



# ANNUAL REPORT 2021-2022



**BCS Administration Academy**

Shahbag, Dhaka

# **ANNUAL REPORT**

## **2021-2022**



**Bangladesh Civil Service Administration Academy**

Shahbag, Dhaka-1000

[www.bcsadminacademy.gov.bd](http://www.bcsadminacademy.gov.bd)

**Advisor**

**Mr. Mominur Rashid Amin**

Rector (Secretary)

BCS Administration Academy

**Editorial Board**

**Mr. Md Khairul Kabir Menon**

Member Directing Staff

BCS Administration Academy

**Dr. Abdul Aleem Khan**

Director (Research and Publication)

BCS Administration Academy

**Mr. Sohel Rana**

Deputy Director (Research and Publication)

BCS Administration Academy

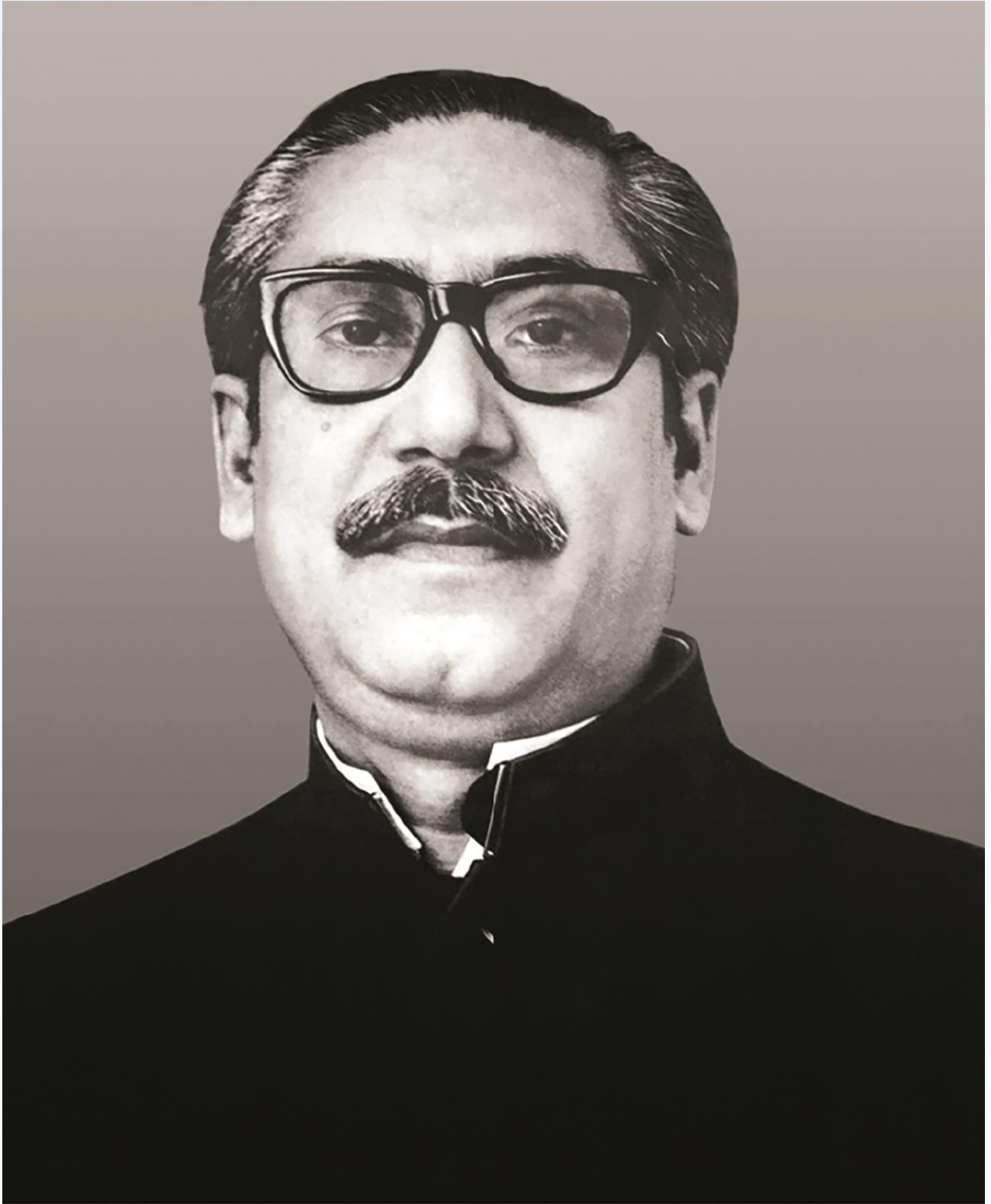
**Tania Moon**

Publication Officer (Additional Charge)

BCS Administration Academy

Copyright: BCS Administration Academy

Publication Date: 5 October, 2022



জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান





মাননীয় প্রধানমন্ত্রী শেখ হাসিনা





**Honorable State Minister**  
**Ministry of Public Administration**

Government of the People's Republic of Bangladesh

## Message

I am happy to know that Bangladesh Civil Service Administration Academy, the apex institute of admin cadre officials, is going to publish its Annual Report 2021-2022.

