistry/ Food Science/Soil Science/Marine Biology. | 60 |
| | Training of Trainers/Teachers (4 Weeks) | 1000 | | |
| | Personnel Management (12 months) | 50 | M.S/Ph. D in Economics/ Sociology/English/Geography/History/Management/Psychology/Business Admn /Finance/Law/Public Admn./International Relations/Pol Science/Bengali. | 70 |
| | Accounting & Auditing (4 Weeks) | 50 | | |
| | Course on Inventory Management (4 Weeks). | 100 | M.S/Ph.D in Civil/Mechanical/Electrical/Metalurgical Architectural/Marine/Water Resourses/Textile Technology/Leather Technology. | 50 |
| | Library Management (4 Weeks). | 100 | | |
| | | 1800 | | 180 (Ratio=10:1) |
| 'D' (Staff Level) 179945 | Training of Trainers/Teachers (3–6 months). | 2000 | Records Management (4–8 Weeks). | 10 |
| | Records Management (4 Weeks). | 100 | Primary Teachers Training (3–6 months). | 80 |
| | Office Supervision (4 Weeks). | 100 | Training of Library Staff (2–3 months). | 10 |
| | Stores Management (4 Weeks) | 100 | | |
| | Accounting & Budgeting (4 Weeks) | 100 | | |
| | Refresher's Course for Stenographers (24 Weeks). | 100 | | |
| | Refresher's Course for Typists (4 weeks) | 400 | | |
| | | 3000 | | 100 (Ratio=30:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 1,96,622 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. .. | 5,600 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 360 |
| Average ratio of both internal & foreign training .. .. .. .. .. .. .. .. | 15·56:1 |

| | Training Institution and Location. | Leave of Trainees. | Capacity per year. |
|---|---|---|---|
| 1. | T.T. College, Dhaka, Comilla, Jessore, Chittagong, Khulna, Feni, Rajshahi, Rangpur, Mymensingh | D | 3056 |
| 2. | 50 P.T.I. .. .. .. .. .. .. .. .. | D | 10,000 |

ANNEXURE 'J'

## ENERGY DIVISION

| | | |
|---|---|---|
| A-level strength | .. | 29 |
| B-level strength | .. | 1336 |
| C-level strength | .. | 1543 |
| D-level strength | .. | 26055 |
| | | 28963 |

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 29 | Senior Staff course (12 weeks course) | 20 | Seminar/Workshop on Nuclear Reactor Technology (1-2 weeks) | 10 |
| | Seminor on Policy formulation and policy analysis (01 week seminar) | 20 | Seminar/Workshop on Energy Management (1-3 weeks) | 10 |
| | | 40 | | 20 (Ratio=2 : 1) |
| B (Mid-level) 1336 | Advanced course on Administration & Development (12 weeks course) | 30 | Nuclear Reactor Technology (3-6 months course) | 5 |
| | Project preparation, Monitoring & Evaluation. (12 weeks course) | 30 | Production and application of isotops (3-6 months course) | 5 |
| | Customer Service (4 weeks course) | 20 | Radiator Entomolcgy, insect echology & biology (6-12 months course) | 2 |
| | Executive Development (4 weeks course) | 20 | Insect disinfestation and pest management (1-3 months course) | 2 |
| | Orientation course (1 week course) | 30 | Biotechnology Tissue Bank and Genetic Engineering. (1-3 months course) | 2 |

| | | | |
|---|---|---|---|
| PBS System operation and Engineering (2 weeks course) | 30 | Tissue culture and Biomass Production (1-3 months course) | 2 |
| General Management Training (2 weeks course) | 50 | Sterilization of medical Products (1-3 months course) | 2 |
| | | Ultrasonography (1-3 months course) | 2 |
| | | Scientigraphy (1-3 months course) | 2 |
| | | Thyroid and other Invivo Studies (3-6 months course) | 2 |
| | | Biomedical Instrumentation (3-6 months course) | 2 |
| | | Radio immuroassay (3-6 months course) | 2 |
| | | Neuclear Engineering, Material seience & Process (3-9 months course) | 2 |
| | | Electronics, Instrumentation and Control (3-9) months course) | 2 |
| | | Neuclear safety and safegurds (3-9 months course) | 2 |
| | | Design, Construction and supervision of Neuclear Installation (6-12 months course) | 2 |
| | | Management and operation of Rural Electric Programme/system (8 weeks course) | 5 |
| | | Distribution system analysis and Planning with computer applications (8 weeks course) | 5 |
| | | Trouble shorting and repair of line Equipments (8 weeks course) | 5 |
| | 310 | | 53 (Ratio=5·85: 1) |

| (1) | (2) | (3) | (4) | (5) |
|---|---|---|---|---|
| C | | | | |
| (Junior level) 1543 | Foundational Training (12 weeks course) | 500 | Neuclear Reactor Technology (12 months course) | 2 |
| | Computer Languages (24 weeks course) | 30 | Production and application of isotopes (12 months course) | 2 |
| | Course on Radiation Biology (12 weeks course) | 15 | Electronics & Material Science (12 months course) | 2 |
| | Radio isotope in Industry (4 weeks course) | 20 | Neuclear safety and Radiation Protection (12 months course) | 2 |
| | Application of Radio isotope, (6 weeks course) | 35 | Protection of Neuclear and heavy minerals (12 months course) | 2 |
| | Semi-Conductor Physics (8 weeks course) | 20 | Radiation Entomology, Insect Echology and Biology (12 months course) | 2 |
| | Basic Neuclear Physics (4 weeks course) | 25 | Insect disinfestation and pest Management (12 months course) | 2 |
| | Reactor operation for Engg. (24 weeks course) | 20 | Bio-technology, Tissue Bank and Genetic Engineering (12 months course) | 2 |
| | Management course (8 weeks course) | 30 | Tissue culture and Bio-mass Production (12 months course) | 2 |
| | Labour Laws and case studies (4 weeks course) | 30 | Radiation source maintenance, Dosimetry & quality control (12 months course) | 2 |
| | Training of Trainers (4 weeks course) | 30 | Radioimmuroassary (12 months course) | 2 |
| | Book Keeping & Accounting (4 weeks course) | 30 | Electronics, Instrumentation and control (12 months course) | 2 |
| | Management Infor. system (4 weeks course) | 20 | Neuclear safety and safeguards (12 months course) | 2 |
| | Project Appraisal (4 weeks course) | 30 | | |
| | Public Relations (4 weeks course) | 20 | | |

| | | |
|---|---|---|
| | Computer Programming (4 weeks course) | |
| | Financial Management (4 weeks course) | |
| | Stores Management (4 weeks course) | |
| | Sales Management (4 weeks course) | |
| | Personnel Management (4 weeks course) | |
| | Energy Economics (4 weeks course) | |
| | Procurement Procedure (4 weeks course) | |
| 30 | Security Management (1-3 months) | 5 |
| 50 | Labour Welfare and Labour Relations (1-3 months course) | 10 |
| 30 | Public Relation in Power utility (1-3 months course) | 5 |
| 50 | Power Project Planning (3 months course) | 5 |
| 50 | Power Economics (3 months course) | 10 |
| 30 | Erection testing and commissioning of Electrical Equipments (3 months course) | 5 |
| 20 | System loss Reduction (3 months course) | 5 |
| | Management of Thermal Power Station (3 months course) | 5 |
| | Power System Planning (3 months course) | 5 |
| | Electrical Network Design (3 months course) | 10 |
| | Design of Transmission and Distribution lines (3 months course) | 10 |
| | Design of High and Low Voltage Supply Station (3 months course) | 10 |
| | Data Processing and Computer application (6 months course) | 10 |
| | Relay co-ordination and System Protection (3 months course) | 5 |
| | Testing, Repairing of Energy Metre (3 months course) | 10 |

| (1) | (2) | (3) | (4) | (5) |
|---|---|---|---|---|
| C<br>(Junior level)<br>1543 | | | Operation and Maintenance of Distribution System<br>(3 months course) | 10 |
| | | | Operation and maintenance of power line carrier and Telemetering Equipments<br>(3 months course) | 10 |
| | | | VHE Communication system for Electric utility<br>(3 months course) | 10 |
| | | | Operation and maintenance of transmission line<br>(3 months course) | 10 |
| | | | Erection, Testing, commissioning of High Voltage Sub-Station (3 months course) | 10 |
| | | | Load Despatching<br>(3 months course) | 10 |
| | | | Operation and maintenance of High Voltage Sub-Station (3 months course) | 10 |
| | | | Operation of Thermal Power Maintenance<br>(3 months course) | 5 |
| | | | Electrical Maintenance of Power Station<br>(3 months course) | 5 |
| | | | Mechanical maintenance of Power Station Equipments<br>(3 months course) | 5 |
| | | | Automations and Control<br>(3 months course) | 5 |
| | | | Water Treatment<br>(3 months course) | 4 |
| | | | Operation, Maintenance and repair of Gas Turbine<br>(3 months course) | 10 |
| | | 1135 | | 240<br>(Ratio=4·73:1) |

| | | | | |
|---|---|---|---|---|
| D (Staff level) 26055 | Mechanical Workshop Practice Course (24 weeks course) | 50 | On the Job Training/Attachment of Technical Staff (8 weeks course) | 100 |
| | Training Course on Electronics (16 weeks course) | 30 | | |
| | Course on Basic Science and Engineering (24 weeks course) | 50 | | |
| | Course on Administrative Staff (24 weeks course) | 15 | | |
| | Course on Accounts and Finance (3 weeks course) | 50 | | |
| | Course on Security (5 weeks course) | 180 | | |
| | Office Management (8 weeks course) | 100 | | |
| | Conversion course of Stenographers (24 weeks course) | 75 | | |
| | Conversion course of Typists (8 weeks course) | 150 | | |
| | Training of Apprentice (24 weeks course) | 1000 | | |
| | Career Development course of Technical Personnel (8 weeks course) | 1000 | | |
| | Training of Accounts Staff (8 weeks course) | 500 | | |
| | | 3200 | | 100 (Ratio=32 : 1) |

| | |
|---|---|
| Total No. of officials in different levels | 28963 |
| Total No. of officials to be trained within the country in 5 years | 4585 |
| Total No. of officials to be trained abroad in 5 years | 413 |
| Ratio of local and foreign training | (11:1) |

| Training Institution & Location | Level of Trainees | Capacity per year |
|---|---|---|
| 1. Atomic Training and Manpower Planning Development Centre. Dhaka | C | 80 |
| 2. R.E.B. Training Institute, Ramna, Dhaka | B,C&D | 5782 |
| 3. PDB Training Institute, Tongi, Ghorashal, Khulna, Rajshali, Chittagong | B,C&D | 3667 |
| 4. Engineering Academy, Kaptai | A,B,C | 923 |

ANNEXURE 'J'

## MINISTRY OF FISHERIES AND LIVESTOCK

A-Level strength .. 14
B-Level strength .. 471
C-Level strength .. 2128
D-Level strength .. 8564

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 14 | Senior Staff Course (12 weeks course) | 15 | Seminar/workshop/Country visit on Fisheries/ Livestock Development (1-3 weeks) | 15 |
| | Seminar on Policy formulation & policy analysis (1 week seminar) | 15 | | |
| | | 30 | | 15 (Ratio=2 : 1) |
| B (Mid-Level) 471 | Advanced course on administration and development (12 weeks course) | 50 | Farmer management (3-6 months course) | 5 |
| | Project preparation, monitoring and evaluation (8 weeks course) | 50 | Net factory management (2-3 months course) | 5 |
| | Marketing Mangement (4 weeks course) | 10 | Shrim culture technology (2-3 months course) | 5 |
| | Extension methodology, aquaculture technology, defusion & innovation. (4 weeks course) | 50 | Integrated fish farming (2-3 months course) | 5 |
| | Financial Management (8 weeks course) | 20 | Fish processing (2-3 months course) | 5 |
| | | | Extension methodology (2-3 months course) | 5 |

| | | | | |
|---|---|---|---|---|
| | | | Fisheries planning (2-3 months course) | 5 |
| | | | Poultry husbandry (2-3 months course) | 5 |
| | | | Dairy technology (2-3 months course) | 5 |
| | | | Utilisation of bi-products (2-3 months course) | 5 |
| | | | Animal breeding (2-3 months course) | 5 |
| | | | Rinderpest vaccine Media preparation (2-3 months course) | 5 |
| | | 180 | | 60 (Ratio=3 : 1) |
| C. (Junior Level) 2128 | Foundation training (16 weeks course) | 100 | Marine Engineering (9-12 months course) | 5 |
| | Basic course in accounts & finance (4 weeks course) | 40 | Integrated fish farming (3-9 months course) | 5 |
| | Project preparation (12 weeks course) | 50 | Cage-pan fish culture (3-9 months course) | 5 |
| | Local level planning (3 weeks course) | 250 | Intensive ponds culture technology (3-9 months course) | 5 |
| | Extension methodlogy technology, defusion and innovation (4 weeks course) | 500 | Shrim culture technology (3-9 months course) | 5 |
| | Fish hatchary management (4 weeks course) | 500 | Fish Hormone breeding (3-9 months course) | 2 |
| | | | Frog culture (9-12 months course) | 3 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | | Aqua Engineering (9-12 months course) | 5 |
| | | | Fish Biology (9-12 months course) | 5 |
| | | | Fish processing technology (9-12 months course) | 5 |
| | | | M.S./Diploma in Bacteriology/Virology/Parasitology/Mycology/Animal Pathology/Veterinary Texicology/Animal Nutrition/Bycology/Helminthology/Histo-pathology/Dairy/Bacterilogy/ Wild Life Management/Microbilogy/Tissue culture/ Zoonotic diseasses/Dianostic Pathology/Vaccine preparation (Fowl-pox, Fowl Cholera Rabies Anthrox, Black-quarter Heamorrhagic Septisemin, Laboratory technology, Reproductive diseases, Feed technology (animal) Feed analysis). | 60 |
| | | 1440 | | 115 (Ratio= 12· 5:1) |
| D (Staff Level) 8564 | Office Management Course (8 weeks course) | 30 | Country visit/Attachment of extension workers/ technicians of Fisheries and Livestock development (1-4 weeks course) | 100 |
| | Conversion course for Stenographers (24 weeks course) | 30 | | |
| | Conversion course for typists (8 weeks course) | 40 | | |
| | Aquaculture and fisheries management (4 weeks course) | 500 | | |

| | | |
|---|---|---|
| Extension methodology (4 weeks course) | 500 | |
| Training of Livestock Services staff (4 weeks course) | 500 | |
| | 1600 | 100 (Ratio= 16 : 1 ) |

| | |
|---|---|
| Total number of officials in different levels | 11177 |
| Total number of officials to be trained within the country in 5 years | 3250 |
| Total number of officials to be trained abroad in 5 years | 290 |
| Average ratio of internal and foreign training | (11·2 : 1) |

| Training Institution & Location | Level of Trainees | Capacity per year |
|---|---|---|
| 1. Fisheries Training Centre, Chandpur, Comilla. | C & D | 128 |
| 2. Fisheries Training and Extension centre, Faridpur. | D | 200 |
| 3. Livestock Training Centre, Mymensigh, Alamdanga (Kushtia), Gaibanda (Rangpur), and Sylhet. | D | 350 |
| 4. Livestock officers' Training Centre, Savar. | C | 50 |

