

## CHAPTER FIVE



LIBRARY AND TRAINING AID







## Introduction

Research and consultancy is an important division of the centre. Library and Training Aid is one of the vital departments of the R&C division. Documentation and Audio-Visual Reproduction is the two branch of L.T.A. department. Main task of the documentation is to procure Books, Journals, Magazines and other reading materials to serve the participants and faculty members.

This chapter gives pen pictures the activities of the Documentation section.

### **5.2 In the F/Y 2013-14 activities of the Documentation Section are as follows:**

5.2.1 Books, huge number of Magazines, local & foreign Journals and Newspapers have been collected for the library. The reading materials have been collected through procure, as complementary, through exchange programme by virtue of membership and depository library of various local and foreign organizations.

5.2.2 Reader services: Up-to-date reader's services are given to the participants and faculty members. Participants and faculty members can issue books with the help of the concerned staff from the library and to use reading room. Reference services are available in the library. Huge number of encyclopedia, dictionaries, almanac, and other reference collection are very helpful for the participants and other readers. The professionals and other library staffs are devoted to serve the readers. Faculty member can borrow 10 books at a time and a participant can borrow 4 books. Total 46 copies of 17 titles of Newspaper are kept in the library for readers. Some selected newspapers are kept in the library in bound form for various references and research purpose. The Economist, The Time, Readers Digest and National Geographic have been procured the previous financial year.

5.2.3 The library remains open from 8.00 a.m. to 10.00 p.m. without any break through Sunday to Thursday and from 4.00 pm to 6.00 pm on Friday and 6.00 pm to 10.00 pm on Saturday.

5.2.4 Special collection: One of the important collections of the library is Newspaper Clippings. Paper Clippings are being kept on 126 topics. These are very helpful for preparing assignments, research works and seminar papers of the trainees and members

of the faculty. The library has opened a "Bureaucrats Book Corner" where the publications of the civil servants of Bangladesh are available.

5.2.5 Online and e-library services are the latest addition to reader's service. BPATC has registered for Online Journals and e-books. Faculty members and participants can browse the following publisher's web page for Online Journals and e-books:

1. Springerlink.com
2. Wileyonline library.com
3. Oxfordscholarship.com
4. Journalsinform.org

Visitors: As many as 600 Local and during the F/Y

Foreign Visitors visited the Library 2013-14



*Participants from NDC Course are in a visit to the library of the Centre.*



**Table 5.1 Volumes of services provided from the Documentation & Circulation Branch in the FY 2013-14**

Sl.No.	Statement of Items	2013-14
1.	Number of books Procured	148
2.	Complementary copies of the various publications received	340
3.	Library opened (including weekends and Govt. holidays)	4005 hours
4.	Annual Report received from the various organizations	15 copies
5.	Journals received from local and foreign organization through Exchange Programme and Complementary.	145
6.	No. of Daily Newspapers kept (per day)	46 copies of 17 titles
7.	Processing of books	400 titles
8.	Magazines kept (Weekly, fortnightly, monthly etc.)	26
9.	Paper Clippings kept on	126 topics

Automation programme of the Library is going on. After the completion of the library automation, the library services will be more modernized.



*Director of the Centre Mr. Md. Shohel Imam Khan is addressing in a seminar.*

### 5.3 Activities of Audio Visual and Reproduction

The Audio-visual and reproduction (AVR) unit of the library is equipped with latest international AVR equipments to provide technological support in the academic sessions, seminars, workshops etc. of the Centre. Two modern language laboratories are equipped with all sorts of audio and video support and computer facilities to provide language learning to the participants. The two laboratories together can accommodate 80 participants at a time. Service deliveries by the AVR Section during the training year of 2013-2014 are as follow:

Table 5.2: Process of Training Aids and Reproduction

Sl. No	Description of the Works	Volume of Works
1.	Photo copy and duplicating	22,89,238 pages
2.	Spiral binding	200 copies

Table 5.3: Statement of Training Assistance (Audio-Visual) in classrooms

Sl. No	Description of the Works	Volume of Works
1.	Use of 16 P.A system in 12 class rooms, auditorium, cafeteria, short course, workshop/seminar etc.	21,000 Hours
2.	Use 9 over head projectors (OHP) in class rooms	20 Hours
3.	Use of 8 wireless amplifiers in the class rooms, short courses, meetings, seminars, sports and games	6,000 Hours
4.	Use of 6 tape recorders in different class rooms, workshops, seminars	20 Hours
5.	Use of 4 conference sets in ITC, ACAD, SSC, workshops, seminars, BOG meetings, short courses	7,500 Hours
6.	Use of DVD/VCR/VCP and Television for video film show and video recordings	100 Hours
7.	Use of 16 multimedia projectors	15,000 Hours
8.	Use of 2 language labs	1,100 Hours

Table 5.4: Photography and Miscellaneous Function

Sl. No	Description of the Works	Number of Items
1.	Photography events	1050
3.	Photo snaps	5470
4.	Photo display	2000
5.	Laminating of certificates/photos	3487



## CHAPTER SIX



## EMPLOYEE'S WELFARE



*A partial view of BPA7C*



## Introduction

BPATC is a residential training institution. Participants of different training programmes stay in the dormitories of the Centre. Most of the officers and employees of the Centre reside in the campus with their families. Despite various limitations, the Centre has initiated different welfare activities for the participants, officers and employees. Among others, BPATC School and College, Clinic, Mosque, Officers' Club, Employees' Club, Ladies Club etc. are worth mentioning. A brief description of the welfare activities taken in the year 2013-2014 is given below:



## 6.2 Activities of BPATC School & College

6.2.1 Progress of BPATC School & College is gradually increasing in comparison with the last fiscal year 2012-13. A batch of 292 students appeared at the HSC examination 2013. This was the 12<sup>th</sup> batch from the college section. Out of 292 students, 290 students passed successfully. The gradation of successful students are 50 in GPA-5, 165 in GPA-4.00<5.00, 56 in GPA- 3.50<4.00, 17 in GPA- 3.00<3, and 02 student in GPA 1.00<2.00, the pass rate is 99.32%

6.2.2 A batch of 86 students (26<sup>th</sup> batch from the school section) appeared at the SSC examination 2014. All of them passed successfully. Out of these 86 students, 52 students have got GPA-5.00. The pass rate is 100% percent

Table 6.1: Success rate of the Students appeared at SSC and HSC

Exam	Appeared students	Passed Student	GPA-5	GPA 4.00<5.00	GPA 3.5<4.0	GPA 3.0<3.5	GPA 1.00<2.00	Pass rate
SSC	86	86	52	27	06	01	00	100%
HSC	321	292	50	165	56	17	02	99.32%

The results of the last three years are shown in the graph below.