BCS Administration Academy, through its human-centred philosophies, nurturing its officials with a motto to seek humanity before all. And this is exactly the reason why the officials of Administration Cadre are uncompromising during the times of need and national crisis. The Academy, with its core focus on serving the nation, is making its officials well aware of their core values and duties.

We are heading towards an era that requires up-to-date knowledge blended with emotional intelligence to fulfil the demand of the 4<sup>th</sup> industrial revolution. I believe the Academy has the required curriculum that will make our officers well equipped to combat the future challenges. I believe the dream of the Father of The Nation will be established through their relentless efforts and prudent policies. Under the supreme command of the Hon'ble Prime Minister Sheikh Hasina, our officers will make this country a smart and developed one to reach Vision 2041 and Delta Plan 2100.

To reiterate, I thank BCS Administration Academy for taking the endeavour of publishing an Annual Report. I wish its every success.

Joi Bangla

Jai Bangabandhu

**Farhad Hossain M.P**



**Principal Secretary to the Prime Minister**  
**Prime Minister's Office**  
Government of the People's Republic of Bangladesh

## Message

I am delighted that Bangladesh Civil Service Administration Academy is publishing Annual Report 2021-2022. I commend the various activities of BCSAA expressed through the report.

Bangladesh Civil Service Administration Academy (BCSAA), the core training institution for the Administration Cadre officials, is considered to be the Centre of Excellence because of its glorious past as well as prestigious present in terms of contribution in enhancing skills of the officials from the administrative service. One of the rudimentary functions of this academy is shaping officers with integrity, honesty, ethics, transparency, mental alertness, morality, veraciousness, and accountability which will enable our Cadre officers to ignite their profound talents in order to make them valiant and prudent architect of beloved motherland in the light of patriotism.

We are very much lucky to celebrate the glorious 'Fifty Years of Independent Bangladesh' in 2021 which includes two etemal names 'Bangabandhu' & 'Bangladesh'. We also proudly commemorate the Father of our Nation Bangabandhu Sheikh Mujibur Rahman, 'The Greatest Bengali of All Time'. Through the blood of three million martyrs during the liberation war of 1971, we achieved our independence and freedom from the Pakistani armed forces. After 50 years of our glorious independence Bangladesh has become one of the fastest growing economics in the world through the dynamic leadership of our Honorable Prime Minister Sheikh Hasina.

I hope the Annual Report 2021-22 will be helpful for different stakeholders.

Joy Bangla

May Bangladesh Live Forever

Dr. Ahmad Kaikus



**Senior Secretary**

**Ministry of Public Administration**

Government of the People's Republic of Bangladesh

## **Message**

It gives me immense pleasure to know that Bangladesh Civil Service Administration Academy, the premier institute of admin cadre officials, is going to publish its Annual Report 2021-2022.

BCS Administration Academy, with its dignified and monumental journey, is creating passionate civil servants who are ready to devote their career in service to the people. Under the visionary leadership of Honourable Prime Minister Sheikh Hasina, the development activities of the country are running in full swing. In keeping pace with that, the BCS Administration Academy is thriving to enhance the excellence needed for the future of bureaucracy.

In these ever-changing global dynamics, the future days will not be easier for us. But I believe, institution like BCS Administration Academy has a vital role in equipping our officials with knowledge needed to face multifarious challenges. In order to keep the dream of our Father of the Nation alive, we have to be dauntless in embracing changes. I am hopeful that our officers will continue to mark their relentless presence in time of fulfilling Vision 2041 and Delta Plan.

Finally, I offer my thanks to Bangladesh Civil Service Administration Academy for publishing the Annual Report 2021-2022. I wish Bangladesh Civil Service Administration Academy continue its acumen in creating best civil servants of the country.

Joi Bangla

**K M Ali Azam**



**Principal Secretary to the Prime Minister**  
**Prime Minister's Office**  
Government of the People's Republic of Bangladesh

## Message

I am pleased to be informed that the Bangladesh Civil Service Administration Academy is publishing its Annual Report 2021-22.

I would like to mention that the civil servants are now more involve with the development activities of the government under the visionary leadership of Honorable Prime Minister Sheikh Hasina. In this regard, Bangladesh Civil Service Administration Academy is performing a vital role with utmost effect.

BCS Administration Academy is a professional training institute of excellence for the BCS Administration cadre officers. Professional training with modern curriculum and methods enriches participants' knowledge and skill. It enables civil service officers to develop professionalism with analytical acumen.

BCS Administration Academy has been training the officials in such a way so that officers can play dynamic role in making 'Sonar Bangla' which was the dream of our father of the nation Bangabandhu Sheikh Mujibur Rahman. With the learning experience from the academy, officers have been working to materialize Vision 2041 and Delta Plan as well.

I offer my thanks to Bangladesh Civil Service Administration Academy for publishing the Annual Report 2021-2022. In the coming days, I expect the Academy will continue its highest effort to serve the nation.

Joy Bangla

May Bangladesh Live Forever

**Md. Tofazzel Hossain Miah**



**Rector (Secretary)**  
**Bangladesh Civil Service Administration Academy**  
Government of the People's Republic of Bangladesh

## Message

It is a great pleasure for me to publish the Annual Report of Bangladesh Civil Service Administration Academy (BCSAA) for the period of 2021-2022. The Report presents the multidimensional and activities of the Academy for throughout the last year.