ANNEXURE

## MINISTRY OF HEALTH AND FAMILY PLANNING

A-Level strength .. 92
B-Level strength .. 266
C-Level strength .. 8200
D-Level strength .. 47059

| Leve of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 92 | Senior Staff Course (12 weeks) | 40 | Seminar/Workshop on Health and Family Planning (2-4 weeks) | 20 |
| | Seminar on policy formulation and policy analysis (1 week) | 40 | Health Sector Plaining (12 Weeks) | 20 |
| | | 80 | | 40 (Ratio=2:1) |
| B (Mid Level) 266 | Advanced course on administration and development (12 weeks) | 50 | Short course on cardiovascular diseases (3-6 months) | 5 |
| | Project preparation, monitoring and evaluation (8 weeks) | 50 | Short course on nuclear medical science (3-6 months) | 5 |
| | | | Short course on nutrition (3-6 months) | 5 |
| | | | Short course on family planning (3-6 months) | 5 |
| | | 100 | | 20 (Ratio=5:1) |

| | | | | |
|---|---|---|---|---|
| C<br>(Junior Level)<br>8200 | Foundation training<br>(16 weeks) | 200 | Cardiovascular diseases<br>(6-12 months) | 20 |
| | Inservice training<br>(12 months) | 4000 | Course on Chest diseases<br>(6-12 months) | 20 |
| | | | Course on Ophthalmology<br>(6-12 months) | 20 |
| | | | Course on Orthopaedics<br>(6-12 months) | 20 |
| | | | Course or Paediatrics<br>(6-12 months) | 20 |
| | | | C(ourse on Gynaecology<br>6-12 months) | 20 |
| | | | General course on medicine<br>(6-12 months) | 20 |
| | | | Course on Nuclear medicine<br>(6-12 months) | 20 |
| | | | Nutrition & food science<br>(6-12 months) | 20 |
| | | | Course on modern method of Family Planning<br>(6-12 months) | 20 |
| | | 4200 | | 200<br>(Ratio=21 : 1) |
| D<br>(Staff level)<br>47059 | Refresher's course for Stenographers<br>(24 weeks) | 50 | Training of Nurses.<br>(6-12 months) | 40 |
| | Refresher's course for typists<br>(4 weeks) | 150 | Record management<br>(2-3 months) | 20 |
| | Officice management<br>(4 weeks) | 100 | Training of Family Planning staff<br>(2—3 months) | 40 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Inservice training of technicians (3-6 months) | 500 | | |
| | Inservice training of Nurses (3-6 months) | 500 | | |
| | Inservice training of family planning workers (3-6 weeks). | 1500 | | |
| | | 2800 | | 100 (Ratio=(28:1) |

| | |
|---|---|
| Total number of officials at different levels .. .. .. .. .. .. .. | 55617 |
| Total number of officials to be trained within the country in 5 years... .. .. .. .. | 7180 |
| Total number of officials to be trained abroad in 5 years. .. .. .. .. .. | 360 |
| Average ratio of internal and foreign training .. .. .. .. .. .. | Ratio-(19.9:1) |

| Training Institution and Location | Level of trainees | Capacity |
|---|---|---|
| 1. NIPSOM, Dhaka .. .. .. .. .. .. .. .. | C&D | 60 |
| 2. IPGMR. Dhaka .. .. .. .. .. .. .. | C | 129 |
| 3. IDCH, Dhaka .. .. .. .. .. .. .. .. | C | 10 |
| 4. NI Opthalmology, Dhaka .. .. .. .. .. .. .. | C | 13 |
| 5. ICVD, Dhaka .. .. .. .. .. .. .. .. | B&C | 5 |
| 6. Paramedical Institute, Dhaka and Rajshahi .. .. .. .. .. | D | 200 |
| 7. Institute of Chest Diseases, Dhaka .. .. .. .. .. .. | C | 12 |

ANNEXURE-J

## MINISTRY OF INFORMATION

A-Level strength .. 20
B.-Level strength .. 182
C.- Level strength .. 712
D.-Level strength .. 4273

| Level of clientele. | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 20 | Senior Staff Course (12 week course) | 20 | Seminar/Workshop on Mass-Media & Communication. (1-2 weeks) | 2 |
| | Seminar on Policy Formulation and Policy Analysis. (1 week seminar) | 20 | Seminar/Workshop or Broadcasting (1-2 weeks) | 5 |
| | | | Seminar/Workshop on Film Press-Development (1-2 weeks course) | 3 |
| | | | Management of Information (4-5 weeks) | 10 |
| | | 40 | | 20 (Ratio=2:1) |
| 'B' (Mid-level) 182 | Advance course on Administration & Development. (12 weeks course) | 40 | Public relations and News writing (3 months course) | 3 |
| | Project Preparation, Monitoring & Evaluation (8 weeks course) | 40 | Mass-Media and communication (2 months course) | 3 |
| | Training of Trainers (6-8 weeks course) | 20 | Antenna Engineering M/F/S.W./VH.F& U.H.F (3 months course) | 6 |
| | Ordinance/Social Research & Evaluation (6 weeks course) | 10 | Maintenance Techniques of Radio Transmeter Specially M.F. & H.F. (3 months course) | 6 |
| | Script writing for Film/Radio/T.V. (4 weeks course). | 10 | Repair and Maintenance of Equipment containing Intergrated circuits/digital Techniques Thyristor Service | 6 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Maintenance of Radio/T.V. Film Equipment (12 weeks course) | 10 | Mechanics etc. (3 months course) | |
| | Broadcasting Management (4 weeks course) | 5 | Radio-Television News editing & presentation (2 months course) | 3 |
| | Media Management (4 weeks course) | 5 | Policy & management of T.V. advertisement (1-2 months course) | 2 |
| | Distinct Education (4 weeks course) | 5 | | |
| | Sub-regional course on T.V. production (4 weeks course) | 10 | Television Engg. course (3 months course) | 5 |
| | Regional course on Population and Communication (5 weeks course) | 10 | Maintenance & operation of Engg. equipment (5 weeks course) | 3 |
| | Training on T.V. measurement & Technique (7 weeks course) | 5 | Microwave communication course (3 months course) | 3 |
| | Television Engineering course (4 weeks course) | 10 | Maintenance of T.V. equipments (5 weeks course) | 2 |
| | Digital Technique for Microprocesser (6 weeks course) | 20 | Dev. of Educational T.V. Programmes (2-3 months) | 2 |
| | Sub-Regional course on Set-design & graphics for colour T.V. Programme (4 weeks course) | 10 | Colour Photography & EMG Techniques (7 months course) | 2 |
| | Sub-Regional course on lighting and colour T.V. (4 weeks course) | 15 | Colour T.V. Film Lighting (4 months course) | 2 |
| | T.V. Programme course (8 weeks course) | 15 | Film editing and Film Processing course (2-3 months). | 2 |
| | | | Data Collection System Analysis (3 months course) | 3 |
| | | | Publication-Planning (6 months course) | 3 |
| | | | Training Management (1-2 months course) | 4 |
| | | 240 | | 60 (Ratio=4:1) |

| | | | | | |
|---|---|---|---|---|---|
| 'C' (Junior level) 712 | Foundational training (16 weeks course) | 80 | T.V. Engineering course (6-9 months course) | 5 |
| | Sub-regional course on T.V. Production (4 weeks course) | 10 | Operation & maintenance of engineering equipments (3-6 months course) | 5 |
| | Regional course on Population & communication (5 weeks course) | 10 | Micro-wave communication course (3-6 months course) | 5 |
| | Audiance Research & evaluation (5 weeks course) | 5 | Population Programme training course (3-6 months course) | 5 |
| | Training on T.V. Measurement & Technique (7 weeks course) | 5 | Basic T.V. Production course (3-6 months course) | 5 |
| | Television Engineering course (4 weeks course) | 10 | Audiance Resarch & Programme evaluation (3-6 months course) | 5 |
| | Digital Technique for Micro Proccesser (5 weeks course) | 15 | Colour Photography Technique (6-9 months course) | 5 |
| | Sub-Regional course on Setdesign and graphics for colour T.V. Programme (4 weeks course) | 10 | T.V. Journalism (3-6 months course) | 5 |
| | Sub-Regional course on lighting on colour T.V. (4 weeks course) | 15 | Film Production Technique (3-6 months course) | 5 |
| | Rural Journalism Technique (4 weeks course) | 25 | Broadcasting Policy (3-6 months course) | 5 |
| | Training course on Development Communication (Radio) (4 weeks course) | 25 | Mass Media and communication planning (3-6 months course) | 5 |
| | Radio Journalism (4 weeks course) | 35 | Radio Management course (6-9 months course) | 5 |
| | Distinct Education (4 weeks course) | 35 | Electronic Engineering (Semiconductor Device), Digital, Logic, CKT.I/C Microporcesser) (3-6 months course) | 4 |
| | Communication & Human Relations (4 weeks course) | 35 | A.M. Transmeter & Antinna system (3-6 months course) | 4 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Rural Radio (Production and Planning) (4 weeks course) | 25 | Operation and maintenace of FM/VHE (3-6 months course) | 4 |
| | Farm Technology Orientation course (12 weeks course) | 25 | Radio broadcasting equipment maintenace (3-6 months course) | |
| | Farm Broadcasting (4 weeks course) | 25 | Perforamance management technique MF/VHF Transmeter & Studio gear) (3-6 months course) | 4 |
| | Development communication (Radio) (4 weeks course) | 25 | Advance electronic equipment (MF/NF/VHF/UNF Transmeter & Studio equipment (3-6 months course) | 5 |
| | Digital Techniques & Microprocesser (8 weeks course) | 5 | Frequency management and monitoring Research (3-6 months course) | 5 |
| | Radio engineering (12 weeks course) | 10 | Radio Journalism (9-12 months course) | 5 |
| | Project Preparation and Implementation (8 weeks course) | | System Analysis (6-9 months course) | 5 |
| | Population Planning & National Development (8 weeks course) | 5 | | |
| | Rural Leadership for Participatory development (2 weeks course) | 40 | | |
| | Management Information systems (12 weeks course) | 5 | | |
| | | 500 | | 100 (Ratio=5:1) |
| D (Staff Level) 4273 | Office supervisory course (4 weeks course) | 25 | Records Management (2-3 months course) | 5 |
| | Maintenance of office equipments (4 weeks course) | 25 | Maintenance of Radio/TV/Film equipments (2-3 months course) | 15 |

| | | | |
|---|---|---|---|
| D (Staff Level) 4273 | Conversion course for Stenographer (24 weeks course) | 10 | |
| | Conversion course for Typist (8 weeks course) | 40 | |
| | | 100 | 20 (Ratio=5:1) |

| | |
|---|---|
| Total No. of officials at different level .. .. .. .. .. | 5187 |
| Total No. of officials to to be trained within the Country in 5 years .. .. .. .. | 880 |
| Total No. of officials to be trained abroad in 5 years. .. .. .. .. | 190 |
| Average Ratio of Internal and Foreign Training .. .. .. .. | (4·63 : 1) |

| Training Institution & location | Level of trainees | Capacities |
|---|---|---|
| 1. Bangladesh Press Institute, Dhaka | B,C & D | 160 |
| 2. National Broadcasting Academy, Dhaka | B & C | 300 |

ANNEXURE-J

## MINISTRY OF IRRIGATION, WATER DEVELOPMENT AND FLOOD CONTROL

A-level strength .. 24
B-level strength .. 427
C-level strength .. 1142
D-level strength .. 10369