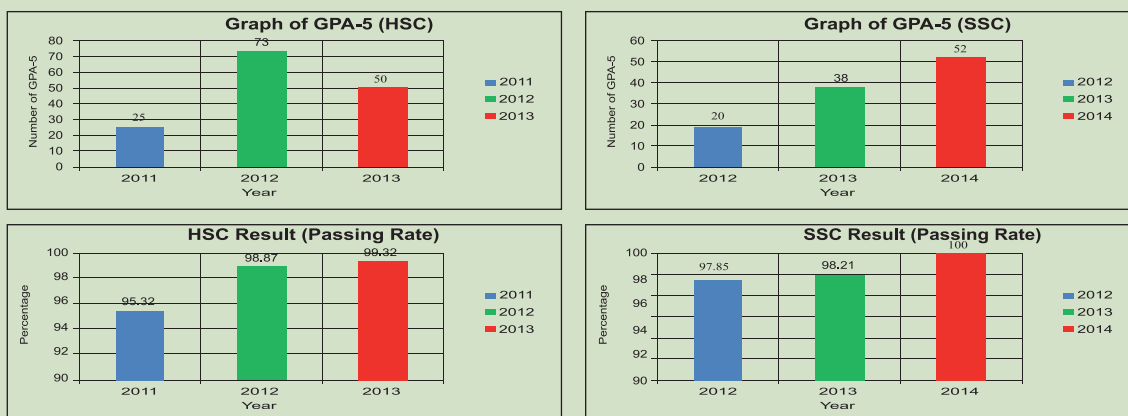
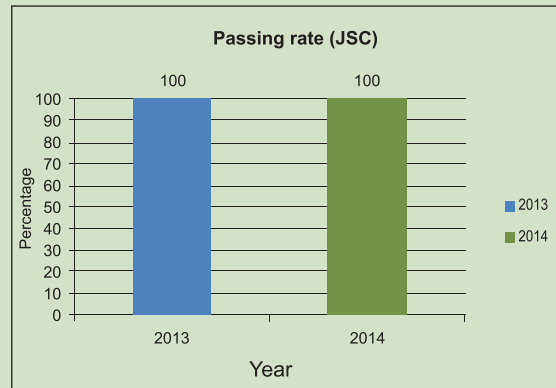
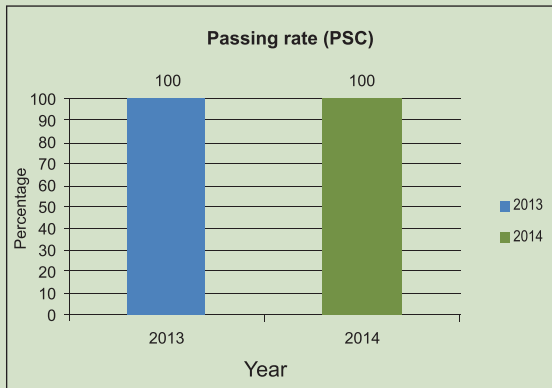


Table 6.2: Success rate of Students appeared at JSC and PSC

Exam	Appeared students	Passed Student	GPA-5	GPA 4.00<5.00	GPA 3.5<4.0	GPA 3.0<3	Pass rate
JSC	102	102	72	28	02	00	100%
PSC	111	111	82	28	01	00	100%

6.2.3 Moreover, in this fiscal year, In the Junior section, 102 students have passed the junior exam successfully. 26 Students from the school have got junior scholarship (04 in talent pool grade and 22 in general grade). In the primary section, 111 students have passed the primary exam successfully. Among them, 13 students have got primary scholarship (08 in talent pool grade and 05 in general grade). So, a total of 39 students have got scholarship from this school this year.





6.2.4 In the year 2013-14 and 2014-15 the number of students who had got themselves admitted in HSC Science, Humanities and Business Studies and students of School & College section are shown in the following table.

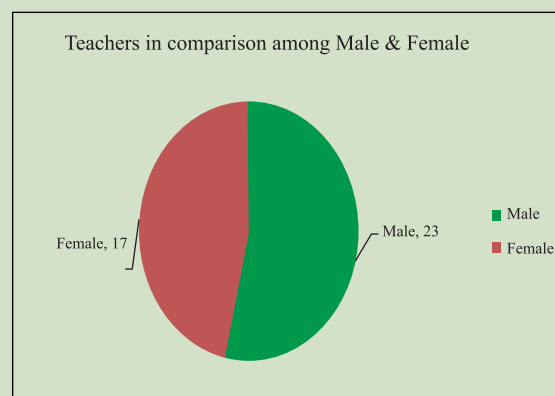
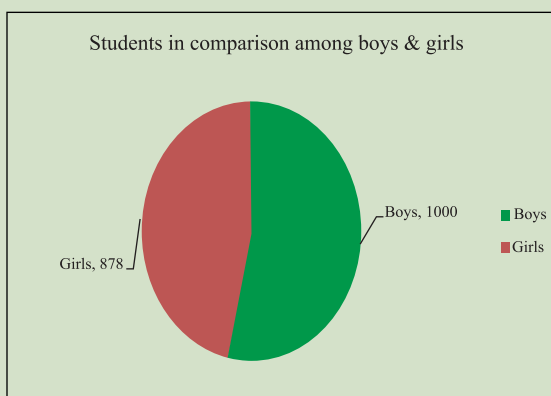
**Table 6.3/Table 6.4: Students comparison between Boys and Girls**