The Academy offers professional development training to the fresh, young civil servants of BCS (Administration) Cadre officials in general. It also arranges Foundation Training Courses for different cadre officers of Bangladesh Civil Service. Besides, the Academy conducts some customized short courses such as Orientation Training Course for fit-listed UNOs, Special Training Course for Executive Magistrates etc. BCSAA is constantly trying to enhance its capacity not only through developing physical infrastructures but also connecting with multiple national and international organizations, universities, and other renowned institutions.

Apart from that, BCS Administration Academy observed the birth centenary year of Bangabandhu Sheikh Mujibur Rahman and 50<sup>th</sup> Anniversary of the Independence of Bangladesh which was reflected in numerous activities throughout the year 2021-2022.

I would like to express my heartfelt gratitude to the Ministry of Public Administration and all other stakeholders for their continuous support. I am especially thankful to the faculty members of the academy for their sincere efforts. I believe our combined effort will bring the academy to the peak of excellence.

**Mominur Rashid Amin**  
Rector (Secretary)  
BCS Administration Academy

# Contents

1.0 Bangladesh Civil Service Administration Academy (BCSAA)	13
1.1 Vision, Mission and Goal	13
1.2 Organogram	13
1.3 Facilities of the Academy	14
1.3.1 Computer Lab and IT Facilities	14
1.3.2 Language Lab	16
1.3.3 Games and Recreational Facilities	16
1.3.4 Medical Facilities	17
1.3.5 Residential Facilities	17
2.0 Training Courses	18
3.0 Wing based Major Activities in 2020-21	20
3.1 Administration Wing	20
3.1.1 Administration Section	20
3.1.2 Service Section	22
3.1.3 Accounts Section	24
3.2 Training Wing	28
3.2.1 Training Section	28
3.2.2 Documentation and Evaluation Section	28
3.3 Planning and Development Wing	29
3.3.1 Planning and Development Section	29
3.4 Research and Publication Wing	31
3.4.1 Research Section	31
3.4.2 Publication Section	31
3.5 Information Technology Wing	32
3.5.1 IT Section	32
3.5.2 Library	33
1.2.1 List of Faculty Members & Contacts	33
Photo Gallery	38

## 1.0 Bangladesh Civil Service Administration Academy (BCSAA)

Bangladesh Civil Service Administration Academy (BCSAA) is the core training institute for the members of Bangladesh Civil Service (Administration) Cadre those are recruited through competitive examinations conducted by Bangladesh Public Service Commission. BCSAA is an attached department under the Ministry of Public Administration (MoPA). The Academy was known as Gazetted Officers Training Academy (GOTA) till its renaming as the Civil Officers Training Academy (COTA) in 1977. Both GOTA and COTA were assigned to train up the officers of all cadres of Bangladesh Civil Service. Until the establishment of the Foreign Service Academy in 1977, the Academy imparted training for the officers of BCS (Foreign Service) cadre. Later, on 21 October 1987, BCSAA started functioning as an attached department under the then Ministry of Establishment with only 8 faculty members to conduct 3-month long Law and Administration Course held from 21 October 1987 to 30 January 1988 with 57 participants from BCS (Administration) Cadre. Since 1987, the Academy has offered 415 long and short courses with about 12758 participants so far.

### 1.1 Vision, Mission and Goal

<b>Vision</b>	<ul style="list-style-type: none"><li>▪ To become a national hub of excellence to train up the novice officers as an accomplished, competent and pro-active professional civil servants;</li></ul>
<b>Mission</b>	<ul style="list-style-type: none"><li>▪ To build up efficient, capable and upright civil servants through effective training and research;</li></ul>
<b>Goals</b>	<ul style="list-style-type: none"><li>▪ To impart professional training</li><li>▪ To develop the esprit de corps among the trainees</li><li>▪ To transform the civil servants into a disciplined and responsive person</li><li>▪ To develop leadership quality among the officers</li><li>▪ To conduct research and publication</li><li>▪ To provide consultancy and advisory services to the government on administration and development issues</li></ul>

### 1.2 Organogram

The Chief Executive of the Academy is Rector, a member of BCS (Administration) Cadre holding the position of Secretary to the Government. Two Member Directing Staff (Additional Secretary), Six Directors (Joint Secretary/Deputy Secretary), six Deputy Directors (Deputy Secretary/Senior Assistant Secretary), one Programmer (Senior Assistant Secretary/Assistant Secretary), four Assistant Directors (Senior Assistant Secretary/Assistant Secretary), one Research Officer (Senior Assistant Secretary/Assistant Secretary), one Publication Officer (Senior Assistant Secretary/Assistant Secretary), one Senior Librarian, one Medical officer, and one Accounts Officer are working to run the Academy.