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 24 | Senior Staff Course (12 weeks course) | 10 | Seminar/workshop/country visit on irrigation, water resource management & development. (1—3 weeks) | 10 |
| | Seminar on Policy formulation & policy analysis (1 week seminar). | 10 | Irrigation Development & Planning (8-12 weeks) | |
| | Course on administration (1 week course) | 10 | | 10 |
| | Short course on Power Irrigation, Equipment and Maintenance (1 week course) | 10 | | |
| | | 40 | | 20 (Ratio=2:1) |
| B (Mid-Level) 427 | Advanced course on administration and development. (12 weeks course) | 15 | Hydraulic structure including foundation (2—3 months course) | 10 |
| | Project prepartion, monitoring & evaluation (8 weeks course) | 15 | Erosion control and dam construction (2—3 months course) | 10 |
| | Seminar on project implementation (1 week seminar) | 50 | Land Reclamation and Development (2—3 months course) | 10 |
| | Course on management of Research (2 weeks course) | 15 | Water Resources Development (2—3 months course) | 5 |

| | | | | |
|---|---|---|---|---|
| | Management course (1 week course) | 25 | Computer training (3—6 months course) | 5 |
| | Course on Computer Programming (4 weeks course). | 10 | | |
| | Short course on hydraulic structure design and construction. (2 weeks course) | 15 | | |
| | Course on diagnostic analysis on farm irrigation system. (2 weeks course) | 15 | | |
| | | 160 | | 40 (Ratio=4:1) |
| C (Junior level) 1142 | Induction training (4 weeks course) | 500 | Rapair and maintenance of survey equipments (3—6 months) | 5 |
| | Reorientation course (2 weeks course) | 100 | Application of photogramanentry in water resources development. (3—9 months) | 5 |
| | Supervisory & administrative training course (3 weeks course) | 100 | | |
| | Course on office management (2 weeks course) | 20 | Ground water exploration for irrigation (3—9 months) | 5 |
| | Course on accountancy (1 week course) | 10 | Hydrological data collection, processing and publication (3—9 months) | 5 |
| | Course on advanced sedimentology (1 week course) | 10 | Computer training (3—9 months) | 5 |
| | Irrigation Management. (3 weeks course) | 50 | Polder development and salinity control (3—9 months) | 5 |
| | Rural Development and Agricultural Extension (4 weeks course) | 100 | Operation and maintenance of dredger fleet (3—9 months) | 5 |
| | Ground water investigation course (4 weeks course) | 100 | Irrigation Engineering (6—9 months). | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Repetitive pump awareness (1 week course) | 10 | Coaster Engineering (6—9 months) | 5 |
| | Course on Radio Isotop on hydrology (3 weeks course) | 20 | Water Resources development planning (6—9 months) | 5 |
| | Security course (1 week course) | 50 | Structural Engineering (6—9 months) | 5 |
| | Course on personnel management (2 weeks course) | 25 | Flood forecasting and warning (3—6 months) | 5 |
| | | | Applied hydrology (6—9 months) | 5 |
| | | | Labour Relation in public enterprise (3—6 months) | 5 |
| | | | Drilling technology (3—9 months) | 5 |
| | | 1095 | | 75 (Ratio=14·6:1) |
| D (Staff level) 10369 | Supervisory and office management course (2 weeks) | 200 | Records management (8—12 weeks). | 5 |
| | Accounts and finance course (2 weeks) | 100 | Attachment/on-the-job training of technical personnel on irrigation dredging. (4—12 weeks) | 20 |
| | Supervisory and store management course (2 weeks) | 75 | | |
| | Management of irrigation and extension services. (2 weeks) | 150 | | |

| | | |
|---|---|---|
| Process and method of assessment of water rate and collection. (2 weeks) | 150 | |
| Junior officers security course (2 weeks) | 50 | |
| Conversion course of stenographers (24 weeks) | 40 | |
| Conversion course of typists (4 weeks) | 75 | |
| | 840 | 25 (Ratio = 33.6:1) |

| | |
|---|---|
| **Total No. of officials in different levels** | **11952** |
| **Total No. of officials to be trained within the country in 5 years** | **2135** |
| **Total No. of officials to be trained abroad in 5 years.** | **155** |
| **Average ratio of internal and foreign training** | **(13.7:1)** |

| | | | | |
|---|---|---|---|---|
| | Training of Trainers (4 weeks course) | 50 | Boiler Foundry Technology (3—6 months course) | 10 |
| | | | Dying Technology (3—6 months course) | 10 |
| | | | Printing Technology (3—6 months course) | 10 |
| | | 600 | | 100 (Ratio=6:1) |
| C (Junior level) 3048 | Foundational Course (16 weeks course) | 100 | Chemical/Bio-chemical Engg. (9—12 months course) | 10 |
| | Financial Management (8 weeks course) | 100 | Pharmacutical/Pharmacology (9—12 months course) | 10 |
| | Marketing Management (4 weeks course) | 100 | Ceramic Technology (6—12 months course) | 5 |
| | Planning & Implementation (4 weeks course) | 100 | Cement Technology (6—9 months course) | 5 |
| | Personnel Management (9 months course) | 50 | Packing Technology (6— 9 months course) | 5 |
| | Safety & Security (4 weeks course) | 50 | Ship Building Engineering (6— 9 months course) | 5 |
| | | | Metal/Steel Engineering (6— 9 months course) | 10 |
| | Production Management (4 weeks course) | 100 | Welding/Automobile Tool Engg. (6—9 months course) | 10 |
| | Law Course (8 weeks course) | 50 | Sugarcane Agronomy/Breeding (9—12 months course) | 5 |
| | Labour Management (4 weeks course) | 50 | Bee-Keeping/Ape Culture (9—12 months course) | 5 |

| (1) | (2) | (3) | (4) | (5) |
|---|---|---|---|---|
| | | | Plastic Technology (6—9 months course) | 5 |
| | | | Meteorology & Management Standard (6—9 months course) | 5 |
| | | | Leather Technology (6—9 months course) | 5 |
| | | | Research Plan and Methodology (6—9 months course) | 5 |
| | | | Food Processing and Preservation (6—9 months course) | 5 |
| | | 700 | | 100 (Ratio=7:1) |
| D (Staff level) 10885 | Records Management (4- weeks course) | 100 | On the job training on welding, repairing, steel making, etc. (3-6 months course) | 50 |
| | Office Equipment, operation and maintenance (4 weeks course) | 100 | Stores Management (3 months course) | 10 |
| | Office Supervisory Course (4 weeks course) | 100 | Records Management (23 months course) | 10 |
| | Accounting and Budgeting (4 weeks course) | 100 | | |
| | Financial Control and Audit (4 weeks course) | 100 | | |
| | Training of Functional Staff (4 weeks course) | 500 | | |
| | Conversion Course of Stenographers (24 weeks course) | 100 | | |

| | | |
|---|---|---|
| Conversion Course of Typist (4 weeks course) | 200 | |
| Inventory Management (4 weeks course) | 100 | |
| | 1400 | 70 (Ratio=20:1) |

| | |
|---|---|
| Total No. of officials at different levels. .. .. .. .. .. .. .. .. | 17131 |
| Total No. of officials to be trained within the country in 5 years. .. .. .. .. .. .. .. | 2800 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 295 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. | 9.49:1 |

| Training Institution and Location | Level of Trainees | Capacity Per year |
|---|---|---|
| 1. BMDC, Dhaka | Band C | 1500 |
| 2. Training Complex, Panchagar, Thakurgaon, Shaympur, Mahimaganj, Jaypurhat, Rajshahi, Gopalpur, Kustia, Keru & Co., (Darshana), Mobarakganj, Faridpur, Zill Bangla (Dewanganj), Kalichapra, Sugar Mills. | | 650 |
| 3. Sugar Cane Research and Training Institute, Iswardi (Pabna.) | C&D | 500 |

| | |
|---|---|
| Conversion Course of Typist (4 weeks course) | 200 |
| Inventory Management (4 weeks course) | 100 |
| | 1400 |
| | 70 (Ratio=20:1) |

| | |
|---|---|
| Total No. of officials at different levels. | 17131 |
| Total No. of officials to be trained within the country in 5 years. | 2800 |
| Total No. of officials to be trained abroad in 5 years | 295 |
| Average ratio of internal and foreign training | 9.49:1 |

| Training Institution and Location | Level of Trainees | Capacity Per year |
|---|---|---|
| 1. BMDC, Dhaka | Band C | 1500 |
| 2. Training Complex, Panchagar, Thakurgaon, Shaympur, Mahimaganj, Jaypurhat, Rajshahi, Gopalpur, Kustia, Keru & Co., (Darshana), Mobarakganj, Faridpur, Zill Bangla (Dewanganj), Kalichapra, Sugar Mills. | | 650 |
| 3. Sugar Cane Research and Training Institute, Iswardi (Pabna.) | C&D | 500 |

## MINISTRY OF JUTE AND TEXTILE

| | | |
|---|---|---|
| A-level strength | .. | 82 |
| B-level strength | .. | 1238 |
| C-level strength | .. | 1728 |
| D-level strength | .. | 18300 |

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 82 | Senior Staff Course (12 weeks course) | 25 | Seminar/Workshop on production and marketing of Jute (1-3 weeks) | 5 |
| | Seminar on Policy formulations & Policy analysis (1 week seminar) | 20 | Seminar/Workshop on producation and Marketing of Textile (1-3 weeks) | 5 |
| | | | Seminar/Workshop on Development of Sericulture & handloom (1-3 weeks) | 5 |
| | | 45 | | 15 (Ratio=3:1) |
| B (Mid level) 1238 | Advanced course on Admn. & Dev. (12 weeks course) | 35 | Industrial Planning and development (3-4 months course) | 5 |
| | Project preparation, monitoring and evaluation (8 weeks course) | 35 | Public enterprise management (3 months course) | 5 |
| | Financial Management (8 weeks course) | 35 | Industrial training management (3 months course) | 5 |
| | Marketing & Sales management (3 weeks course) | 25 | Jute Technology (3 months course) | 5 |
| | Personnel Management & industrial (3 weeks course) | 25 | Qu(lity control (3 months course) | 5 |

| | | | | |
|---|---|---|---|---|
| | Labour Laws and Case Studies (2 weeks course) | 25 | Industrial Engineering (3 months course) | 5 |
| | Store Keeping and Stock Control (2 weeks course) | 25 | Plastic Technology (3 months course) | 5 |
| | Management information System (3 weeks course) | 15 | Small Scale foundry operation (3 months course) | 5 |
| | Quality Control (2 weeks course) | 25 | Maintenance and Safety of Industrial equipments (3 months course) | 5 |
| | Transport Management (2 weeks course) | 15 | Marketing & demand forecasting (3 months course) | 5 |
| | Diploma in Industrial Management (12 months course) | 25 | Dying, printing and finishing (3 months course) | 5 |
| | Diploma in personnel Management (12 months) | 15 | Tropical Sericulture (3 months course) | 5 |
| | | 300 | | 60 (Ratio=5 : 1) |
| C (Junior level) 1728 | Foundation training (16 weeks course) | 200 | Jute Technology (6-9 months course) | 5 |
| | Project Planning & Implementation (8 weeks course) | 100 | Mould design & mould making in plastic industry (6-9 months course) | 5 |
| | Basic management (3 weeks course) | 50 | Marketing & export promotion (6-9 months course) | 5 |
| | Executive development (2 weeks course) | 50 | Labour administration (6-9 months course) | 5 |
| | Book-keeping & Accounting (2 weeks course) | 25 | Industrial Project indentification, preparation, evaluation & implementation (6-9 months course) | 5 |
| | Customer's Services & Customer's Relations (2 weeks course) | 50 | Production Management & Control (3-6 months course) | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Marketing Research & Management (2 weeks course) | 25 | Stores management and Control (3-6 months course) | 5 |
| | Short Law course (8 weeks course) | 60 | Weaving Technology (9-12 months course) | 5 |
| | | | Textile design and finishing (9–12 months course) | 5 |
| | | | Handloom Weaving, dying & designing (3-6 months course) | 10 |
| | | | Diploma in tropical Sericulture (6-9 months course) | 5 |
| | | | Entomological and ecological studies of Silk Warm (9-12 months course) | 5 |
| | | | Weaving designing of Silk products (9-12 months course) | 5 |
| | | 560 | | 70 (Ratio=8 : 1) |
| D (Staff level) 18300 | Office management course (3 weeks course) | 100 | Records management (8 weeks course) | 15 |
| | Records maintenance, (4 weeks course) | 50 | Attachment/on-the job training of textile industries staff (2 months ) | 40 |
| | Conversion course for Stenographers (24 weeks course) | 50 | Attachment/on-the-job training of Jute industries staff (2 months ) | 40 |
| | Conversion Course for Typists (8 weeks course) | 100 | Attachment/on-the-job training of Silk industries staff | 5 |
| | Training of technical Staff of Jute Industries (8 weeks course) | 500 | | |
| | Training of Technical Staff of Textile industries (8 weeks course) | 500 | | |

| | |
|---|---|
| Training of Technical Stsff of Handloom Industries (8 weeks) | 400 |
| Training of technical Staff of Sericulture industries (8 weeks) | 100 |
| | 1900 |

100 (Ratio=(19:1)

| | |
|---|---|
| Total No. of officials in different levels | 21348 |
| Total No. of officials to be trained within the country in 5 years. | 2815 |
| Total No. of officials to be trained abrod in 5 years. | 245 |
| Average Ratio of intenral and foreign training | (11.5 :1) |

| Training Institution & Location | Level of Trainees | Capacity |
|---|---|---|
| 1. Textile Industry Dev. Centre, Nayarhat, Savar. | D | 1000 |

ANNEXURE-J

## MINISTRY OF LAND ADMINISTRATION AND LAND REFORMS

| | | |
|---|---|---|
| A-level strength | .. | 7 |
| B-level strength | .. | 24 |
| C-level strength | .. | 67 |
| D-level strength | .. | 2057 |

| Level of Clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 7 | Senior Staff course (12 weeks course) | 5 | Country visit/Workshop on Land use/management (1-3 weeks) | 5 |
| | Seminar on Policy formulation and policy analysis (1 week seminar) | 5 | | |
| | | 10 | | 5 (Ratio=2:1) |
| B (Mid-level) 24 | Advance course on Admn. and Development (12 weeks course) | 5 | Management of Land and Revenue system (8-12 weeks course) | 5 |
| | Seminar on Project preparation, monitoring and evaluation (12 weeks course) | 5 | Land survey (8-12 weeks course) | 5 |
| | Workshop on land use, management and Revenue system (1 week) | 10 | | |
| | | 20 | | 10 (Ratio-2:1) |

| | | | | |
|---|---|---|---|---|
| C | | | | |
| (Junior level) 67 | Foundation training (16 weeks course) | 30 | Diploma in land use/Management (6-9 months course) | 10 |
| | Survey and Settlement Training (12 weeks course) | 30 | Land Survey (6-9 months course) | 10 |
| | | 60 | | 20 (Ratio=3:1) |
| D | | | | |
| (Staff level) 2057 | Survey and Settlement (12-24 weeks course) | 500 | Survey Techniques (8-12 weeks course) | 20 |
| | Office Management (12 weeks course) | 25 | Record Maintenance (8-12 weeks course) | 20 |
| | Records Management (4 weeks course) | 50 | | |
| | Conversion course for Stenographers (24 weeks course) | 20 | | |
| | Refreshers course for Typists (4 weeks course) | 50 | | |
| | | 645 | | 40 (Ratio=21:1) 16·13:1) |

| | | | | |
|---|---|---|---|---|
| Total No. of officials at different level | .. | .. | .. | 2155 |
| Total No. of officials to be trained within the country in 5 years | .. | .. | .. | 735 |
| Total No. of officials to be trained abroad in 5 years | .. | .. | .. | 75 |
| Average Ratio of Internal and Foreign Training | .. | .. | .. | 9:8:1 |