Session	Group	Students		
		Boys	Girls	Total
2013-14	Science	71	66	137
	Humanities	58	67	125
	Business Studies	74	49	123
2014-15	Science	121	109	230
	Humanities	35	43	78
	Business Studies	86	67	153
<b>Grand Total</b>		<b>445</b>	<b>401</b>	<b>846</b>

Students	Number
Boys	555
Girls	477
<b>Total</b>	<b>1032</b>

**School Section**

**College Section**



**Table 6.5: The number of teachers and staff in BPATC School & College**

Teachers	College		School		Total
	MPO	Non MPO	MPO	Non MPO	
Male	7	4	9	3	23
Female	6	1	6	4	17
Grand Total	13	5	15	7	40

6.2.5 During this fiscal year, a series of functions like farewell of HSC candidates and reception of fresher in college section, annual sports prize distribution among successful students and teachers, the International mother language day, the Independence Day, the victory day, etc have been observed duly. Co-curricular activities for physical & mental development of students also took place accordingly.

6.2.6 In this fiscal year, BPATC has provided 10.00 lakh taka to BPATC School & College as yearly donation. Other than this donation, the institution has got 64.32-lakh from the government as govt. portion of teachers & staff as salary support.

### **6.3 Activities of BPATC clinic in the year 2013 – 2014.**

6.3.1 In the year 2013-14 BPATC clinic offered medical treatment to the participants of the various training courses and as well as the employees and their dependant family members, who are residing in the BPATC campus. The clinic staffs are consists of three male and one female doctor, one Physiotherapist, one Pharmacist, one Senior Staff Nurse, two Compounder and two Office Assistants. This medical team offered various medical services to the client as far as possible. The clinic usually managed the daily outdoor patients and the Medical Officers are given consultation and medication to them. The Medical Officers also attended the emergency patient's time round the clock and managed them as per circumstances. The Clinic also arranged health check-up for the participants of the various core courses and as well as the staff of the deferent department of the centre regularly.

6.3.2 Furthermore many special programs were organized by BPATC Clinic in the last year. On the ninth of every month, the immunization programs for the infants were arranged under the supervision of Upazilla Health Complex, Savar, Dhaka, according to EPI Schedule. Family planning programs also provided from the clinic in every month. Besides these, the medical team took part in the rescue activities in the incident of collapsed of a



multistoried building (Rana Plaza) at savar on the spot according to the direction of the Rector of BPATC.

6.3.3 In addition to that, there is a physiotherapy unit at gymnasium hall under the supervision of BPATC clinic. An experienced graduate physiotherapist has been given required consultation and therapy to the participants and as well as other patients.

6.3.4 Apart from these, Medical Officers of the clinic also conducted some sessions on deferent health related topic of various training courses.

6.3.5 In the year 2013-14, total 29,981 patients were attended in BPATC Clinic. The statistics of the patients attended in the BPATC clinic and physiotherapy unit has stated in the following table:

**Table 6.5: Distribution of patients attended in BPATC clinic by participants and other than participants in the year 2013-2014 :**

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Participant	4497	15%
02	Other than participant	25484	85%
Total		29981	100%

6.3.6 In the year 2013-14, total 29981 patients received treatment from BPATC clinic. Among them 4497 (15%) patients were participants and 25484(85%) patients were other than participants.

**Table 6.6: Distribution of patients attended in BPATC clinic by age and sex :**

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male	14691	49%
02	Female	9594	32%
03	Children	5696	19%
Total		29981	100%

6.3.7 Out of 29981 patients, 14691 (49%) were male patient and 9594 (32%) were female patients and 5696 (19%) were child patients.

**Table 6.7: Distribution of patients attended in Physiotherapy unit by participants and other than participants in the year 2013-2014 :**

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Participant	905	54 %
02	Other than participant	773	46 %
Total		1678	100%

6.3.8 In physiotherapy unit, total 1678 patients were received treatment in the year 2013-2014. Among them 905 (54%) patients were participants and 773 (46%) were other than participant.

**Table 6.8: Distribution of patients attended in Physiotherapy unit by sex in the year 2013-2014:**

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male	1242	74 %
02	Female	436	26 %
Total		1678	100%

6.3.9 Out of 1678 patients attended in the physiotherapy unit, 1242 (74%) were male patient and 436 (26%) were female patients.

#### **6.4 Activities of BPATC Mosque**

6.4.1 BPATC has a large and splendid Mosque surrounded by lush-green garden. Interested Muslim officers and staff, and the participants of different training courses say their prayer in this mosque. Together 1000 people can have their prayer in the mosque. One Imam, one Muazzin and one Khadem in the Mosque, are enjoying their salaries from government exchequer. Respectable Imam of BPATC mosque is a very learned and articulated person. The mosque and maktab is managed by a committee elected through Islamic procedures and instituted through an office order by the authority. This committee works under the overall guidance of Rector of the Centre for effective



management of the major policy issues of the Mosque and its development activities.

6.4.2 The Mosque committee also takes necessary measures for the observance of Islamic events like Ashura, Siratun Nabi (SAW), Shab-e-Miraj, Shab-e-Kadar, etc. Reputed Islamic thinkers and scholars are invited to speak on these occasions. Essay, hamd and naat competitions are also held on the occasion of Siratun Nabi (SAW). Besides, special initiatives are taken to observe Eidul Fiter, Eidul Azha and munajats are being arranged on International Mother Language Day, Independence Day and Victory Day. The Mosque has got a library having 2525 books on different Islamic subjects. A total of Taka 2,00,000/- was received from the Centre in the year (F/Y) 2013-2014 as grant for arranging the events mentioned above and for meeting other expenditures of the Mosque and the Maktab. In this Year one Digital time table board, two Digital Clock, One Steel Box & some cloths for covering Jainamas procured. Aujukana also extended and washroom renovated.