### 1.3 Facilities of the Academy

The Academy is well equipped with modern physical facilities. Currently the academy is operating its functions in two multi-storied buildings. The old five-storied building, widely known as the ‘Main Building’ was built before 1970. On the other hand, the fifteen-storied building which was built in 2001. This new Multi storied building is known as ‘Administrative Building’. Now, with the added space in new building, the academy can conduct four to five long and short courses simultaneously with the existing facilities. The following table illustrates floor-wise distribution of facilities of the academy:

**Table 1: Floor-wise Distribution of Facilities**

Old building	New Multi-storied building
Ground Floor: Auditorium, Medical Centre, Library, Gymnasium	Ground Floor: Reception, Dining Halls, Kitchen, Executive Dining Hall and Generator Room
1 <sup>st</sup> Floor: Library, Cyber Café, Dormitory	1 <sup>st</sup> Floor: Rector’s Office, Office space for Other Officers, Conference Room with Video Conferencing facilities and Storeroom
2 <sup>nd</sup> floor: Dormitory, Computer lab	2 <sup>nd</sup> floor: Classrooms, Syndicate rooms and Office Space
3 <sup>rd</sup> Floor: Dormitory and Indoor Game center	3 <sup>rd</sup> Floor: Classrooms, Computer Lab, Syndicate Rooms and Office Space
4 <sup>th</sup> Floor: Dormitory	4 <sup>th</sup> Floor: Syndicate rooms, Examination Hall 5 <sup>th</sup> Floor: Dormitory for Female 6 <sup>th</sup> Floor: dormitory for Female 7 <sup>th</sup> Floor: Multipurpose Usage 8 <sup>th</sup> Floor: Rector’s Suite, Language Lab, Syndicate Room, Guest Room and Multipurpose Rooms 9 <sup>th</sup> and 10 floor: Dormitory 11 <sup>th</sup> Floor: Examination Hall 12 <sup>th</sup> Floor: Classroom and Computer Lab 13 <sup>th</sup> and 14 <sup>th</sup> Floor: Auditorium and Indoor Games Hall



### 1.3.1 Computer Lab and IT Facilities

BCSAA has two Computer Labs and one Cyber Center which are situated at the 3rd floor of the New Building and 2nd floor of the Main Building respectively. The cyber Centre situated at the first floor of the Library Building has uninterrupted internet facility. This center remains open till 9.00 pm on working days for the trainees. The academy has high speed Wi-Fi coverage including the classrooms and dormitory. Moreover, in recent past, e-learning platform has been introduced in BCSAA as a pilot project with the assistance of Access to Information (a2i) program of Prime Minister's Office. Now, participants can receive all sorts of course information and course contents from the e-learning platform.

### **1.3.2 Language Lab**

BCS Administration Academy (BCSAA) has set up a ‘Language Lab’ as part of the Academy’s drive for capacity building. ‘Language Lab’ situated at the 8th floor of the New Building can accommodate 40 participants at a time. It was slightly damaged due to relocation during the construction of new building. An initiative has been taken to set up new Language Lab under the strengthening project of the Academy.

### **1.3.3 Games and Recreational Facilities**

Considering the necessity of the physical fitness, morning exercise and evening games have been made compulsory for the participants of long courses. The indoor game room is well equipped with table tennis, carom boards, chess and other indoor gaming materials. Very recently the Academy has extended outdoor game space. Now,120 (hundred and twenty) participants can play at a time in Badminton, Basketball, Volleyball and Lawn Tennis courts. The Academy also has exercise facilities in the gymnasium. In addition, the academy has a well-furnished recreation room decorated with TV and music system. The trainees have access to musical instruments including Harmonium, Tabla, Guitar etc. which are mainly in use during the stage performance during cultural functions.



### 1.3.4 Medical Facilities

#### *Regular Activity:*

1. Health record of participants attending Law and Administration Course and Foundation Course;
2. Outdoor health services facility for faculties, trainees and staff;
3. Emergency Outdoor health services facility for residential trainees of all courses including co-operation in hospital admission process;
4. Medical service provision for the kids of female trainee;
5. Periodic health check up option for obese trainee.

#### *Innovative Activities:*

1. Blood donation programme on National mourning day;
2. Early diagnosis and treatment of Diabetic mellitus for participants started on 21<sup>st</sup> October 2019;
3. Online medical registration platform will be introduced from 2021;
4. Online management of medicine store through ERP to establish transparency;

#### *COVID 19 related Activities:*

1. Seminar on COVID 19 (Corona virus) prevention strategy and awareness creation among trainees and faculties has been arranged,
2. Distribution of immunity boost up medicines among faculty members and staff;
3. Online Medical Advice and Medicine list has been provided during lockdown period;
4. Display of banner and poster on wearing mask, social distancing and health regulations.

### 1.3.5 Residential Facilities

The Academy has residential complex for both officers and staff at Nilkhet which is about 1.68 acres area. This complex began its journey in 1997. Now, the residential complex is a lively space offering all essential residential facilities to the inhabitant including a playground, an auditorium and a mosque. A brief description of the residential buildings are as follows.

Table 2: Details of Residential Building

<b>Building Name</b>	<b>Construction Year</b>	<b>Flat size</b>	<b>Number of Flat</b>
Tista	1998	1000 square feet	5 storied building with 10 flats
Ichamati	1998	600 square feet	6 storied building with 20 flats
Turag	1998	600 square feet	5 storied building with 15 flats
Chitra	2008	800 square feet	6 storied building with 10 flats
Sugonda	2008	800 square feet	6 storied building with 10 flats
Karotoa	2013	800 square feet	6 storied building with 20 flats

## **2.0 Training Course**

### ***A. Law and Administration Course (LAC)***

The five-month long Law and Administration Course aims to provide the newly appointed officers with inclusive knowledge on the core issues related to public administration norms, values of civil service and magisterial responsibilities. The training is expected to make the officers skilled and competent for the profession as well as to train them to uphold the image of the service. The 116<sup>th</sup>, 117<sup>th</sup>, 118<sup>th</sup> Law and Administration Course has been arranged in BCSAA in 2021-22. 119<sup>th</sup> and 120<sup>th</sup> Law and Administration Course also started during this period.