ANNEXURE-J

## MINISTRY OF LABOUR AND MANPOWER

A-level strength .. 5
B-level strength .. 135
C-level strength .. 180
D-level strength .. 2490

| Level of Clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A | | | | |
| (Top Level) 5 | Senior Staff course (12 weeks course) | 5 | Seminar/workshop on labour and manpower policy | 5 |
| | Seminar on Policy formulation and policy analysis (1 week Seminar) | 5 | (1-3 weeks) | |
| | | 10 | | 5 (Ratio=2:1) |
| B | | | | |
| ( Mid-level) 135 | Advance course on Administration and Development (12 weeks course) | 15 | Training of Trainers (3-6 months course) | 10 |
| | Project preparation, Monitoring Evaluation (8 weeks course) | 15 | Labour Market Information system (3-6 months course) | 5 |
| | Manpower and Employment Planning Technique (4 weeks course) | 25 | Manpower Planning (3-6 months course) | 5 |
| | Labour Market analysis (4 weeks course) | 25 | | |

| | | | | |
|---|---|---|---|---|
| | Manpower Management (8-weeks course) | 25 | Data collection and compilation (3-6 months course) | 5 |
| | Employment Policy (8 weeks course) | 25 | | |
| | Management Information system (24-weeks course) | 20 | | |
| | | 150 | | 25 (Ratio=6:1) |
| C (Junior level) 180 | Foundational Training (16 weeks course) | 45 | Manpower Development (6-9 months course) | 5 |
| | Development Economics (32 weeks course) | 10 | Training Techniques (6-9 months course) | 5 |
| | Labour Relations (4 weeks) | 50 | Economic Development (6-9 months course) | 5 |
| | Management Information system and computer training (24 weeks course) | 10 | Human Resources Development (6-9 months course) | 5 |
| | Training of Trainers (4 weeks course) | 10 | Management Information system (6-9 months course) | 5 |
| | | 125 | | 25 (Ratio=5:1) |
| D (Staff level) 2490 | Office Management course (4 weeks) | 50 | Industrial safety (4-8 weeks course) | 10 |
| | Induction course for Class-II Officers (4 weeks) | 50 | Office Management (8-weeks course) | 5 |
| | Training of Trainers (4 weeks course) | 50 | Labour Market statistics (8-weeks course) | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| "D" (Staff level) 2400 | Conversion course for Stenographer s (24-weeks course) | 25 | Labour Relations (8-weeks course) | 5 |
| | Conversion course for Typists (8-weeks course) | 50 | | |
| | | 225 | | 25 (Ratio=9:1) |

| | |
|---|---|
| Total No. of officials in different levels .. .. .. .. .. | 2810 |
| Total No. of officials to be trained within the country in 5 years. .. .. .. .. | 510 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. | 80 |
| Ratio of average local and foreign training .. .. .. .. | (Ratio-4.37:1) |

| Training Institution & Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. 58 Vocational Training Institute | Pre-entry | 2820 |
| 2. Industrial Relation Institute, Tongi, Khulna | Do | 2400 |
| 3. Technical Institute Centre, Dhaka | D | 3781 |
| 4. Vocational Teachers Training Institute, Bogra | C | 120 |

## LOCAL GOVERNMENT DIVISION

ANNEXURE-J

A-level strength 15
B-level strength .. 223
C-level strength .. 242
D-level strength .. 5953

| Level of Clientele | Local training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| "A" (Top level) 15 | Senior Staff Course (12 weeks course) | 15 | Seminar/Workshop on Municipal/local Administration (1-3 weeks) | 5 |
| | Policy level Seminar (1 week) | 5 | Seminar/Workshop on Environment Population Control (1 -3 weeks) | 5 |
| | | 20 | | 10 (Ratio=2:1) |
| "B" (Mid-level) 223 | Advanced Course on Administrative & Development (12 weeks course) | 50 | Town Planning (8-12 weeks course) | 5 |
| | Project preparation, monitoring and evaluation (8 weeks) | 35 | Environment Polution Control (8-12 weeks) | 5 |
| | | | Water Engineering (8-12 weeks course) | 5 |
| | Management training of Engineers (2 weeks course) | 15 | Civil Engineering (8-12 weeks) | 10 |
| (B+C levl) | Motivational training on Rural Development by Saemaul-Undong leaders from South Korea (Upazila officers) (2--4 weeks) | 500 | water and Sanitation planning (12 weeks) | 10 |
| | Upazila level Planning, inplementation and Monitoring (Upazila officers). (2 weeks) | 2250 | | |
| | Resource Mobilization and Development in Upazila (Upazila officers). (2 weeks) | 2250 | | |
| | | 5000 | | 35 (Ratio=143:1) |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| C (Junior level) 242 | Foundation Training (16 weeks course) | 150 | Water Engineering (6-9 months course) | 10 |
| | Upazila Planning and Development (3 weeks course) | 150 | Town Planning (6-9 months) | 10 |
| | Financial Management (8 weeks course) | 50 | Environment Population Control (6-9 months) | 5 |
| | Survey and Settlement (12 weeks course) | 25 | | |
| | | 375 | | 25 (Ratio=15:1) |
| D. (Staff level) 5953 | Training of Technicians (12 weeks) | 1500 | Country visit for Local Government employees (1-3 weeks) | 100 |
| | Office Management (12 weeks course) | 100 | | |
| | Conversion Course of Stenographers (24 weeks course) | 50 | | |
| | Training of Local Government employees (8 weeks course) | 1000 | | |
| | | 2650 | | 100 (Ratio=26·5:1) |
| Total number of officials at different levels .. .. | | | | 6433 |
| Total number of officials to be trained within the Country in 5 years .. .. .. | | | | 6855 |
| Total number of officials to be trained abroad in 5 years .. .. .. | | | | 170 |
| Average ratio of internal and foreign training .. .. .. | | | | 62:1 |

| Training Institution & Location | Level of trainees | Capacity |
|---|---|---|
| 1. Coronation Technical Institute, Khulna | B | 40 |
| 2. Industrial School, Begumganj, Noakhali | B | 40 |
| 3. Technical Institute, Mymensingh | D | 100 |
| 4. Engineering and Survey Institute Rajshahi | D | 4450 |
| 5. Deaf & Dumb School, Rajshahi | D | 40 |
| 6. Shahid Shamsul Haq Technical Institute, Comilla | D | 130 |

## P & T DIVISION

A-Level Strength .. 27
B-Level Strength .. 250
C-Level Strength .. 618
D-Level Strength .. 34076

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 4 |
| A (Top Level) 27 | Senior Staff Course (12-weeks course) | 10 | Seminar/Workshop on Postal Management & Planning (2-4 weeks course) | 10 |
| | Course on Stored Programme Controlled Electronic Exchange (4 weeks course) | 4 | Seminar/Workshop on Tele-communication Development (2-4 weeks course) | 10 |
| | Course on Net Work Planning (4 weeks course) | 4 | | |
| | Digital transmission (4 weeks course) | 4 | | |
| | Satellite Communication (4 weeks course) | 4 | | |
| | Tele-communication Management (3 weeks course) | 4 | | |
| | Data Communication Engineering (5 weeks course) | 4 | | |
| | Course on Modern Transmission (4 weeks course) | 2 | | |
| | Course on Tele-communication Development (4 weeks course) | 2 | | |
| | Data Transmission (4 weeks course) | 2 | | |
| | | 40 | | 20 (Ratio=2:1 |

| | | | | | |
|---|---|---|---|---|---|
| | B | Project Preparation, Monitoring & Evaluasion (8 weeks course) | 30 | Postal Management & Accounting (4-5 months) | |
| | (Mid-Level) 250 | Advanced Course on Administration & Development (12 weeks course) | 20 | Instructors Training Course (4-5 months) | 10 |
| | | SPC Electronic Exchange (4 weeks course) | 15 | Computer Programming & System Analysis (3 months) | 5 |
| | | Net Work Planning (4 weeks course) | 10 | Tele-communication System Management (3 months) | |
| | | Digital Transmission (4 weeks course) | 20 | Tele- Traffic Engineering (3-6 months) | 5 |
| | | Satellite Communication (4 weeks course) | 10 | Modern Transmission System (3-6 months) | 2 |
| | | Digital Technique (4 weeks course) | 10 | SPC Electronic Exchange (3-6 months) | 5 |
| | | Data Communication Engineering (5 weeks course) | 10 | | |
| | | Telephone Net Work Planning & Designing (4 weeks course) | 10 | Net Work Planning (6 months) | 2 |
| | | Modern Transmission (4 weeks course) | 10 | Digital Transmission (6 months) | 5 |
| | | Personnel Management (4 weeks course) | 10 | Satellite Communication (6 months) | |
| | | Tele-communication Management (4 weeks course) | 10 | Microwave Communication (3 montns) | 5 |
| | | Data Transmission (4 weeks course | 10 | Computer Application (3 months) | 3 |
| | | Computer Application & Technology (4 weeks course) | 10 | PMC (Piuse Code modulation) System (3 months) | 5 |
| | | Use of Soft Wireing Net Work Planning (4 weeks course) | 10 | | |
| | | | 195 | | 65 (Ratio=3:1) |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| C<br>Junior-Level<br>618 | Foundation Course<br>(16 weeks) | 100 | Postal Statistics Course<br>(3-6 months) | 5 |
| | Management Course<br>(8 weeks) | 100 | | |
| | SPC Electronic Exchange<br>(4 weeks) | 45 | Postal Audit & Accounts Course<br>(3 months) | 5 |
| | Net-Work Planning<br>(4 weeks) | 15 | Computer Programming<br>(12 months) | 5 |
| | Digital Technique<br>(4 weeks ) | 60 | Postal Administration<br>(12 months) | 5 |
| | Digital Transmission<br>(4 weeks) | 30 | Digital Technique & Transmission<br>(6-12 months) | 10 |
| | Satellite Communication<br>(4 weeks) | 15 | Microwave Communication<br>(6-12 months) | 10 |
| | Modern Transmission System<br>(4 weeks) | 15 | | |
| | Personnel Management<br>(4 weeks) | 10 | SPC (Stored Programme controlled) Electronic System<br>(6-12 months) | 10 |
| | Tele-communication Development<br>(4 weeks) | 15 | EMD Telephone Exchange<br>(12 months) | 10 |
| | Data Transmission<br>(4 weeks) | 15 | | |
| | Computer Application & Technology<br>(4 weeks) | 15 | Satellite Communication<br>(6-12 months) | 10 |
| | Use of Soft Wire & Net Work Planning<br>(4-weeks) | 10 | Teleprinter Telex<br>(12 months) | 10 |
| | Pulse Code Modulation<br>(4 weeks) | 15 | P C M Course<br>(3-6 months) | 10 |

| | | | | |
|---|---|---|---|---|
| | Microwave Communication (4 weeks) | 10 | U H F (Ultra High Frequency) System (3-6 months) | 5 |
| | Advanced Course on Satellite Communication (5 weeks) | 10 | Optical Fil System (3 months) | 5 |
| | Material Management (4 weeks) | 20 | | |
| | | 500 | | 100 (Ratio=5:1) |
| D Staff Level 34076 | Conversion Course in Short Hand (24 weeks) | 15 | E M D Telephone Exchange (12 months) | 10 |
| | Induction Course for Instructors (8 weeks) | 300 | Teleprinter & Telex (Digital) (12 months) | 10 |
| | Post Office Accou nts Course (4 weeks) | 100 | Microwave Communication (6 months) | 10 |
| | Postal Operators' Course (12 weeks) | 200 | Satellite Communication (6 months) | 10 |
| | Male Operators Preliminary Course (12 weeks) | 250 | Digital Technique (3 months) | 10 |
| | Postal Operations M V for Special Course (1 week) | 260 | S P C Electronic Exchange (6 months) | 10 |
| | | | External Lim Plan & Local Lim E Work (6 months) | 10 |
| | Postal Operators SB-Special (6 weeks) | 250 | P A B X & Cross Bar Exchange (4-5 months) | 10 |
| | PM/APM Refreshers Course (6 weeks) | 200 | Digital Transmission System (6 months) .. | 10 |
| | Postal Operators (3 months) | 300 | Modern Transmission System (6 months) | 10 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Postal Operators Franking Machine Operators Course (1 week) | 300 | | |
| | PLI, LDC Course (4 weeks) | 200 | | |
| | PLI, UDC (8 weeks) | 200 | | |
| | P C Class IV Refershers Course (4 weeks) | 600 | | |
| | R M S Class IV Refreshers Course (4 weeks) | 600 | | |
| | Postal Operators Refreshers Course (4 weeks) | 500 | | |
| | Foreign Post Refreshers Course (4 weeks) | 200 | | |
| | Regular Course for S A E (9 months) | 300 | | |
| | Regular Course for Technicians (7 months) | 300 | | |
| | PL-III (4 months) | 150 | | |
| | PL-I (3 months) | 125 | | |
| | PL-I (A) (4 months) | 125 | | |
| | WTL (6 months) | 75 | | |

| | |
|---|---|
| P. O. -I (3 months) | 1000 |
| P. O. - II (3 months) | 1000 |
| Cable Jointer (4 months) | 500 |
| Telephone Mechanic (9 months) | 500 |
| M.-2 (9 months) | 500 |
| M-2 (3 months) | 500 |
| P-I (3 months) | 500 |
| P-2 (3 months) | 500 |
| Junior Accountants Training (6 months) | 75 |
| Office Management & Office Procedure (3 weeks) | 250 |
| P P O/PL-II (4 months) | 200 |
| Refreshers Course on Cable Jointer (4 weeks) | 200 |
| Refreshers Course on EMD/PABX (4 weeks) | 200 |
| Pulse Code Modulation System (4 weeks) | 10 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Refreshers Course on EMD/Cross Bar/Exchange (4 weeks) | 100 | | |
| | Fundamental of Digital Techniques (6 weeks) | 20 | | |
| | Refreshers' Course of MW/Ultra High Frequency (4 weeks) | 20 | | |
| | | 13000 | | 100 (Ratio=130:1) |

| | |
|---|---|
| Total Number of officials at different levels .. .. .. .. .. .. .. | 34971 |
| Total number of officials to be trained within the country in 5 years .. .. .. .. .. | 13735 |
| Total nubmber of officials to be trained abroad in 5 years .. .. .. .. .. | 285 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. | (Ratio=48-9 : 1) |

| Training Insitutution & Location .. .. .. .. | Level of Trainees .. | Capacity. |
|---|---|---|
| 1. Telecommunication Training Centre, Khulna .. .. .. .. | B, C & D .. | 200 |
| 2. PTSC, Dhaka, Rajshahi, Jessore, Barisal, Chittagong .. .. .. | C & D .. | 120 |
| 3. Postal Training Centre, Dhaka, Khulna, Chittagong, Rajshahi .. .. | C & D .. | 1294 |
| 4. Postal Academy, Rajshahi .. .. .. .. .. | C & D .. | 108 |