6.4.3 The Maktab is managed for teaching Arabic and Islamic manners and etiquettes to the children as well as learning holy Quran for the adult officers and staff of the Centre. There are three part-time teachers for this purpose who have been paid from the budget received from the office. Around 100 children are attending in the Maktab for learning ampara in order to recite the holy Quran properly. The Masjid Committee arranges Tarabi Namaz for the musulees in the month of Ramadan. Two Hafez haired for this purpose.

#### **6.5 Activities of the BPATC Officers' club in the year 2013 – 2014.**

6.5.1 BPATC Officers' Club was established in 1988 in order to promote friendship, solidarity, brotherhood and intimacy among the officers and the club is led by an elected/selected executive council. According to the constitution of the club, all the activities of the club should be conducted by an executive council consisting of 12 members. The members of club elect the member of the executive council. Rector of the centre is the president of the club by virtue of his post. Mr. Md. Abul Based acted as general Secretary. Mr. Md. Monjurul Hafiz acted as treasurer of the year 2013-2014.

Grant from the social welfare fund of the centre, monthly subscription of the members and connection fees of the dish antenna, are the sources of fund by which the activities of the club are conducted.

6.5.1.1 National days were observed with due solemnity, recitation, music and drawing

competition for the children and friendly football/volleyball matches for the officers were arranged in observance of the Independence Day, Victory Day and International Mother Language Day.

6.5.1.2 The club arranged a program to celebrate Bangla New year.

### **6.6 Activities of BPATC Employees' Club**

6.6.1 BPATC Employees' Club was established in 1986 with a view to cultivating a more developed culture and facilitating recreation of the employees of the Centre. As per the constitution of the club a 15-member executive council is formed through the biannual election. Overall activities of the club are run by the donation of the social-welfare sector of the center and subscription of the employees. With the initiative of the employees' club, the International Mother Language Day, Independence Day and Victory Day are observed. Various mini-tournaments on Football, Cricket and Volleyball are arranged, indoor games like cards, carom, ludo and chess are arranged throughout the year. Annual sports competition is one of the main recreational activities of the club. The 26th Annual Sports Competition of the club was held with much enthusiasm. The competition was inaugurated by the chief guest of the annual sports competition, Rector and the convener of the advisory council of the employees' club. Rector distributed the prizes among the winners of the competition.

### **6.7 Activities of BPATC Ladies Club**

6.7.1 The Bangladesh Public Administration Training Centre Ladies Club was formed with all the female officers and wives of all the officers of BPATC. It was formally started functioning in 1998. The club is running by the Constitution approved by the rector of the Centre. The club has got an Executive Committee of nine members. Rector's spouse is the President of the club by the virtue of her position. The other members of the Executive Committee are elected through the members. The tenure of the Executive Committee is for one year. During the period of 2013-2014 Mrs. Nasreen Amin acted as Chairperson, Mrs. Priti Kona Banik as Vice-Chairperson, Mrs. Farhana Arzoo as the General Secretary and Mrs. Nilufer Yeasmin as the treasurer of the club.

6.7.2 The club performs several activities with the money received from the Social Welfare Fund of BPATC, monthly contribution of the members and earning from a play group





school

which is being

club. A list of

the fiscal year 2013-2014 is as follows:

run by the

performances during

1. Distribution of monthly scholarship to the poor and meritorious students of BPATC School and College from class Six to Ten. The recipients of this scholarship are usually the children of the employee of BPATC.
2. Observing all national days with due solemnity through various activities as discussion meetings on the significance of the respective days, duah mahfils, cultural programmes, various competitions among the club members and the children relevant to the enormity in order to foster national integration, nourish culture of Bangladesh and develop the mental faculties.
3. Annual picnic and annual sports programmes for the members.
4. Observing Bengali New Year 1421.
5. Management of a play group school name as "Ankur Preparatory School".



6. Organisation of milaad mahfil and iftar in the holy month of Ramadaan.
7. Annual picnic of the members of the club along with the students and respective guardians of the Ankur School.
8. Observing 11-12-13 as a special day.
9. Organising debate competition and award ceremony.
10. Organising vasha protijog (quiz competition).
11. Observing 12<sup>th</sup> anniversary of Ankur Preparatory School.



*A performance in the Cultural Soiree to celebrate glorious Victory Day*

CHAPTER SEVEN



PHYSICAL CONDITIONING & GAMES





*Various pictures of games & sports session*



## Introduction

Physical Conditioning & Games are part and parcel of different training Courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all core and special Course participants i.e. FTC, SFTC, ACAD & SSC. The main objectives are to build-up a congenial and friendly relation among the participants of different cadres and sectors through collective psycho-somatic exercise & games; and to make them physically fit to cope up with the demand of rapidly changing contemporary world and at the bottom-line to make them become capable of serving better the nation. Besides this, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and mental capacities of the officers through a well-planned programme and it is designed with the latest scientific concepts to relieve from mental stress and fatigue created by the highly intensive training, family matters and all other socioeconomic stresses and also to develop an attitude to live a sound, healthy and active long life. The details of different conditioning programmes rendered to different courses of the center in the financial year 2013-2014 are as follows:

### 7.2 Physical Conditioning and Games for the Officers of FTC

7.2.1 Physical Conditioning in the early morning and games in the evening are mandatory for all the participants of Foundation Training Course (FTC) to participate actively. Physical conditioning programme consists of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercise and brief introduction of selected type of yoga. In the games session's participants actively participate in four different team games; which are (i) Football, (ii) Volleyball, (iii) Handball, and (iv) Basketball. On the other hand, female participants also take part in sports events like-Volleyball, Handball and Badminton. Furthermore, participants of both the sexes have opportunity to practice Table Tennis, Carom, Chess and Weight lifting training on optional basis. Learning swimming is compulsory with the sole aim of life saving for those who do not know how to swim. All the activities of games arranged in three phases are: theoretical and practical knowledge regarding the rules of the games, regulations and strategies of sports in the first phase. In the third phase sports competitions are arranged and prizes are given among the winners.