### ***B. Foundation Training Course (FTC)***

The Academy is assigned by the Ministry of Public Administration to organize Foundation Training Course for officers of different cadres of Bangladesh Civil Service. In 2021-22 the academy arranged 71<sup>st</sup> foundation training courses where 40 trainees from different cadre participated.

### ***C. Special Training Course for Executive Magistrates***

Special Training Course for Executive Magistrates is designed for the mid-level officers (Senior Assistant Secretaries) who work in different agencies as Executive Magistrate. In 2021-22, academy arranged Special Training Course for Executive Magistrates Course. 18 participants attended the course.

### ***D. Course for Executive Magistracy and Mobile Court Affairs***

This course has been designed for the officers working as Executive Magistrates. This one week long short course strengthen the capability of Executive Magistrates to discharge the duties and responsibilities properly. Expert academics and practitioners share their knowledge and experience on relevant laws, rules, procedures, functions, and challenges of the executive magistrate with the officers to enhance their competency in executing judicial responsibilities accurately and judiciously. 21 trainees attended this course in 2021-22.

### ***E. Orientation Course for Fit-Listed Upazila Nirbahi Officers***



Upazila Nirbahi Officer (UNO) acts as the executive head of Upazila and leads the upazila as a coordinator along with other public offices on behalf of the government. Special knowledge and comprehensive experience are required to perform in this position. The two-week long orientation course for Fit-listed Upazila Nirbahi Officers is developed to prepare the chosen officers to lead the Upazila with due competency and confidence. Four of such courses have been conducted with 84 participants in 2021-22.

### ***F. Course on Development Administration and Management***

Officers of different cadres other than the BCS Administration Cadre can opt to become Deputy Secretary. Nevertheless, these officers gain expertise on specialized sectors and respective domains but they rarely get the chance to work in the Secretariat, the topmost policy level tier. This course is designed to make these officers conversant with the policy and decision-making process of the government in four weeks, once a year. One have been conducted with 73 participants in 2021-22.

### 3.0 Major Activities in 2021-2022

The academy has been dedicated to provide professional training to the BCS Administration Cadre officers for preparing them to serve the people of the country. The academy has four wings to perform its mandated functions. These are: (a) Administration (b) Training (c) Planning and Development (d) Informational Technology. Activities of different wings are discussed below:

#### 3.1 Administration Wing

##### 3.1.1 Administration Section

The Administration wing of the academy mainly manages the human resources along with the budget. This wing deals with 97 officers and staffs. Some of the posts of the officers and the staffs are presently vacant. Having full strength, the academy expects to achieve more progress in coming years.

#### Manpower of BCSAA

Sl	Name of the Post	Approved Post	Filled up Post	Vacant Post
01	Rector	01	01	-
02	Member Directing Staff	02	01	-01
03	Director	06	04	02
04	Deputy Director	06	05	01
05	Programmer	01	-	01
06	Senior Librarian	01	01	-
07	Assistant Director	04	04	-
08	Personal Secretary of Rector	01	01	-
09	Research Officer	01	01	-
10	Publication Officer	01	01	-
11	Medical Officer	01	01	-
12	Accounts Officer	01	01	-
13	Librarian	01	01	-
14	Administrative Officer	03	-	03
15	Office Supervisor	01	-	01
16	Assistant Accounts Officer	01	-	01
17	Assistant Librarian	01	01	-
18	Pharmacist	01	-	01
19	Cataloger	02	02	-

Sl	Name of the Post	Approved Post	Filled up Post	Vacant Post
20	Stenographer Cum -Computer Operator	04	03	01
21	Upper Division Clerk	01	01	-
22	Storekeeper	01	-	01
23	Cashier	01	01	-
24	Caretaker	01	01	-
25	Steno -Typist Cum -Computer Operator	05	05	-
26	Office Assistant Cum -Computer Typist	07	06	01
27	Accounts Assistant	01	01	-
28	Library Assistant Cum -Computer Operator	01	01	-
29	Electrician	01	01	-
30	Plumber	01	01	-
31	Driver	07	05	02
32	Sr. Data Entry Operator	01	-	01
33	Audio -video Operator	01	01	-
34	Computer Operator	02	01	01
35	Data Entry Operator	04	04	-
36	Imam	01	-	01
37	Training Assistant	01	01	-
38	Receptionist	01	01	-
39	Dispatch Rider	01	-	01
40	Doptory	01	01	-
41	Cook	01	01	-
42	Office Supporting Staff	18	12	06
43	Class attendant	04	04	-
44	Security Guard	03	03	-