## PETROLEUM & MINERAL RESOURCES DIVISION

| | |
|---|---|
| A level strength .. | 6 |
| B level strength .. | 236 |
| C level strength .. | 656 |
| D level strength .. | 2754 |

| Level of clientele | Local training | No. to be trained in 5 years. | Foreign training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| "A" (Top level) 6 | Senior staff course .. .. .. (12 weeks) | 5 | Seminar/Workshop on Petroleum Policy and management .. .. .. (1--2 weeks). | 5 |
| | Seminar on Policy formulation & Policy analysis (1 week Seminar). | 5 | | |
| | | 10 | | 5 |
| | | | | Ratio (2:1) |
| "B" (Mid level) | Advanced course on Admn. & Development .. (12 weeks course) | 50 | Refinery Maintenance and inspection: .. (3-6 months). | 5 |
| 236 | Project preparation, monitoring & evaluation .. (8 weeks cours). | 50 | Petroleum management: .. .. .. (3-6 months). | 5 |
| | | | Plant Engneering. .. .. .. (3-6 months). | 5 |
| | | | Reservoir Geophysic .. .. .. (3-6 months). | 5 |
| | | | Exploration Geophysics .. .. (3-6) months) | 5 |
| | | | Operation & maintenance of pipe line and C.P.: Systeam .. .. (3-6 months) | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | | Gas field safety measurement & equipments (2-3 months) .. | 5 |
| | | | Operation & maintenance of oils (2-3 months). .. .. | 3 |
| | | | Production methods & techniques (2-3 months). .. .. | 3 |
| | | | Drilling technique & computer programming (2-3 months) .. | 3 |
| | | | Design and maintenance & drilling Rigg and equipments (2-3 months) .. | 2 |
| | | | Pipe line design & Hydraulics (2-3 months) .. .. | 2 |
| | | | Gas distribution system design (2-3 months) .. .. | 2 |
| | | 100 | | 50 (Ratio= 2:1) |
| "C" (Junior level) 656 | Foundation training (16 weeks) .. .. .. | 50 | Analytical Chemistry Geology (6-9 months) .. .. .. | 5 |
| | Basic course on Geological Survey (3-6 months) | 150 | Geophysics (6-9 months) .. .. .. .. | 10 |
| | Basic course on Petroleum management/exploration (3-6 months) | 150 | Computer analysis (6-9 months) .. .. .. | 5 |
| | | | Mineral exploration (9-12 months) .. .. .. | 5 |
| | | | Sedimentory Petrology (9-12 months) .. .. .. | 5 |

| | | | | |
|---|---|---|---|---|
| | | | Clay minerology (9-12 months) .. .. .. | 5 |
| | | | Age dating: (6-9 months) .. .. .. .. | 5 |
| | | | Bioztratigraphy (9-12 months) .. .. .. | 5 |
| | | 350 | | 50 Ratio-(7 :1 ) |
| "D" (Staff level) 2754 | Training of Geological Survey staff .. .. (6 months) | 250 | On the job training on Geological survey techniques .. .. .. .. (2-3 months). | 10 |
| | Training of Mineral exploration staff .. (2-3 months) | 250 | On the job training on mineral exploration .. (2-3 months) | 10 |
| | Office supervisory course .. .. .. (4 weeks) | 25 | | |
| | Inventory management course .. .. (4 weeks) | 50 | | |
| | Conversion course for Stenographer .. (24 weeks) | 25 | | |
| | Conversion course for typists .. .. (4 weeks) | 50 | | |
| | | 600 | | 20 Ratio-(30:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 3652 |
| Total No. of officials to be trained within the country in 5 years. .. .. .. .. .. | 1060 |
| Total No. of officials to be trained abroad in 5 years. .. .. .. .. .. .. .. | 125 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. | (8·48 :1) |

| Training Institution & Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. Bangladesh Petroleum Institute, Dhaka | C & D .. .. | 200 |

## MINISTRY OF PORTS, SHIPPING & IWT.

| | |
|---|---|
| A level strength .. | 188 |
| B level strength .. | 665 |
| C level strength .. | 424 |
| D level strength .. | 20039 |

| Level of Clientele | Local Training | No.to be trained in 5 yrs. | Foreign Training. | No. to be trained in 5 yrs. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| "A" (Top level) 188 | Senior Staff Course. .. .. .. (12 weeks course) | 15 | Chief Engineer/Master Refresher course. .. (12 weeks course) | 5 |
| | Seminar on Policy formulation & Policy Analysis (1 week seminar). | 15 | 1st Class Certificate of Competency Examination (Chief Engineer) (9 months course) | 5 |
| | First Class Certificate competency Examination (24 weeks course) | 25 | Course on Shipping Business .. .. (8 weeks course) | 5 |
| | Second Class Certificate Competency Examination (24 weeks course). | 30 | Seminar/Workshop on shipping Marketing & Shipping Law .. .. .. (1-2 weeks course). | 5 |
| | Class I Deck-Certificate of Competency Examination (24 weeks course) | 25 | Port Management (10 weeks). | 5 |
| | Class II Deck-Certificate of Competency Examination. .. .. .. (24 weeks course). | 30 | Seminar/Workshop on Port & Harboar Administration. (1-2 weeks course). | 5 |
| | | | Workshop/Seminar on Port Pricing. .. (1-2 weeks course). | 5 |
| | | 140 | | 35 (Ratio- 4 :1) |

| | | | | | |
|---|---|---|---|---|---|
| 'B' (Mid level) 665 | Advance course on Administration & Dev. (12 weeks course). | .. .. .. | | Marine Technology/Naval Architechture/Ship Building/ Ship repair/Ship Structure Dredging. (6-9 months course)l | .. 5 |
| | Project Preparation, Monitoring & Evaluation. (8 weeks course). | .. | 30 | Hydrolic Engineering (12 months course). | .. .. .. 5 |
| | Class III & Class IV Certificate of Competency Examination. (26 weeks course). | .. .. .. | 50 | Maintenance of Water Ways and Inland Ports. (6-9 months course) | .. 5 |
| | Personnel Management (2 weeks course). | .. .. .. | 20 | River Engineering (6 months course) | .. .. .. 5 |
| | Financial Management (4 weeks course) | .. .. .. | 20 | Collection, Processing & compilation of shipping statistics. (2 months course). | 5 |
| | Labour Management (4 weeks course). | .. .. .. | 20 | Ship Chartering (6 months course) | .. .. .. 5 |
| | | | | Port Management (3 months course) | .. .. .. 5 |
| | | | | Port Engineering (3 months course) | .. .. .. 5 |
| | | | | Fire Fighting System (1 month course). | .. .. 5 |
| | | | | Protection of Oil Pollution (1 month course). | .. .. 2 |
| | | | | Tidal Prediction & Analysis. (1 month course). | .. .. 2 |
| | | | | Current observation (1 month course). | .. .. .. 5 |
| | | | | Ship Repairing. (6 months course). | .. .. .. 2 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| 'C' (Junior level) 424 | Foundation course (16 weeks course) | 50 | Maritime Civil Engineering (3 months course) | 5 |
| | Transport Management (2 weeks course) | 10 | Foundation Engineering (3 months course) | |
| | Training of Tra ner (3 weeks course) | 10 | Container Terminal Construction (3 months course) | |
| | Hydraulic Structure Design and Construction (2 weeks course) | 10 | Hydraulic (3 months course) | |
| | Feasibility Studies (12 weeks course) | 10 | Marine Electrification (1 year course) | 5 |
| | Project Management (4 weeks course) | 10 | Hydrographic Survey (1 year course) | 5 |
| | Financial Management (2 weeks course) | 10 | Maintenance of Water Ways and Inland Ports (1 year course) | 5 |
| | Store Management (2 weeks course) | 10 | River and Dredging Engineering (6 months course) | |
| | Budget and Budgetary Control (2 weeks course) | 10 | Professional Shipping (6-9 months course) | 5 |
| | Fire Fighting (4 weeks course) | 5 | Fire-Fighting course (3 months course) | 5 |
| | Project Planning nd Appraisal (5 weeks cour | 10 | Marine Engineering (1 year course) | 5 |
| | Training on Refregeration and Air-Codition (12 weeks course) | 10 | Navigation (1 year course) | 5 |
| | | | Refregeration (1 year course) | 5 |

| | | | | |
|---|---|---|---|---|
| | Labour Laws (12 weeks course) | 10 | Electrical Engineering (1 year course) | 5 |
| | Constructional Maintenance (1 year course) | 10 | Gear Technology (1 year course) | 5 |
| | Diploma in Personnel Management. (12 months course) | 10 | Repair Maintenance of Equipments. (1 year course) | 5 |
| | Computer Programming (4 weeks course) | 5 | Marine Engine Repair Technology (6 months course). | 5 |
| | | | Physical Oceanography (6 months course) | 5 |
| | | | Hydrography (12 months course) | 5 |
| | | 190 | | 95 (Ratio- 2:1) |
| 'D' (Staff level) 20039 | Cargo Handling and Equipment Operation Course. (2 weeks course) | 50 | Cargo operation (3 weeks course) | 10 |
| | Industrial Relations (2 weeks course) | 50 | Harbour Techniques. (4 months course) | 10 |
| | Traffic operations (3 weeks course) | 50 | Container operation (3 months course) | 10 |
| | Financial Accounting (2 weeks course) | 25 | | |
| | Store Keeping and Inventory Control (2 weeks course) | 25 | | |
| | Machine shop maintenance (14 weeks course) | 25 | | |
| | Auto Electrician (14 weeks course) | 25 | | |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Welding (12 weeks course) | 25 | | |
| | Automobile (14 weeks course) | 25 | | |
| | Industrial Accident Safety Devices (2 weeks course) | 20 | | |
| | Equipment Maintenance (14 weeks course) | 10 | | |
| | Labour Laws and Case Studies (2 weeks course) | 10 | | |
| | Store Keeping and Store Control (2 weeks course) | 20 | | |
| | Office Management (4 weeks course) | 25 | | |
| | Fire fighting (4 weeks course) | 25 | | |
| | Security System (4 weeks course) | 25 | | |
| | Conversion course for Stenographers (24 weeks course) | 15 | | |
| | Conversion course for Typist (4 weeks course) | 50 | | |
| | Transport Management (24 weeks course) | 10 | | |

| | | |
|---|---|---|
| Store and Purchase Management (24 weeks course) | 10 | |
| | 520 | 30 (Ratio=17·33:1) |

| | |
|---|---|
| Total Numbers of officials at different level .. .. .. .. .. .. .. .. | 21,316 |
| Total Nos. of officials to be trained within the country in 5 years .. .. .. .. .. | 1020 |
| Total Nos. of officials to be trained abroad in 5 years .. .. .. .. .. .. | 216 |
| Average Ratio of Internal and Foreign Training .. .. .. .. .. .. .. | (4·7:1) |

| Training Institution and Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. Marine Academy, Jo ldia, Chittagong .. | C&D | 298 |
| 2. Marine Fisheries Training Centre, Port Fish Harbar, Chittagong .. | C&D | .. |
| 3. Naval Training School, Pahartali, Chittagong .. | D | 240 |
| 4. Deck Employees Training Centre, Sonakanda, Narayangonj .. | D | 500 |
| 5. Chittagong Port Training Institute, Chittagong. | D | 550 |

## R. D. & CO-OPERATIVES DIVISION

A-level strength .. 5
B-level strength .. 159
C-level strength .. 658
D-level strength .. 44986

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 5 | Senior Staff course (12 weeks) | 5 | Seminar/Workshop on dev. of Cooperative (2-4 weeks) | 2 |
| | Seminar on Policy formulation & Policy analysis (1 week) | 5 | Country Visit on Co-op. management. | 4 |
| | Seminar/ Workshop on Co-operative (1 week) | 5 | Management of Rural Dev, (12 Weeks). Management of Urban Dev, (12 Weeks) | |
| | | 15 | | 8 (Ratio = 2 : 1) |
| 'B' (Mid level) 159 | Advanced course on Admn. & Dev. (12 weeks) | 25 | Training of trainers (3-6 months) | 10 |
| | Project preparation, monitoring & evaluation (8 weeks) | 25 | Management of Co-op. (3-6 months) | 10 |
| | Training of trainers (2 weeks) | 25 | | |
| | Financial management (8 weeks) | 25 | | |
| | | 100 | | 20 (Ratio = 5 : 1) |

| | | | | |
|---|---|---|---|---|
| 'C' (Junior level) | Foundation training (16 weeks) | 50 | Training of trainers (6-9 months) | |
| 658 | Project preparation & Implementation (8-weeks) | 50 | Planning & management of Co-op. (3-6 months) | |
| | Management of Co-op. (8 weeks) | 100 | Integrated Rural Dev. Prrogramme (6-9 months) | 10 |
| | Financial management (8 weeks) | 30 | Policy & techniques of Rural Dev. (6-9 months) | 10 |
| | Accounting & auditing (4 weeks) | 30 | | |
| | Integrated Rural Dev. (8 weeks) | 100 | | |
| | | 360 | | 40 (Ratio=9 : 1) |
| 'D' (Staff level) 44986 | Record management (8 weeks) | 40 | Study tour/attachment of Co-op. workers (2-4 weeks) | 30 |
| | Refresher course for Stenographers (24 weeks) | 20 | Study tour/attachment of Rural Dev. workers | 40 |
| | Refresher's course for Typist (4 weeks) | 40 | | |
| | Inservice training of Co-op. workers (8 weeks) | 1000 | | |
| | Inservice training of Rural Dev. workers (8 weeks) | 1000 | | |
| | | 2100 | | 70 (Ratio=30 : 1) |

| | |
|---|---|
| Total No. of officials at different levels | 45808 |
| Total No. of officials to be trained within the country in 5 years | 2575 |
| Total No. of officials to be trained abroad in 5 years | 138 |
| Average ratio of internal and foreign training | (18·66 : 1) |

| Training Institution & Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. Bangladesh Academy for Rural Dev., Comilla | B. C & D | 2500– 3500 |
| 2. Rural Dev. Academy, Bogra. | B. C & D | 2000 |