In the 2013-2014 training year three FTCs were held. The 54<sup>th</sup>, 55<sup>th</sup> and 56<sup>th</sup> together 771 participants took part and successfully completed. The male participants were divided into 5/6 groups and female participants were divided into 3/4 groups depending on the number of male participants for conditioning in the morning. Another combined group was created with all injured participants, in the phase of recovery to provide therapeutic exercises with the aim of early recovery; so they can return faster in the main group to enjoy & participate in their activities with the main group. The evening sessions were conducted by dividing all the participants into several parts. For practicing techniques, the participants were divided in several groups comprising of 18-25 members. Furthermore, one group in each session comprising of 15-20 participants took part in a learning session. Contact sessions were arranged for the injured participants.



### Sports Competitions

Competitions were held in the afternoon sessions. The participants took part from different



teams in Football, Volleyball, Handball, Basketball, Swimming, Badminton, Table Tennis and Carom competitions. Moreover, separate individual swimming competition has been arranged. After competitive events a friendly volleyball match was organized between the faculty members and the participants in the day of closing programme. The Rector of the Centre participated in the competition and gave away prizes among the winners.



#### **7.4 Physical Conditioning & Games for the ACAD Participants**

In the training year of 2013-2014 five Advanced Courses on Administration and Development (ACAD) were held. All together 151 participants took part in conditioning and games sessions. The participants of ACAD took part in the physical exercise early in the in the morning; i.e.: walking, yoga, meditation and different types of physical and therapeutic exercises to prevent degenerative diseases.

In the Evening session they took part in different team sports such as: Volleyball, Tennis, Badminton, Table Tennis and Swimming as per their personal interest. At the end of the sports

curriculum a friendly volleyball match was organized and Rector distributed prizes among the participants.

### **7.5 Physical Conditioning & Games for the SSC Participants**

In the centre during the last training year 4 Senior Staff Course (SSC) were held. A total of 116 participants from the 63<sup>rd</sup>, 64<sup>th</sup>, 65<sup>th</sup>, 66<sup>th</sup> SSC took part in physical conditioning and games. The participants took part in the morning walk, yoga, meditation and different types of physical and therapeutic exercises with the sole aim to prevent degenerative processes and delay aging. They played Volleyball, Tennis, Badminton, Table Tennis and they also practiced Swimming as per their personal choice. At the end of the course a friendly volleyball match was held between two groups of the participants and prizes were distributed among the participants.

### **7.6 Special Courses**

Participants of the Special Courses also enjoyed same facilities and services as like as the core courses. 8<sup>th</sup> Special Foundation Training Course for Election commission Officials (32) participants. 1<sup>st</sup> Special Foundation Training Course for BTRC Officers (25) participants. All together 28 participants took part in 7<sup>th</sup> Special Foundation Training Course (SFTC) for 40+Aged Officers. In the last financial year this special course also enjoyed sports, sport facilities and physical instructions.

### **7.7 Physical Conditioning and Games for the Short Courses**

During financial year 2013-2014 participants of the following short courses took part in the physical exercise and games (optional) both early in the morning and also in the evening. Participants of all the short courses took part in friendly Volleyball match at the end of the courses. Respected Rector observed competitions and gave away prizes among the participants.

1. 11<sup>th</sup> Course on Improving Public Services Through (TQM)
2. 34<sup>th</sup> Training of trainers Course (TOT)
3. 15<sup>th</sup> Project Management Course

4. 12<sup>th</sup> Modern Office Management Course
5. 11<sup>th</sup> Course on Conflict Management and Negotiation Techniques
6. 16<sup>th</sup> Project Management Course
7. 13<sup>th</sup> Modern Office Management Course
8. 31<sup>st</sup> Financial Management Course



#### 7.8 Annual Sports of the Centre

Sports Department takes due credit to organize and successful completion of 27<sup>th</sup> Annual Sports Competition for the employees of the Centre of last financial year (2013-2014). An organizing committee headed by MDS (P&S) arranged the event under the patronization of the Rector. On 23<sup>rd</sup> January, 2014 Rector of the Centre inaugurated the sports competition and at the end of competition distributed prizes among the winners. In total 318 male and 74 female





employees of BPATC took part in 55 events in the competition being divided in different groups. The employees of four RPATCs also participated in the events. Participation of the athletes in the daylong competition made the sports festival attractive and highly competitive. A mini-marathon was held in which male participants were divided in three different age-groups as well as women participants were also divided into two groups accordingly. Employees of the Centre took part in the volleyball competition being divided into four different groups. "Jumana" group became champion on the other hand "Meghna" group became runner-up under the captaincy of Mr. Md. Touhidur Rahman and Begum Farjana Afrose respectively. In Tennis doubles Mr. Mohammad Moshior Rahman & Mr. Abdul Mannan became Champion and Dr. Md. Arafe Zawad & Mr. Md. Hossain could manage Runners-up position. In 100M sprint, the most attracting event of Athletics; Mr. Md. Munshur Ali secured 1<sup>st</sup> Position.



*An event of celebrating Pohela Baisakh by the participants*

## CHAPTER EIGHT



## FINANCE AND ACCOUNTS



*Front view of the Auditorium of the Centre*



## Introduction

Finance Branch maintains accounts and all kinds of financial transactions along with receipts and expenditures of the Centre. Deputy Director (Finance) works as the Drawing and Disbursing Officer, who coordinates and supervises all financial activities.

The Centre maintains its accounts according to the Govt. Rules, Regulations and BPATC Ordinance. Payments of pay and allowances of all Officers and Staff are made by a consolidated statement prepared on the basis of respective pay bills and send to Sonali Bank, BPATC Branch.