Sl	Name of the Post	Approved Post	Filled up Post	Vacant Post
45	Gardener	03	03	-
46	Cleaner	06	03	03
47	Photocopier Operator	01	01	
48	Assistant Cook	01	-	01
49	Transport Assistant	01	-	01
50	Recreation Room Attendant	01	-	01
51	Sports Attendant	01	-	01
52	Dining Boy	04	-	04
	Total	124	85	39

### 3.1.2 Service Section

Major activities of service section of BCS Administration Academy (BCSAA) includes-

- Procurement of Cleaning materials and other related stuff**  
 Toilet tissue, facial tissue, Finely, Vim, Detergent Powder, Hand Wash, Air Freshener, Aerosol, Vixol, Beauty soap, Harpic and many other Cleaning materials bought in the year 2021-2022
- Procurement of Computer items in BCS Administration Academy**  
 Toner (Black & White), E-Scan, Logistics Mouse, Logistics Key Board purchased in 2021-2022 year
- Procurement of Consumables/ Cutleries and Crockeries**  
 Water glass, Rice spoon, Butter knife, steck knife, Salad knife, Dinner knife, Curry spoon, Juice glass, 10 inch curry bowl, 6 inch curry bowl, Desert spoon etc were purchased in the 2021-2022 fiscal year.
- Procurement of supplying snacks & different food items for various meeting in BCS Administration Academy (supply food according to demand)**  
 Apple, Orange, Guava, Mango, Latkan, Banana, Grapes, Grapefruit, Watermelon, Plum, Tea, Coffee, Sweet, Vegetable role, Nuts etc foods were purchased for various meeting in BCS Administration Academy (supply food according to demand) in the 2021-2022 fiscal year.
- Procurement of other goods in BCS Administration Academy**  
 Note Pad, Note Pad, Rexene Note Cover, Rexene Note Cover, Transparent file, Scope Tape Cutting, Machine, Postit Paper, Seminar Folder, Desk Calendar Stand, Art Paper, Flude, Scoss Tape ,

Permanent Highlighter, Scissor, Basket, Calculator etc were purchased in the 2021-2022 fiscal year.

- **Procurement of Electrical Items**

Holder, Electrical Tape, Royal Plug, Flexible Cable, Cable 3/20, 22,24, Cable Clip, Tester, LED Tube light, Combined Switch, Starter, Pencil Battery, Regulator, Fan Capacitor, Room Hitter, M K Box, Cable 3×70×76, Digital Clock, Chock Coil, Clock (General), LED Blub (15 W) etc were purchased in the 2021-2022 fiscal year.

- **Procurement of water purifier and other accessories**

Membrane, Test and Odor Filter, Mineral Filter, RO Booster Pump (100 GPD), Booster Pump (200 GPD), Transformer (100 GPD), Transformer (200 GPD), Solined Valve 05 Inch (400 GPD), Faucet 304 SS (6/10 mm), High Pressure Switch, Low Pressure Switch, Storage Tank (11 Gallon), Taiwan Tank etc were purchased in the 2021-2022 fiscal year.

- **Procurement of Computer and other accessories**

Printer, Desktop Computer, Photocopier toner 308, Photocopier toner 4500, Photocopier toner, HDMI Cable, AUX Cable, Scanner, Pocket Mike, Speaker, Projector with Screen, Accessories tolls, HDMI to VGA Cable, Barcode Scanner, UTP Cable Assembly Cat-6, LAN Connector Plug, Multi Plug, Mouse, LAN Cord Tester, Display Port to HDMI Cable (Belkin) etc were purchased in the 2021-2022 fiscal year.

- **Procurement of various items for different festival in BCS Administration Academy**

To Celebrate International Mother Language Day 2021, International Women's Day, Independent Day BCS Administration purchased many food items, festoons banner in the 2021-2022 fiscal year.

- **Procurement of Books & Periodicals in BCS Administration Academy**

In 2021-2022 BCS Administration Academy purchased many books for library.

- **Procurement of gift items & rewards for resource person in BCS Admin academy**

Crest, Burnt clay blades and many other gift items & rewards for resource person were purchased in the 2021-2022 fiscal year.

- **Procurement of Raw Materials & spare parts in BCS Administration academy**

Different types of flower plants, Fertilizers & different machineries items were purchased in the 2021-2022 fiscal year.

- **Procurement of Medicines and Antidote for BCS administration Academy (BCSAA)**

Various types of medicines and antidote for Trainee officer, faculty, stuff of BCS Administration Academy were purchased in the 2021-2022 fiscal year.

- **Procurement of Modern Kitchen Equipment**

Food Trolley (Ready cooked food by GN pan) Food Trolley (Ready cooked food by GN pan), Plate Warmer, Hood type Dish Washing Machine, Dough Mixture, Geysers, GN Pan with Pan Lids (for Bain Marie & food trolley), Onion Cutter, Vegetable/Salad Cutter, Glass Rack/Stand for Dirty and Clean Glass were purchased in the 2021-2022 fiscal year.

- **Procurement of Consumables/ Comforter in BCS Administration Academy**

120 Pcs Comforter were purchased in the 2021-2022 fiscal year.

- **Procurement of Installation & Configuration of IT equipment for improving IC infrastructure (LAN & Wi-Fi) of BCS Administration Academy**

Gigabit Ethernet Switch, Access Point, LAN Cable, Fiber Optical Cable, Cable Manager, Patch Panel, SFP Mode, Fiber Patch Cord, LAN Patch Cord etc were purchased in the 2021-2022 fiscal year for improving internet facilities.