ANNEXURE-J

## RAILWAY DIVISION

A-level strength .. 37
B-level strength .. 226
C-level strength .. 377
D-level strength .. 69826

.. 70466

| Level of clientele. | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 37 | Senior Staff course (12 weeks course) | 15 | Seminar/Workshop on railway operation and development (1-4 weeks course) | 15 |
| | Seminar on Policy formulation and analysis (1 week seminar) | 15 | | |
| | | 30 | | 15 (Ratio=2 : 1) |
| 'B' (Mid-level) 226 | Advanced course on administration & development (12 weeks) | 40 | Rly. urban and subarban transport (3 months) | 5 |
| | Project Preparation, monitoring and evaluation (8 weeks) | 40 | Rly. transportation, management and development (3-6 months) | 5 |
| | Post graduation in Medicine/Surgery/Pathology/ Radiology/Gynaecology (24 months course) | 10 | Short course on Rly. engineering (3-6 months) | 10 |
| | | | Repair & maintenance of locomotive carriages (3-6 months) | 10 |
| | | | Short course on signalling operation (3-6 months) | 5 |
| | | | Training of trainers (3-6 months) | 5 |
| | | | Computer Programming (3-6 months) | 5 |
| | | 90 | | 45 (Ratio=2 : 1) |

| | | | | |
|---|---|---|---|---|
| 'C' (Junior level) 377 | Foundational training (16 weeks) .. | 80 | Rly. engineering (6-12 months) | 5 |
| | Survey & settlement training (12 weeks) .. | 40 | Constrnction & maintenance of Rly. track (6-12 months) | 5 |
| | Post-gradasation in medicine/Surgery/Pathology/ Radiology/Gynaecology (24 months) | 10 | Repair & maintenance of locomotives (6-12 months) | 5 |
| | Refresher's course for engineers & promotee officers (8 weeks) | 50 | Repair & maintenance of carriage & diesel engines (6-12 months) | 5 |
| | | | Air-conditioning and train lighting (6-12 months) | 5 |
| | | | Training techniques (3-6 months) | 5 |
| | | | Installation and maintenance of signalling equipment (6-12 months) | 5 |
| | | | Computer programming .. .. .. (6-12 months) | 5 |
| | | | Material management .. .. .. (4-6 months) | 5 |
| | | 180 | | 45 (Ratio=4:1) |
| D (* Staff level) 69826 | Basic Administrative course (4 weeks) | 15 | Container transport and handling (4-8 weeks) | 10 |
| | Office Supervisory course (4 weeks) | 15 | | |
| | Trainer's Training course (4 weeks) | 50 | Train control system (2-4 months) | 10 |
| | Course on Govt. Servants Discipline & Appeal Rules (4 weeks) | 15 | Permanent way maintenance (2-4 months) | 10 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Conversion course in shorthand (8 weeks) | 15 | Bridge maintenance (2-4 months) | |
| | Short course on maintenance of office equipments (24 weeks) | 30 | Welding technology (2-4 months) | |
| | Word processing, computer key board operation & card punching. (24 weeks) | 10 | Repair & maintenance of locomotives (2-4 months) | 5 |
| | Foundation course for : Traffic Apprentice (20 weeks) | 50 | Repair and maintenance of carriages (2-4 months) | 5 |
| | Prob. Sub.-Asstt. Engineer (Locomotive) (20 weeks) | 50 | Repair and maintenance of diesel engine (2-4 months) | 5 |
| | Prob. Sub-Asstt. Engineer (Electrical) (1 week) | 50 | Maintenance of telecommunication System (2-4 months) | 5 |
| | Prob. Sub-Asstt. Engineer (Carriage and wagons) (8 weeks) | 50 | | |
| | Prob. Sub-Asstt. Engineer (Signalling & telecommunication) (12 weeks) | 50 | Maintenance of signalling equipment (2-4 months) | 5 |
| | Prob. Asstt. Station Master (36 weeks) | 50 | | |
| | Prob. Asstt. Engineer (Permanent Way) (16 weeks) | 50 | | |
| | Prob. Signaller (18 weeks) | 50 | | |
| | Commercial Clerk (8 weeks) | 50 | | |

| | |
|---|---|
| Train Number Taker & Tally clerk (2 weeks) | 50 |
| Probationary Maintainer Signal (10 weeks) | 50 |
| Locomotive Master (18 weeks) | 50 |
| Junior clerk (6 weeks) | 50 |
| Travelling Ticket Examiner and Ticket Collector. (4 weeks) | 20 |
| Apprentice Asstt. Train Examiner (18 weeks) | 50 |
| Establishment staff (8 weeks) | 50 |
| Store Keeper & Ward Keeper (8 weeks) | 20 |
| Statistical staff (8 weeks) | 50 |
| **Promotion course for :** | |
| Asstt. Station Master (18 weeks) | 200 |
| Switchman (4 weeks) | 150 |
| Block Signalman (6 weeks) | 50 |
| Asstt. Permanent Way Inspector (8 weeks) | 80 |
| Head Mate (4 weeks) | 100 |

| 1 | 2 | 3 | 3 | 5 |
|---|---|---|---|---|
| | Guard (8 weeks) | 200 | | |
| | Coaching clerk (6 weeks) | 200 | | |
| | Goods clerk (6 weeks) | 200 | | |
| | Asstt. Train Examiner (6 weeks) | 150 | | |
| | Loco Inspector (6 weeks) | 80 | | |
| | Loco Foreman (6 weeks) | 40 | | |
| | Power Controller (4 weeks) | 40 | | |
| | Shunter (6 weeks) | 200 | | |
| | Locomotive Master (6 weeks) | 200 | | |
| | Shedman (4 weeks) | 160 | | |
| | Asstt. Yard Foreman (4 weeks) | 150 | | |
| | Asstt. Yard Master (4 weeks) | 80 | | |
| | Yard Master (4 weeks) | 80 | | |

| | |
|---|---|
| Signaller's In-charge (4 weeks) | 150 |
| Telegraph Inspector (4 weeks) | 20 |
| Refresher course for Traffic Inspector/Jr. Traffic Inspector (4 weeks) | 80 |
| Supervisory Station Master (4 weeks) | 80 |
| Divisional Train Controller and Train Controller (4 weeks) | 80 |
| Permanent Way Inspector (4 weeks) | 80 |
| Signal Inspector (4 weeks) | 80 |
| Carriage and Wagon Inspector (4 weeks) | 40 |
| Head Train Examiner (4 weeks) | 80 |
| Loco Foreman (4 weeks) | 40 |
| Station Master and Assit. Station Master (6 weeks) | 400 |
| Yard Master (4 weeks) | 80 |
| Coaching clerk (4 weeks) | |
| Goods Clerk (4 weeks) | 200 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Signaller (4 weeks) | 400 | | |
| | Guard (4 weeks) | 400 | | |
| | Maintainer Signal (4 weeks) | 160 | | |
| | Travelling Ticket Examiner and Ticket Collector (4 weeks) | 400 | | |
| | Block Signalman (4 weeks) | 80 | | |
| | Switchman (4 weeks) | 200 | | |
| | Mate and Headmaster (4 weeks) | 320 | | |
| | Locomotive Master (4 weeks) | 400 | | |
| | Shunting Locomotive Master (4 weeks) | 400 | | |
| | Asstt. Locomotive Master (4 weeks) | 500 | | |
| | **Promotion course for :** | | | |
| | Asstt. Station Master (6 weeks) | 160 | | |
| | Guard (8 weeks) | 160 | | |

| | |
|---|---|
| Block Signalman (8 weeks) | 160 |
| Switchman (6 weeks) | 160 |
| Pointsman (4 weeks) | 80 |
| **Refresher course for :** | |
| Station Master (4 weeks) | 80 |
| Asstt. Station Master (4 weeks) | 80 |
| Guard (4 weeks) | 80 |
| Travelling Ticket Collector and Ticket Examiner (4 weeks) | 80 |
| Goods Clerk, Booking Clerk and Commercial Clerk (4 weeks) | 80 |
| Sr. Sub-Asstt. Engineer and Sub-Asstt. Engineer (Way) (4 weeks) | 80 |
| Block Signalman (4 weeks) | 80 |
| Switchman (4 weeks) | 40 |
| Pointsman (4 weeks) | 40 |
| Head Mate and Mate (4 weeks) | 80 |
| Station Master (4 weeks) | 160 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Guard (4 weeks) | 160 | | |
| | Signaller (4 weeks) | 160 | | |
| | Booking Clerk (4 weeks) | 160 | | |
| | Pointsman (4 weeks) | 160 | | |
| | Steam to Diesel conversion course (Electrical) (12 weeks) | 80 | | |
| | Steam to Diesel conversion course (Mechanical) (12 weeks) | 80 | | |
| | Advanced course for semi-skilled workman (Electrical) (12 weeks) | 80 | | |
| | Advanced course for semi-skilled workman (Mechanical) (12 weeks) | 80 | | |
| | Trade Apprentice course (Electrical) (4 years) | 40 | | |
| | Trade Apprentice course (Mechanical) (4 years) | 40 | | |
| | Specialised course (Electrical) (4 weeks) | 80 | | |
| | Specialised course (Mechanical) (4 weeks) | 80 | | |
| | Supervisory course (Electrical) (4 weeks) | 80 | | |
| | Supervisory course (Mechanical) (4 weeks) | 80 | | |

| | |
|---|---|
| Apprentice Asstt. Loco Master Training Programme (2 years) | 80 |
| Asstt. Loco Master's Promotion course (4 weeks) | 80 |
| Sub-Loco Master and Loco Master's promotion course (6 weeks) | 80 |
| Loco Master's Passenger Fit course (6 weeks) | 80 |
| Sub-Loco Master's Refresher course (2 weeks) | 80 |
| Loco Master's Refresher course (2 weeks) | 80 |
| Steam to Diesel Conversion course (Electrical) (12 weeks) | 80 |
| Steam to Diesel Conversion course (Mechanical) (12 weeks) | 80 |
| Advanced course for semi-skilled workman (Electrical) (12 weeks) | 80 |
| Advanced course for semi-skilled workman (Mechanical) (12 weeks) | 80 |
| Specialised course (Electrical) (4 weeks) | 80 |
| Specialised course (Mechanical) (4 weeks) | 80 |
| Supervisory course (Electrical) (4 weeks) | 80 |
| Supervisory course (Mechanical) (4 weeks) | 80 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | Asstt. Loco Master's Promotion course (4 weeks) | 80 | | |
| | Sub-Loco Master's and Loco Master's promotion course (6 weeks) | 80 | | |
| | Loco Master's Passenger Fit course (6 weeks) | 80 | | |
| | Sub-Loco Master's Refresher course (2 weeks) | 80 | | |
| | Loco Master's Refresher course (2 weeks) | 80 | | |
| | Steam to Diesel Conversion course (Electrical) (12 weeks) | 80 | | |
| | Steam to Diesel Conversion course (Mechanical) (12 weeks) | 80 | | |
| | Advanced course for semi-skilled workman (Electrical) (12 weeks) | 80 | | |
| | Advanced course for semi-skilled workman (Mechanical) (12 weeks) | 80 | | |
| | Specialised course (Electrical) (4 weeks) | 80 | | |
| | Specialised course (Mechanical) (4 weeks) | 80 | | |
| | Supervisory course (Electrical) (4 weeks) | 80 | | |

| | |
|---|---|
| Supervisory course (Mechanical) (4 weeks) | 80 |
| Asstt. Loco Master's Promotion course (4 weeks) | 80 |
| Sub-Loco Master's and Loco Master's Promotion course. (6 weeks) | 80 |
| Loco Master's Passenger Fit course (6 weeks) | 80 |
| Sub-Loco Master's Refresher course (2 weeks) | 0 |
| Loco Master's Refresher course (2 weeks) | 80 |
| | 11900 |

65
Ratio=183:1



| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. | 70,466 |
| Total No. of officials to be trained within the Country in 5 years .. .. .. .. .. | 12,200 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. | 170 |
| Average ratio of local and forign training .. .. .. .. .. | 71·76 :1 |

| Training Institution & Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. Railway Training Academy, Halishahar, Chittagong .. .. .. | C & D | 250 |
| 2. Railway Training School, Dhaka & Lalmanirhat .. .. .. | D | 450 |
| 3. Railway Security Training Centre, Pahartali, Chittagong .. .. .. | D | 1560 |
| 4. Railway Account Training Centre, Chittagong .. .. .. | D | 28 |
| 5. Diesel Locomotive Training Centre, Pahartali, Dhaka & Parbatipur .. .. | D | 225 |
| 6. Trade Apprentice Training Centre, Pahartali & Syedpur .. .. .. | D | 236 |