The fund of the Centre may be raised from the following sources :

- (a) Grants made by the Government
- (b) Sale proceeds and royalties accruing from the property owned by the Centre and
- (c) Receipts from any other sources.

### 8.1 Activities of Finance and Accounts Section

According to 3 (2) Section of the BPATC Ordinance, BPATC is a corporate body. Rector who is a Secretary to the Government is responsible for management and operation of the funds of the Centre. In order to maintain the speediness in the financial management of the Centre (including the four RPATCs), financial power has been decentralized and delegated amongst different officers.

As per provision of Section 15 (2) of the BPATC Ordinance, the accounts of the Centre are being audited by the Comptroller & Auditor General of Bangladesh. Up to financial year 2010-2011 were audited by the audit Team of C & AG Office.

Group Insurance and Benevolent contribution for all officers and staff are deducted from the monthly salary bills as per Government orders/rules. Besides these, Pension Scheme has been introduced for all own officers and staff of BPATC since 16 April 2005.

During 2013-2014 financial year under code no 5901, 5965 (Pay & Allowances) and code no 5998 (Other Grants) a total amount of Tk 36,61,88,000/- (Taka thirty six crore sixty one lakh and eighty eight thousand) only was allocated for the Centre including Tk.4,96,30,000/- (Taka Four core ninty six lakh thirty thousand) for four RPATCs. Against which an amount of Tk 33,88,65,000/- (Taka thirty three core eighty eight lakh sixty five thousand) only was spent as on 30 June, 2014 and 2,73,23,000/- (Two core seventy three lakh twenty three thousand) only remained unspent A detailed expenditure during the financial year from July 2013 to June 2014 is given in Table 8.3.1

### 8.3 Income & Expenditure of the Centre

Income and expenditure of the Centre are shown in table no 8.3.1 & 8.3.2

Table-8.3.1: Comparative Statement of Income & Expenditure of the Financial Year 2012-2013 & 2013-2014.

Income			Expenditure		
Name of Source (Govt. Grants)	Income of 2012-2013	Income of 2013-2014	Name of Head & Sub-head (Govt. Grants) A. Pay & Allowance	Expenditure of 2012-2013	Expenditure of 2013-2014
Pay & Allowance	93380000	107478000	1. Pay of Officers	24996685	24868304
Other Grants	218176000	258710000	2. Pay of Establishment.	32533326	35937186
Total Govt. Grants	311556000	366188000	3) House Rent Allowance.	10911194	11169401
			4) Recreation Allowance	1626606	1392296
			5) Festival Allowance	9155690	9822767
			6) Medical Allowance	3528069	3612805
			7) Washing Allowance	182662	195570
			8) Tiffin Allowance.	580875	607207
			9) Conveyance Allowance.	572210	602280
			10) Training Allowance	3361975	3498075
			11) Other Allowance	1205107	1785098
			12) Education Allowance	888239	928320
			13) Dearness Allowance	-----	11819609
			<b>Total (1 to 13)</b>	<b>89542638</b>	<b>106238918</b>
			<b>B. Contingency</b>		
			1) 04 (Four) Regional Centers	46500000	49630000
			2) Training Expenditure	41960247	34567941
			3) Seminar	12830	126925
			4) Sports Expenditure	717010	1208226
			5) Books & Journals	692814	768566
			6) Postal & Telegraph	48000	47052
			7) Telephone	2382423	1819796
			8) Tax & Duties	45120	45120
			9) Electricity	15688667	15626557
			10) Gas	745618	738809
			11) Fuel/Lubricants	9693986	10495325
			12) Transport Maintenance	5800333	5007683
			13) Purchase of Furniture	529145	946366

Income			Expenditure		
Name of Source (Govt. Grants)	Income of 2012-2013	Income of 2013-2014	Name of Head & Sub- head (Govt. Grants) A. Pay & Allowance	Expenditure of 2012-2013	Expenditure of 2013-2014
			14) Purchase of Equipments	12224257	27092868
			15) Repair of Machinery	845876	1695098
			16) Research	378850	640925
			17) Publication & Printing	1298651	1446311
			18) Repair of Furniture	415017	371099
			19) Uniforms	1232399	343278
			20) Advertisement Exp.	507703	480223
			21) Clinic Expenditure	817026	2760698
			22) Maintenance of Garden	1026148	941338
			23) Office Entertainment	247975	418337
			24) Stationery	10576126	10917294
			25) Grant of Welfare	1750000	1850000
			26) Maintenance of Building	9039259	16274196
			27) Pension fund.	6254059	13413020
			28) Foreign & Faculty Development	87200	469396
			29) Traveling Expenses	1734346	1599295
			30) Overtime	1799706	1877641
			31) Legal Expenses	9710	57500
			32) Miscellaneous	5068576	6407101
			33) Advance (House, Motor & Cycle)	2440061	1678508
			34) Vehicles Purchases	18316224	20863590
			<b>Total Exp. (1 to 34)</b>	<b>200885362</b>	<b>232626082</b>
			<b>Total (A+B)</b>	<b>290428000</b>	<b>338865000</b>
			Closing Balance	<b>21128000</b>	<b>27323000</b>
Grand Total	<b>311556000</b>	<b>366188000</b>	Grand Total	<b>311556000</b>	<b>366188000</b>





*Guest Speakers & Faculty Members are in sessions.*

## CHAPTER NINE



**ACTIVITIES OF VARIOUS ON-GOING  
PROJECTS IN BPATC**





Foreign delegates are in a training programme at BPATC.

## 9.1 SBPATC Project

### 9.1.1 Introduction

One of the main objectives of the administrative reforms and changes in Bangladesh is to improve the Civil Service delivery system. In line with this objective government has been showing keen interest in the development of potential of the officials at all levels.