- **Procurement of Office Equipment for BCS Administration academy**

Different type of office equipment sound system, pa set, industrial bag, basket were purchased in the 2021-2022 fiscal year

### 3.1.3 Accounts Section

Another Vital Function of the Administration wing is budget management and audit resolution. During 2021-22 financial year a total amount of BDT 28,31,00,000/- (Twenty Eight Core Thirty one Lac only) was allotted to the Academy. The Academy Spent BDT 19,47,94,600/- (Nineteen core Forty Seven Lac Ninety four Thousand & six hundred taka only) for its activities.

Synopsis of the Budget of FY 2021-2022

Code	Head of Accounts	Budget allotment FY 2021-2022	Actual expenditure FY 2021-2022 (July/2021 to June/2022)
<b>3111</b>	<b>Pay &amp; Allowances</b>		
<b>3111101</b>	Basic Pay ( officer)	1,63,89,000/-	1,27,62,600/-
<b>3111201</b>	Basic Pay ( Employee)	2,08,64,000/-	1,79,87,300/-
<b>3111301</b>	Charge Allowance	1,18,000/-	92,300/-
<b>3111302</b>	Conveyance Allowance	3,30,000/-	2,34,800/-
<b>3111306</b>	Educational Allowance	8,00,000/-	5,96,300/-
<b>3111310</b>	Housing Rent Allowance	54,96,000/-	47,15,800/-
<b>3111311</b>	Medical Allowance	26,38,000/-	16,02,300/-
<b>3111312</b>	Mobile/Cellphone Allowance	4,01,000/-	2,97,600/-

3111313	Residential telephone encashment allowance	2,50,000/-	1,90,800/-
3111314	Tiffin Allowance	2,79,000/-	1,56,600/-
3111316	Washing Allowance	68,000/-	40,100/-
3111325	Festival Allowance	57,96,000/-	47,62,500/-
3111327	Overtime Allowance	16,61,000/-	11.15,200/-
3111327	Rest & Recreation Allowance	10,41,000/-	8,89,300/-
3111331	Refreshment Allowance	88,000/-	61,000/-
3111332	Honorarium Allowance	3,00,000/-	1,88,000/-
3111335	Bangla New year Allowance	5,80,000/-	4,52,400/-
3111338	Other Allowances	21,25,000/-	17,21,500/-
3111339	Cook Allowances	1,00,000/-	48,000/-
3111340	Security Allowances	1,00,000/-	0/-
	<b>Total (pay &amp; Allowances)</b>	<b>5,94,24,000/-</b>	<b>4,79,14,400/-</b>
<b>3211</b>	<b>Administrative Expenses</b>		
3211101	Awards and rewards	4,50,000/-	3,47,200/-
3211102	Cleaning and Washing	10,00,000/-	9,71,300/-
3111106	Entertainment Expenses	4,00,000/-	3,41,200/-
3211111	Seminar/Conference	3,17,000/-	2,14,500/-
3211113	Electricity	70,00,000/-	58,65,400/-
3211115	Water	32,00,000/-	30,62,000/-
3211117	Internet/Fax/Telex	9,00,000/-	7,85,300/-
3211119	Postage	30,000/-	00/-
3211120	Telephone	2,00,000/-	1,81,000/-
3211125	Advertising Expenses	20,50,000/-	20,14,600/-
3211125	Books & periodicals	8,50,000/-	4,71,000/-
3211128	Publications	9,00,000/-	6,86,900/-
3211131	Outsourcing	83,33,000/-	82,28,200/-
	<b>Total (Administrative Expenses)</b>	<b>2,56,30,000/-</b>	<b>2,31,68,600/-</b>
<b>3221</b>	<b>Fee, Charge &amp; Commission</b>		
3221118	Fitness fee	00/-	00/-
3221119	Permit fee	50,000/-	41,500/-
	<b>Total (Fee, Charge &amp; Commission)</b>	<b>50,000/-</b>	<b>41,500/-</b>
<b>3231</b>	<b>Training</b>		
3231301	Training	8,29,70,000/-	4,76,60,100/-