## ROADS AND ROAD TRANSPORT DIVISION

| | | | |
|---|---|---|---|
| A-level strength | .. | 12 |
| B-level strength | .. | 152 |
| C-level strength | .. | 389 |
| D-level strength | .. | 10757 |

| Level of Clientele. | Local Training. | No. to be trained in 5 yrs. | Foreign training. | No. to be trained in 5 yrs. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 12 | Senior Staff course (8 weeks course) .. .. .. | 10 | Seminar on High Way Communication (1-2 weeks Seminar) .. | 5 |
| | Seminar on Policy formulation & Policy analysis (1 week Seminar) | 5 | | |
| | | 15 | | 5 Ratio=(3:1) |
| B (Mid-level) 152 | Advanced Course on Admn. & Dev. (12 weeks course) | 50 | Bridge Engineering (12 weeks course) .. .. .. | 5 |
| | Project Preparation, monitoring & evaluation course (12 weeks course) | 40 | High Way construction (12 weeks course) .. .. .. | 5 |
| | Store-keeping & stock control (2 weeks course) | 20 | Material Management (12 weeks course) .. .. .. | 5 |
| | Critical Path Method (2 weeks course) | 20 | City High Way Planning (12 weeks course) .. .. | 5 |
| | Management course for Engineers (3 weeks course) | 20 | Road Transportation (12 weeks course) .. .. .. | 5 |
| | | 150 | | 25 Ratio=(6:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior level) 389 | Foundation training (16 weeks course) | 50 | Bridge Engineering (6-9 months course) | 5 |
| | Planning & Project Management (8 weeks course) | 25 | High Way Construction (6-9 months course) | 5 |
| | Survey & Settlement training (12 weeks course) | 50 | City High Way Planning (6-9 months course) | 5 |
| | | | Material Management (6-9 months course) | 5 |
| | | | Road Transportation (6-9 months course) | 5 |
| | | 125 | | 25 |
| | | | | Ratio=(5:1) |
| D (Staff level) 10757 | Office Managemen course (4 weeks course) | 25 | Training of transport mechanics (8-12 weeks course) | 25 |
| | Training of Technicians | 2000 | | |
| | | 2025 | | 5 |
| | | | | Ratio=(81:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 11210 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 2315 |
| Total No. of officials to be training abroad in 5 years .. .. .. .. .. .. .. | 80 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. .. | (28·9:1) |

| Training Institution & Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. BRTC Training Centre, Dhaka, Joycevpur. | D | 525 |

## MINISTRY OF RELIEF AND REHABILITATION

| | | |
|---|---|---|
| A-level strength | .. | 3 |
| B-level strength | .. | 19 |
| C-level strength | .. | 67 |
| D-level strength | .. | 501 |

| Level of Clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 3 | Senior Staff Course (12 weeks course) | 2 | Seminar/Workshop on disaster preparedness and management (1-3 weeks) | 2 |
| | Policy formulation and policy analysis (1 week seminar) | 2 | | |
| | | 4 | | 2 Ratio=(2:1) |
| 'B' (Mid-level) 19 | Advanced Course on administration and Development (12 weeks course) | 10 | Disaster preparedness and management (3 months courses) | 5 |
| | Project preparation, Monitoring and Evaluation (12 weeks course) | 10 | | |
| | | 20 | | 5 Ratio=(4 : 1) |

| | | | | |
|---|---|---|---|---|
| 'C' (Junior level) 67 | Project preparation and evaluation (4 weeks) | 25 | Disaster preparedness and management (6-9 months) | 10 |
| | Financial management (4 weeks) | 10 | | |
| | Civil Defence training (8 weeks). | 25 | | |
| | | 60 | | 10 |
| | | | Ratio | (6 : 1) |
| 'D' (Staff level) 501 | Project implementation (8 weeks) | 100 | Project planning and implementation (3 months) | 10 |
| | Financial management (8 weeks) | 100 | Low cost housing and human rehabilitation (3 months) | 10 |
| | Rural planning and Development (8 weeks) | 100 | | |
| | Office management course (8 weeks) | 10 | | |
| | Conversion course for Stenographers (24 weeks course) | 10 | | |
| | Conversion course for Typists (4 weeks course) | 20 | | |
| | | 340 | | 20 |
| | | | Ratio | (17 : 1) |

| | |
|---|---|
| Total No. of officials in different levels .. .. .. .. | 590 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. | 424 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. | 37 |
| Average ratio of local and foreign training .. .. .. .. | (11·4:1) |

## SCIENCE AND TECHNOLOGY DIVISION

A-level strength .. 4
B-level strength .. 6
C-level strength .. 21
D-level strength .. 145

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 4 | Senior Staff course (12 weeks) | 5 | Seminar/Workshop on Science & Technology (1-2 weeks) | 5 |
| | Seminar on policy formulation and policy analysis (1 week) | 5 | | |
| | Workshop on science and Technology (1-2 weeks) | 5 | | |
| | | | | 5 |
| | | 15 | | Ratio-(3:1) |
| B (Mid level) 6 | Advanced Course on Admn. & Dev. (12 weeks) | 6 | Dev. of Science Library (3-6 months) | 2 |
| | Project Preparation, Monitoring and Evaluation (8 weeks) | 6 | Dev. of Science Museum (3-6 months) | 2 |
| | | | Appropriate Technology (3-6 months) | 2 |
| | | | | 6 |
| | | 12 | | Ratio-(2:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior level) 21 | Foundational Training (16 weeks) | 20 | Methodology of Scientific and Metholigical Research (6-9 months) | 5 |
| | | | Dev. of Science and Technology (6-9 months) | 5 |
| | | 20 | | 10 Ratio-(2:1) |
| D (Staff level) 145 | Office Supervisory course (4 weeks) | 10 | On the job training of Science Museum staff (1-2 months) | 3 |
| | Maintenance of office equipments (4 weeks) | 10 | | |
| | Conversion course for Stenographer (24 weeks) | 5 | On-the job training of Science Library staff (1-2 months) | 2 |
| | Conversion course for Typists (4 weeks) | 25 | | |
| | | 50 | | 5 Ratio-(10:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 176 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 107 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 26 |
| Average ratio of both internal and foreign training .. .. .. .. .. .. .. | (4.12:1) |

## MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS

| | |
|---|---|
| A-level strength | |
| B-level strength | 61 |
| C-level strength | 140 |
| D-level strength | 3753 |

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 4 | Senior Staff course (12 weeks course) | 4 | Seminar/Workshop on Social Welfare and Women's right/role (1-3 weeks) | 4 |
| | Policy formulation and Policy analysis Siminar on (1 week seminar) | 4 | | |
| | | 8 | | 4 (Ratio—2 : 1) |
| B (Mid-level) 61 | Project preparation, monitoring and evaluation (8 weeks course) | 20 | Community Development (8-12 weeks course) | 5 |
| | Advanced course on Admn. and Development (12 weeks course) | 15 | Managing juvenile offenders (8-12 weeks course) | 5 |
| | Personnel Management (12 weeks course) | 25 | Managing Children (3—6 months) | 5 |
| | | | Training of women trainers (8-12 weeks course) | 5 |
| | | 60 | | 20 (Ratio—3 : 1) |

| | | | | |
|---|---|---|---|---|
| C (Junior level) 140 | Foundation Training (16 weeks course) | 50 | Teaching of Deaf and blind (6-9 months course) | 5 |
| | Training on Social Welfare activities (8 weeks course) | 100 | Training of women trainers (6-9 months course) | 5 |
| | Training of women instructors/workers (8 weeks course) | 50 | Child Development (6-9 months course) | 5 |
| | | | Community Development (6-9 months courses) | 5 |
| | | 200 | | 20 (Ratio—10 : 1) |
| D (Staff level) 3753 | Office Management course (12 weeks course) | 25 | Training of women on handicrafts (8-12 weeks course) | 10 |
| | Refresher's course for Stenographers (2+ weeks course) | 15 | Care to Orphans, Blinds, Deafs (8-12 weeks course) | 5 |
| | Refresher's course for Typists (4 weeks course) | 50 | | |
| | Training of field level workers and public Instructors (12 weeks course) | 500 | Management of Children | 5 |
| | Training of women workers (3 weeks course) | 250 | | |
| | | 840 | | 20 (Ratio4—2 : 1) |

| | |
|---|---|
| Total No. of officials at different level .. .. .. .. .. .. .. .. | 3958 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. | 1108 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. | 64) |
| Average ratio of internal and foreign training .. .. .. .. .. .. | Ratio (17.3:1 |

| Training Institution and Location | Level of trainees | Capacity per year |
|---|---|---|
| 1. National Social Welfare Academy , Dhanmondi, Dhaka | C&D | 66 |
| . National Women's Development Academy, Dhanmondi, Dhaka | C&D | 38 |

ANNEXURE-

## MINISTRY OF WORKS

A-level strength 20
B-level strength 212
C-level strength 592
D-level strength 7412

| Level of clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top level) 20 | Senior staff course (12 weeks course) | 15 | Seminar Workshop on Town Planning, Housing Policy and Programme (1-2 weeks course) | 10 |
| | Seminar on Policy formulation and Policy Analysis (1 week seminar) | 10 | | |
| | | 25 | | 10 (Ratio—2.5 : 1) |
| B (Mid Level) 212 | Advance course on Administration and Development (8 weeks course) | 30 | Short training on Town Planning (3-6 months course) | 10 |
| | Project preparation Monitoring and Eveluation (8 weeks course) | 30 | Site Management course(8-12 weeks) Short tarining on Housing and Settlement (3-6 months course) | 10 |
| | Financial Management (4 weeks course) | 30 | Building Engineering (3-6 months course) | 10 |
| | Course for Engineers (3 weeks course) | 30 | Stores and Material Management (3-6 months course) | 10 |
| | | 120 | | 50 (Ratio—2·4 : 1) |

| | | | | |
|---|---|---|---|---|
| C (Junior Level) 592 | Foundation Training (16 weeks course) | 150 | Building Engineering (6-9 months course) | 20 |
| | Survey and Settlement (8 weeks course) | 50 | Planning and Design of Multistored Building (6-9 months course) | 10 |
| | Short Law course (8 weeks course) | 50 | Town Planning (6-9 months course) | 20 |
| | Project Preparation, Monitoring & Evaluation (8 weeks course) | 25 | Housing and Settlement ((6-9 months course) | 10 |
| | Management of Stores (4 weeks course) | 25 | Repair and Maintenance of Building Equipments (6-9 months course) | 10 |
| | Financial Management (8 weeks course) | 50 | | |
| | | 350 | | 70 (Ratio—5 : 1) |
| D (Staff level) 7412 | Records Managen nts (8 weeks cours.) | 100 | Planning and Design (3-4 months course) | 25 |
| | Office Supervision (4 weeks course) | 100 | Record Managements (3-4 months course) | 25 |
| | Conversion course for Stengraphers (24 weeks course) | 25 | | |
| | Conversion course for Typist (4 weeks course) | 100 | | |
| | Survey Training (12 weeks course) | 50 | | |
| | Planning and Design (4 weeks course) | 50 | | |
| | Repair and Maintenance of Equipments (4 weeks course) | 50 | | |
| | Stores Management (4 weeks course) | 25 | | |
| | | 500 | | 50 (Ratio-10 : 1) |

| | |
|---|---|
| Total No. of Officials at different levels .. .. .. .. | 8236 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. | 995 |
| Total No. of Officials to be trained abroad in 5 years .. .. .. .. | 170 |
| Average Ratio of Internal and foreign Training. .. .. | 5·85 : 1 |

ANNEXURE J

## MINISTRY OF YOUTH AND SPORTS

A-level strength .. 3

B-level strength .. 54

C-level strength .. 112

D-level strength .. 156

| Level of clientele. | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top level) 3 | Senior staff course (12 weeks course) | 5 | Seminar/workshop on Sports Development/youth Developmet (1—3 weeks) | 5 |
| | Seminar on policy formulation and policy analysis (1 week seminar) | 5 | | |
| | | 10 | | 5 (Ratio—2 : 1) |
| 'B' (Mid-level) 54 | Advanced course on Administration and Development (12 weeks course) | 10 | Manpower Planning (8—12 weeks course) | 5 |
| | Project preparation monitoring & evaluation (8 weeks course) | 10 | Small Scale Enterprise Management (8—12 weeks course) | 5 |
| | | 20 | | 10 (Ratio—2 : 1) |

| | | | | |
|---|---|---|---|---|
| 'C' (Junior level) 112 | Foundational Training (16 weeks course) | 30 | Small Scale Enterprise Management (6—9 months course) | 5 |
| | | | Training of Trainers (6—9 weeks course) | 5 |
| | | 30 | | 10 (Ratio=3 : 1) |
| 'D' (Staff level) 156 | Office Management (8 weeks course) | 10 | Training of instructors on farm management (8—12 weeks course) | 10 |
| | Conversion course of Stenographers (24 weeks course) | 10 | | |
| | Conversion course of Typists (4 weeks course) | 10 | | |
| | Training of Instructor/Staff (8 weeks course) | 50 | | |
| | | 80 | | 10 (Ratio=8 : 1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. | 325 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. | 140 |
| Tolal No. of officials to be trained abroad in 5 years .. .. .. .. | 35 |
| Average ratio of internal and foreign training .. .. .. .. .. | (4 :1) |

| Training Institution & Location | Level of trainees | Capacity Per year |
|---|---|---|
| 1. Livestock & Poultry youth Training Centre, Savar, Rajshahi, Sylhet. | Pre-entry | 1600 |
| Secretarial & Typing Training Centre, Dhaka, Rajshahi, Khulna, Chittagong. | Pre-entry | 1420 |

## xTERNAL RESOURCES DIVISION

A-level strength .. 8

B-level sterngth .. 47

C-level strength .. 46

D-level strength .. 214

| Level of clientele. | Local of Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| "A" | | | | |
| (Top level) 8 | Senior Staff Course (12 weeks) | 5 | Meeting on foreign assistance/aid negotiation (2—4-weeks) | 5 |
| | Seminar on policy formulation & policy analysis (1 week) | 5 | | |
| | | 10 | | 5 (Ratio=2 : 1) |
| "B" | | | | |
| (Mid Level) 47 | Advanced Course on Administration & Development (12 weeks)) | 15 | Financial Management of foreign aided project (3 months) | 5 |
| | Project preparation, monitoring & evaluation (8 weeks) | 15 | Foreign aid negotiation & documentation (3—6 months) | 5 |
| | | 30 | | 10 (Ratio=3 : 1) |

| | | | | |
|---|---|---|---|---|
| "C" (Junior Level) 46 | Foundation Training (16 weeks) | 20 | External Resources Management (6—9 months) | 10 |
| | Financial Management (8 weeks) | 20 | Economic Development & Planning (6—12 months) | 5 |
| | Project Planning & Management (8 weeks) | 20 | | |
| | | 60 | | 15 |
| | | | | Ratio=(4 : 1) |
| "D" (Staff Level) 214 | Records Management (4 weeks) | 10 | Records Management (2-3 months) | 5 |
| | Office Supervisory Course (4 weeks) | 10 | | |
| | Maintenance of Office equipments (4 weeks) | 10 | | |
| | | 30 | | 5 |
| | | | | Ratio—(6 : 1) |

| | |
|---|---|
| Total number of officials at different levels .. .. .. .. .. | 335 |
| Total number of officials to be trained within the country in 5 years .. .. .. .. | 130 |
| Total number of officials to be trained abroad in 5 years .. .. .. .. | 35 |
| Average ratio of interanal and foreign training .. .. .. .. .. | 3·71 :1 |

| | |
|---|---|
| A-level strength .. | 309 |
| B-level strength .. | 4867 |
| C-level strength .. | 7207 |
| D-level strength .. | 64240 |