9.1.1.1 In order to bring changes in the design of BPATC core courses, to facilitate the Faculty Members (including prospective Faculty Members from Bangladesh Civil Service) with new knowledge and skills a project entitled Strengthening of BPATC Project was implemented in the 2005-2006 and subsequently Strengthening of Bangladesh Public Administration Training Centre (Phase-II) Project (SBPATC) was undertaken to continue with the efforts initiated under those two phases of the SBPATC Project, the Strengthening of BPATC (Phase-III) Project has been approved for implementation during November 2008 to December 2014 with a total cost of Taka 73.00 crore. The project is an effort towards capacity building of BPATC, at the same time, an effort towards capacity building of Bangladesh Civil Service. During the financial year 2013-14 Taka 938.00 lakh was allocated for the project and actual expenditure is Taka 787.96 lakh.

### 9.1.2 OBJECTIVES

1. To develop skill and enhance overall capacity of the Faculty Members (FMs) of BPATC, and concerned officials (prospective FMs of BPATC) to contribute to the improvement of governance and to achieve the MDGs



*Foreign Delegates are at the Auditorium of the Centre.*



2. To conduct research on different pressing issues on Public Administration
3. To give international exposure to the participants of BPATC core courses to share knowledge and experiences on public administration reform and best practices
4. To organize local and international regional seminars/ workshops/ training programmes on different contemporary issues
5. To establish linkages with other national and international training institutes including different specialized centers related to public administration and management.

### 9.1.3 Activities during 2013-2014

- A. Overseas study tour programmes for the participants of the core courses:

Total 361 participants (including members of the course management) took part in the overseas study tour programmes arranged by the project during the financial year 2013-2014. Following table provides a detailed overview of this component:

**Table 9.1: Overseas Study Tours**

Sl no.	Course Name	Number of Participants	Destination Country	Duration
1.	63 <sup>rd</sup> Senior Staff Course	36 Persons	China	10 days
2.	64 <sup>th</sup> Senior Staff Course	33 Persons	Malaysia	10 days
3.	65 <sup>th</sup> Senior Staff Course	32 Persons	Malaysia	10 days
4.	91 <sup>st</sup> Advanced Course on Administration & Development	35 Persons	Sri Lanka	10 days
5.	92 <sup>nd</sup> Advanced Course on Administration & Development	32 Persons	Thailand	10 days
6.	93 <sup>rd</sup> Advanced Course on Administration & Development	36 Persons	Thailand	10 days
7.	94 <sup>th</sup> Advanced Course on Administration & Development	37 Persons	Thailand	10 days
8.	95 <sup>th</sup> Advanced Course on Administration & Development	34 Persons	Thailand	10 days
9.	54 <sup>th</sup> Foundation Training Course	34 Persons	Sri Lanka	10 days
10.	55 <sup>th</sup> Foundation Training Course	45 Persons	Sri Lanka	10 days
11.	Study Visit	04 Persons	China, Thailand	10 days
		03 Persons	Sri Lanka & Malaysia	06 days
<b>Total =</b>		<b>361Persons</b>		

SI	Course Title	Participants	Venue	Duration
1.	Basic Office Management Course	50 Persons	ITC	10 days
2.	Staff Development Course	30 Persons	ITC	10 days
<b>Total =</b>		<b>80 ersons</b>		

B. In-house Training Courses: During the same period, the project also offered opportunities for in-house training courses for BPATC officials (Class III & IV Staff). A summary of activities of this component is presented below:

## 9.2 IPS-TQM Project

9.2.1 The Bangladesh public sector faces many challenges in fulfilling the social needs of Citizens. In August 2006, the Government of Bangladesh requested the Government of Japan to introduce a “bottom-up TQM approach” to address these issues. In March 2007, JICA and BPATC officially launched the “Project for Enhancing the Capacity of Public Service Training in Bangladesh.”

9.2.2 The Project has not only strengthened the TQM training capacity, but has also been creating the model of a framework for continuous improvement in the quality of public services in field administration

9.2.3 Total Quality Management (TQM) is an application of the systems approach in quality management which involves a comprehensive intervention for continuous improvement of quality over time. TQM is described as quality-centered, client-focused, fact-based, team-driven and senior- management led process to achieve an organization's strategic imperatives through continuous process improvement. Under the training, KAIZEN is being implemented in different SadarUpazila of each district where all Upazila officers of Nation-Building Departments are participating in the program for improving delivery of public services.

9.2.4 In this regard BPATC along with the support of its Project Partner Institutes (BARD, RDA, NAEM, NAPD and NILG) and cooperation from the Nation-Building Departments (NBDs) is implementing this programme.

9.2.5 This is a five-year long project from July 2013 to June 2018. Under this project, BPATC has been organizing training courses, including, seminars and workshops at District and Upazila levels.

The objectives of this project are:

Overall: To establish a mechanism or framework for implementing One Year One Project (OYOP) at Upazila level offices.

Specific: To implement One Year One Project (OYOP) at Upazila offices based on TQM training and share the experiences among Upazila nation-wide.

**Table 9.2: IPS-TQM Project Activities of 2013-2014 Financial Year**

SL NO.	Description	Time & Duration	Place or Venue	Actual number of Participants
01	Narshingdi Upazila Main Course	23-28 June 2013	Narshingdi Sadar	25
02	Comilla Upazila Refresher Course	04 June 2013	Comilla Sadar	20
03	Upazila Refresher Course	30 July 2013	Sharayatpur Sadar	24
04	Bogra Upazila Refresher Course	21 August 2013	Bogra Sadar	25
05	Tangail District Kaizen Convention	21 September 13	Tangail Sadar	350
06	Narshingdi Upazila Refresher Course	1 October 2013	Narshingdi Sadar	25
07	International Kaizen Convention	16 November 2013	Ruposhi Bangla Hotel, Dhaka	220
08	Japan Kaizen Convention	29 March 2014	Japan	09 from Bangladesh
09	Sharayatpur District Kaizen Convention	29 March 2014	Sharayatpur Sadar	200
10	Bogra District Kaizen Convention	17 May 2014	RDA, Bogra	300

### 9.3 Digitalization of Bangladesh Public Administration Training Centre Project

9.3.1 Bangladesh Public Administration Training Centre (BPATC) is currently implementing 'Digitalization of Bangladesh Public Administration Training Centre (DBPATC) Project' with the aim of promoting BPATC as a knowledge-based organisation through comprehensive integration of information and communication technologies (ICTs) in all of its activities. This



project is fully funded by the Government of the People's Republic of Bangladesh. The

approved cost of the DBPATC project

was BD Taka 1146 lakh. Major

activities of the DBPATC

Project are the

establishment of

network system

through fibre

optic cables

and

wireless

devices

so that

the

users-

faculty

members,

employees

and

participants of

various courses can

enjoy seamless

internet services round the

clock. This project has an office

automation component to improve

the productivity of different departments of BPATC

through ICT integration in business as usual. In this component, a number of software will

be introduced to boost up the activities of BPATC. Number of computers with accessories



will be purchased to set up computer labs and work stations. The library of BPATC will be fully automated with establishing of digital repository, online book borrowing and reservation system and subscription of online academic resources. In the financial year of 2013-2014, this project has got the allocation of BD Taka 500 lakh. The project office has published the invitation of tender document on 06 February 2014 to procure the networking equipment and computer with accessories. The Departmental Project Evaluation Committee of the Ministry of Public Administration has taken the decision of revising the original Development Project Proposal with the amount of BD Taka 1260 lakh.

**Table:9.3: Description,Activities and Expenditure of the Digitalization of BPATC Project**

Sl. No	Important components	Expenditure (2013-14) (In Lakh Taka)	Expected Result/Remarks
1	Project Manpower	2.00	-
2	Project Office Cost	17.00	-
3	Research	15.00	Proper assessment of training need and efficacy of IT related government services
4	Training	38.00	Trained manpower to run network & manage digital data efficiently. Input data efficiently
5	Meeting and Workshop	6.00	-
6	Equipments	1.11	For office
7	Computer & Networking	420.89	Efficient management of training through LAN
		500.00	

## CHAPTER TEN



## UPCOMING INITIATIVES OF THE CENTRE





*Honorable Rector Mr. A.K.M Abdul Awal Mazumder & respected MDS's of the Centre are addressing a gathering.*

## Human Resource Development

BPATC aims to develop its human resources through various retention policies. For this, BPATC is emphasizing on specialization of faculty members on various fields of training. Providing appropriate training to the trainers and increasing scopes for higher studies are the major endeavors in this regard. Moreover, BPATC is also considering the proposal of increasing training allowances for its officers for motivational purpose.

### 10.2 Revision of the Course Curricula

BPATC recognizes the necessity of matching the curricula of different courses according to the real life needs. BPATC is working on improving the quality of curricula of these major courses. The curricula of FTC, ACAD and SSC have already been revised for this purpose. The duration of ACAD has been reduced to 60 days from 75 days and SSC has been reduced to 45 days from 75 days. A change in the duration of FTC is under active consideration. Apart from changes in the major courses, modification on the curriculums of the short courses and inclusion of new courses through client focused need analysis is going on. Recently, Foundation Training Course (FTC) for 40+ aged officials has been included in the 2011-2012 training calendar. Increasing the number and variety of seminars and workshops are also a major content of the future plan.

### 10.3 Improving Standards

BPATC believes in excellence. To achieve world-class standards in all its courses, BPATC is reviewing the quality of training activities. One of the major future endeavors of the Centre is to develop a management system to evaluate the quality and standard of the training courses as well as to acquire the training needs from the concerned stakeholders. BPATC is also concerned identifying its marketable services and training products. Its future plans highly emphasize on increasing the income of the Centre through formulation of promotional strategies, establishment of information outlet and implementation of new client focused services.

### 10.4 Digitization of the Training Programmes

Under Digital BPATC project, BPATC is aiming at digitization of its training related services. Registration of the participants, management of the courses, record keeping and evaluation through online is under way in this regard. Online registration has been introduced from the 45<sup>th</sup> FTC. Online registration for the participants of other courses is also in effect at the centre.



### 10.5 Widening the Circle

BPATC is keen to widen its network. In recent times, BPATC has signed MoU with different organizations for the purpose of mutual development and extension of relationships. BPATC has signed MoU with BRAC University, UNDP-CHTDF, CDMP, CPTU, Election Commission, Anti-corruption Commission and Manusher Jonno Foundation for organizing training programmes for different public-private sector officials. BPATC is also working on joint collaborations with Bradford University, UK, National Academy & Public Administrative Italy, Beijing Administrative College, China, NUFFIC-Netherlands, Australian National University and SLIDA, Sri Lanka. Collaborative activities with national and international organizations are also a key feature of the future plan of BPATC.

### 10.6 Strategic Plan and Strategic Action Plan

BPATC puts utmost emphasis on its institutional development. With a view to accelerating the pace of institutional development, BPATC has incorporated priorities and sets out a series of programmes and actions in its recently published Strategic Plan for Institutional Development of BPATC 2013-2021. For expediting realization of the programmes and activities set out in the Strategic Plan, BPATC has also published Strategic Action Plan. The publications can be termed as landmark documents in the history of BPATC so far and these documents could contribute immensely to the institutional development of BPATC.

### 10.7 Conclusion

Under the provision of the Right to Information Act, 2012, it has now become a legal obligation for an organization to regularly publish all relevant information in the form of annual report for its stakeholders and for the citizens at large. Publication of an annual report ensures transparency and holds the organization accountable to its stakeholders. BPATC publishes annual report every financial year. This annual report is the reflection of the overall activities of the Centre during the training year 2013-2014. It also describes the facilities available here. Actually, this is a bridge between the past and the future activities and achievements of BPATC.