## FINANCE DIVISON

| Level of clientele. | Level of Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| "A" (Top Level) 309 | Senior Staff Course (12 weeks) | 50 | Seminar/Workshop on financial/banking policy & Cooperation (2—4 weeks) | 20 |
| | Seminar on Policy formulation & Policy analysis (1 week) | 50 | | |
| | | 100 | | 20 (Ratio=5:1) |
| "B" (Mid-level) 4867 | Advanced course on administration and development (12 weeks) | 50 | Financial analysis/management (3—6 months) | 15 |
| | Project preparation, monitoring and evaluation (8 weeks) | 50 | Rural/Agricultural Banking and Credit management (3—6 months) | 15 |
| | Financial Management course (8 weeks) | 500 | Banking management (3—6 months) | 10 |
| | Banking course (8 weeks) | 500 | Technique of Economic analysis (3—6 months) | 10 |
| | | | Banking Laws and Practies (3—6 months) | 10 |

| | | | | |
|---|---|---|---|---|
| | | | Monitoring policy (3—6 months) | 10 |
| | | | Performance of budgeting (3—6 months) | 10 |
| | | | Technique of modern auditing (3—6 months) | 10 |
| | | | Comprehension auditing (3—6 months) | 10 |
| | | 1100 | | 100 Ratio=(11:1) |
| "C" (Junior level) 7207 | Foundational Training (16 weeks) | 100 | Credit programming/budgeting (6—9 months) | 5 |
| | Project Planning and Implementation (8 weeks) | 200 | Computer programming (6—12 months) | 10 |
| | Financial management (8 weeks) | 200 | Costing, budgeting and budgetary control (3—9 months) | 5 |
| | Banking Training (6 months) | 1000 | Public finance (6—9 months) | 10 |
| | | | Deposit mobilsation (6—9 months) | 10 |
| | | | Economic forecsting (6—9 months) | 10 |
| | | | Primary and Secondary Stock market operation (6—9 months) | 10 |
| | | | Central Banking (6—9 months) | 10 |
| | | | Foreign Exchange budgeting (6—9 months) | 5 |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | | Export financing (6—9 months) | 10 |
| | | | Import management (6– 9 months) | 10 |
| | | | Balance of payment methodology (6—9 months) | 5 |
| | | 1500 | | 100 Ratio=(15:1) |
| "D" (Staff level) 64240 | Bank staff course (2—4 months) | 2500 | Records management (2-3 months) | 20 |
| | Records Management (4 weeks) | 200 | Stores and material management (2-3 months) | 20 |
| | Safety and Security (4 weeks) | 100 | | |
| | Inventory management (4 weeks) | 100 | | |
| | Accounting & Budgeting (4 weeks) | 100 | | |
| | Conversion course for Stenographer (24 weeks) | 100 | | |
| | Conversion course for Typists (4 weeks) | 100 | | |
| | | 3200 | | 40 Ratio=(80:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. | 76623 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. | 5900 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 260 |
| Average ratio of internal and foreign training .. .. .. .. .. .. .. | (22·69 : 1) |

| | Training Institution and Location | Level of Trainees | Capacity Per year |
|---|---|---|---|
| 1. | Bank Training Institutions, Agrani Bank, Janata Bank, Dhaka .. .. .. .. | C & D | 2080 |
| 2. | Training wing, Bangladesh Silpa Bank, Dhaka .. .. .. .. | B C & D | 75-100 |
| 3. | Bangladesh Bank Training Academy, Motijheel, Dhaka .. .. .. | C & D | 500 |
| 4. | Central Training Centre, Krishi Bank, Dhaka .. .. .. .. | C & D | 600 |
| 5. | Regional Training Centre, Krishi Bank, Bogra & Jessore .. .. .. .. | D | .. |
| 6. | Janata Bank Training Centre, Rajshahi, Rangpur .. .. .. .. | C & D | 895 |
| 7. | Rupali Bank Training Inst., New Eskaton, Dhaka .. .. .. .. | C & D | 600 |
| 8. | Accounts & Audit Academy, Segunbagicha, Dhaka .. .. .. .. | C & D | 963 |
| 9. | Sonali Bank Staff College, Santinagar, Dhaka .. .. .. .. | B C & D | 242 |
| 10. | Regional Training Institution, Sonali Bank, Rajshahi, Khulna, Chittagong, Bogra, Jhenaidah, Rangpur, Jessore, N' ganj, Barisal, Patuakhali, Kustia, Sylhet, Noakhali, Comilla, Faridpur, Ctg. Hill Tracts, Tangail, Mymensingh, Jamalpur, Dinajpur, Pabna, Kishoreganj, Noagoan. | D | 1927 |

## INTERNAL RESOURCES DIVISION

| | |
|---|---|
| A-level strength | 26 |
| B-level strength | 135 |
| C-level strength | 468 |
| D-level strength | 11412 |

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 'A' (Top Level) 26 | Senior Staff Course (12 weeks) | 10 | Seminar/Workshop on Tax admn./Savings (1-2 weeks) | 5 |
| | Seminar on policy formulation and policy anaylsis (1 week) | 10 | Advanced Management for Tax Officials (4—5 weeks) | 5 |
| | | 20 | | 10 Ratio = (2:1) |
| 'B' (Mid-Level) 135 | Advanced course on Admn. & Development (12 weeks) | 50 | Tax Admn. (3—6 months) | 10 |
| | Project preparation, monitoring & evaluation (8 weeks) | 50 | Investment Planning & Appraisal for Development Finance (3 months) | 10 |
| | | 100 | | 20 Ratio = (5:1) |
| 'C' (Junior level) 468 | Foundational training (16 weeks) | 100 | Tax Admn. (9—12 months) | 10 |
| | Financial management (8 weeks) | 50 | Public Sector Revenue Admn. (9—12 months) | 10 |
| | | | Management of Savings (3—6 months) | 10 |
| | | 150 | | 30 Ratio = (5:1) |

| | | | | |
|---|---|---|---|---|
| 24 'D' (Staff level) 322 | Custom & Excise Training (4 weeks) | 500 | | |
| | Records managements (4 weeks) | 100 | Records managements (2-3 months) | 5 |
| | Accounting & auditing (4 weeks) | 100 | Tax assessment/collection (2-3 months) | 5 |
| | Conversion course for Stenographer (24 Weeks) | 10 | | |
| | Conversion course for Typist (4 weeks) | 100 | | |
| | Assessment of Tax (4 weeks) | 500 | | |
| | Technique of mobilising Savings (4 weeks) | 100 | | |
| | | 1410 | | 10 Ratio-(46:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 12041 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 1680 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 70 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. | (24:1) |

| Training Institution & Location | Level of Trainees | Capacity Per Year |
|---|---|---|
| 1. Bangladesh Customs & Excise Training Academy, Pahartali, Chittagong | C & D | 300 |
| 2. Inspectors Training Centre, Segunbagicha, Dhaka | D | 350 |

## IMPLEMENTATION, MONITORING AND EVALUATION DIVISION

| | |
|---|---|
| A-level strength | 6 |
| B-level strength | 21 |
| C-level strength | 16 |
| D-level strength | 52 |

| Level of Clientele | Local Training | No. to be trained in 5 years. | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 6 | Senior Staff Course (12 Weeks) | 5 | Seminar/Workshop on Policy Planning/Dev. Strategy (1 – 2 Weeks) | 5 |
| | Seminar on Policy Formulation & Policy Analysis (1 Week) | 5 | | |
| | | 10 | | 5 |
| | | | | Ratio-(2:1) |
| B (Mid Level) 21 | Advance Course on Admn. & Development (12 Weeks). | 10 | Technique of Evaluation (3 months) | 5 |
| | Project Preparation, Monitoring & Evalution (8 Weeks) | 10 | Project Planning & Implementation. (3 – 6 months) | 5 |
| | Flectronic Data Processing (4 Weeks) | 20 | | |
| | | 40 | | 10 |
| | | | | Ratio-(4:1) |

| | | | | |
|---|---|---|---|---|
| C (Mid Level) 16 | Foundation Training (16 Weeks). | 5 | Dev. Training Tech. (9—12 months) | 5 |
| | Electronic Data Processing (4 Weeks) | 5 | Project Planning & Appraisal (6—9 Weeks) | 3 |
| | Project Management (8 Weeks) | 6 | | |
| | | 16 | | 8 Ratio-(2:1) |
| D (Staff Level) 52 | Office Management (4 Weeks) | 10 | Office Management (2—3 months) | 5 |
| | Maintenance of office equipments (4 Weeks) | 5 | | |
| | Refresher's Course for Senographers (24 Weeks) | 5 | | |
| | Refresher's Course for Typists (4 Weeks) | 10 | | |
| | | 30 | | 5 Ratio-(6:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. .. | 95 |
| Total No. of officials to be trained within country in 5 years .. .. .. .. .. .. | 96 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 28 |
| Average Ratio of internal and foreign training .. .. .. .. .. .. .. .. | 3.3:1 |

## MINISTRY OF PLANNING

| | |
|---|---|
| A-level strength | 45 |
| B-level strength | 129 |
| C-level strength | 172 |
| D-level strength | 436 |

| Level of clientele | Local Training | No. to be trained in 5 years | Foreign Training | No. to be trained in 5 years. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 45 | Senior Staff Course (12 Weeks course) | 20 | Seminar/Study Tour on Planning in different public Sector. | 20 |
| | Seminar on Policy formulation and Policy Analysis (1 Week seminar) | 20 | (2—4 weeks) | |
| | | 40 | | 20 Ratio-(2:1) |
| B (Mid Level) 129 | Advanced course on Administration & Development (12 Weeks) | 30 | Training of Trainers (3—6 months course) | 5 |
| | Project preparation, monitoring & evaluation (8 Weeks course) | 30 | Planning of Development (3—6 months course) | 5 |
| | | | Public Sector Planning Process (3—6 months course) | 5 |
| | | | Micro-Computing for Economic Planning (8—12 weeks) | 5 |
| | | 60 | | 15 Ratio-(4:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior Level) 172 | Foundation Course (16 weeks course) | 50 | Development Economics (9—12 months course) | 5 |
| | Financial Management (8 weeks course) | 50 | Development Planning (9—12 months course) | 5 |
| | Project Planning and Implementation (8 weeks course) | 50 | Development Studies (9—12 months course) | 5 |
| | | 150 | | 15 Ratio-(10:1) |
| D (Staff Level) 436 | Records Management (4 weeks course) | 20 | Records Management (2—3 months course) | 5 |
| | Office Supervisory Course (4 weeks course) | 20 | | |
| | Maintenance of Office Equipments (4 weeks course) | 20 | | |
| | | 60 | | 5 Ratio-(12:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 782 |
| Total No. of officials to be training within the country in 5 years .. .. .. .. .. .. | 310 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 55 |
| Ratio of internal and foreign training .. .. .. .. .. .. .. | (5·64:1) |

| Training Institution and Location. | Level of Trainees. | Capacity per year |
|---|---|---|
| Planning and Development Academy, Nilkhet, Dhaka. | B & C | 720—1000 |

## STATISTICS DIVISION

| | |
|---|---|
| A-level strength | 2 |
| B-level strength | 60 |
| C-level strength | 95 |
| D-level strength | 3987 |

| Level of clientele | Local training | No. to be trained in 5 years | Foreign training | No. to be trained in 5 years |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| A (Top Level) 2 | Senior Staff Course (12 weeks) | 2 | Seminar on Management of statistical operation (1 –2 weeks) | 2 |
| | Seminar on policy formulation & policy analysis (1 week) | 2 | | |
| | | 4 | | 2 |
| | | | | Ratio-(2:1) |
| B (Mid Level) 60 | Advanced course on Administration and Development (12 weeks) | 15 | Automatic data processing (3 months) | 2 |
| | Project preparation Monitoring and Evaluation (8 weeks) | 15 | Sampling & Survey Methodology (3 months) | 3 |
| | | | Economic Censuses & Surveys (3 –4 months) | 5 |
| | | 30 | | 10 |
| | | | | Ratio-(3:1) |

| | | | | |
|---|---|---|---|---|
| C (Junior Level) 95 | Foundation Course (16 weeks) | 50 | M.S. in Computer Programming/System Analysis (12 months) | 5 |
| | Computer programming (4 weeks) | 10 | Computer data processing (3 months) | 5 |
| | | | Sample Survey & Survey Method (3–6 months) | 5 |
| | | | Agricultural Statistics (6–12 months) | 5 |
| | | 60 | | 20 |
| | | | | Ratio-(3:1) |
| D (Staff Level) 3987 | Computer data processing (8 weeks) | 15 | Cartiography & Statistical Mapping (3–6 months) | 5 |
| | General Course in Statistics (8 weeks) | 40 | Automatic data processing (3 months) | 3 |
| | Records Management (4 weeks) | 25 | System programming (6–12 months) | 2 |
| | Refreshers course for Stenographers (24 weeks) | 15 | House hold Survey Methodology (3 months) | 5 |
| | Refreshers course for Typists (4 weeks) | 40 | | |
| | | 135 | | 15 |
| | | | | Ratio-(9:1) |

| | |
|---|---|
| Total No. of officials at different levels .. .. .. .. .. .. .. .. | 4144 |
| Total No. of officials to be trained within the country in 5 years .. .. .. .. .. .. | 229 |
| Total No. of officials to be trained abroad in 5 years .. .. .. .. .. .. .. | 47 |
| Average ratio of internal & foreign training .. .. .. .. .. .. .. | (4·87:1) |

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