	<b>Total (Training)</b>	<b>8,29,70,000/-</b>	<b>4,76,60,100/-</b>
<b>3243</b>	<b>Petrol, Oil and Lubricants</b>		
<b>3243101</b>	Petrol, Oil and Lubricants	20,00,000/-	16,99,800/-
<b>3243102</b>	Gas and Fuel	6,00,000/-	5,90,500/-
	<b>Total (Petrol, Oil and Lubricants)</b>	<b>26,00,000/-</b>	<b>22,90,300/-</b>
<b>3244</b>	<b>Travel Expense</b>		
<b>3244101</b>	Travel Expense	3,00,000/-	78,900/-
	<b>Total (Travel Expense)</b>	<b>3,00,000/-</b>	<b>78,900/-</b>
<b>3252</b>	<b>Medical and style medical equipment</b>		
<b>3252109</b>	Medicine and Vaccine	10,00,000/-	8,05,100/-
	<b>Total (Medical and style medical equipment)</b>	<b>10,00,000/-</b>	<b>8,05,100/-</b>
<b>3255</b>	<b>Printing and Manihari</b>		
<b>3255101</b>	Computer consumables	3,00,000/-	2,48,500/-
<b>3255105</b>	Other Stationary	7,00,000/-	5,58,700/-
	<b>Total (Printing and Manihari)</b>	<b>10,00,000/-</b>	<b>8,07,200/-</b>
<b>3256</b>	<b>General supplies and raw materials</b>		
<b>3256103</b>	Consumable items	13,00,000/-	12,98,500/-
<b>3256105</b>	Raw materials and spare parts	4,00,000/-	3,32,600/-
<b>3256106</b>	Uniforms	5,00,000/-	5,00,000/-
	<b>Total (General supplies and raw materials)</b>	<b>22,00,000/-</b>	<b>21,31,100/-</b>
<b>3257</b>	<b>Professional services, honors and special expenses</b>		
<b>3257103</b>	Research	10,00,000/-	8,28,400/-
<b>3257105</b>	Innovation		
<b>3257206</b>	Honorarium/Remuneration (other than employee)	2,00,000/-	1,51,400/-
<b>3257301</b>	Ceremonies/Festival	2,00,00,000/-	80,08,700/-
	<b>Total (Professional services and special expenses)</b>	<b>2,12,00,000/-</b>	<b>89,88,500/-</b>
<b>3258</b>	<b>Repair and maintenance</b>		
<b>3258101</b>	Motor Vehicles	9,50,000/-	9,14,500/-
<b>3258102</b>	Furniture	3,00,000/-	2,97,100/-
<b>3258103</b>	Computer	2,00,000/-	1,99,000/-
<b>3258104</b>	Office Equipment	3,00,000/-	2,34,500/-
<b>3258106</b>	Residential buildings	2,00,000/-	2,00,000/-
<b>3258107</b>	Non Residential buildings	1,78,00,000/-	1,76,85,500/-

<b>3258115</b>	Sanitation & Water supply	12,00,000/-	11,71,100/-
<b>3258117</b>	Lines and wares	3,00,000/-	00/-
<b>3258119</b>	Electrical installation	30,00,000/-	30,00,000/-
<b>3258127</b>	Fitting and Fixtures	1,90,00,000/-	1,90,00,000/-
<b>3258140</b>	Transport maintenance expenses	81,00,000/-	47,50,000/-
	<b>Total (Repair and maintenance)</b>	<b>5,13,50,000/-</b>	<b>4,74,51,700/-</b>
<b>3821</b>	<b>Recurring transfers that are not classified elsewhere</b>		
<b>3821102</b>	Land development tax	3,50,000/-	1,23,900/-
<b>3821103</b>	Municipal rates and tax	15,00,000/-	12,27,300/-
	<b>Total (Recurring transfers that are not classified elsewhere)</b>	<b>18,50,000/-</b>	<b>13,51,200/-</b>
<b>4111</b>	<b>Buildings and installations</b>		
<b>4111325</b>	Interior decoration	1,90,00,000/-	00/-
	<b>Total (Buildings and installations)</b>	<b>1,90,00,000/-</b>	<b>00/-</b>
<b>4112</b>	<b>Machinery and equipment</b>		
<b>4112101</b>	Motor vehicle	00/-	00/-
<b>4112201</b>	ICT Equipments	38,20,000/-	26,39,300/-
<b>4112202</b>	Computers and accessories	20,00,000/-	19,63,800/-
<b>4112204</b>	Telecommunication equipments	2,06,000/-	1,91,500/-
<b>4112310</b>	Office Equipment	10,00,000/-	7,53,100/-
<b>4112314</b>	Furniture	25,00,000/-	24,94,200/-
<b>4112316</b>	Other Machineries and equipment	50,00,000/-	40,64,100/-
	<b>Total (Machinery and equipment)</b>	<b>1,45,26,000/-</b>	<b>1,21,06,000/-</b>
	<b>Total BCS Administration Academy</b>	<b>28,31,00,000/-</b>	<b>19,47,94,600/-</b>

**In Ward: Total Budget BDT Twenty Eight core Thiry Seven Lac Taka only.**

**And Total Expenditure BDT Nineteen core Forty Seven Lac Ninety Four thousand Six Hundred Taka only.**

## 3.2 Training Wing

### 3.2.1 Training Section

The BCS Administration Academy is established to train the young and mid-level officers of the administration cadre to accomplish professional excellence to serve the people of the country. The academy arranges both long- and short-term courses for reinforcing the foundation and the professional skills of the officers. The Academy successfully completed 6 long- and 9 short term training courses. A brief description of the significant training programs completed in the year 2021-2022 is presented below.

**Table 3: Training Courses in Brief**  
**2021-2022 Financial Year at a Glance**

Sl	Name of the Course	Number of Courses	Participants
01	Law and Administration Course	05	195
02	Foundation Training Course	01	40
03	Orientation Course for Fitlisted UNOs	04	84
04	Special Training Course for Executive Magistrates	01	18
05	Development Administration and Management Course	01	73
06	Short Training of Civil Service Officials (S2)	03	76
07	English Language Proficiency Course	02	32
08	Online Training Course on Executive Magistracy and Mobile Court (30 working days-1 hour per day)	01	21
09	Consultation, Facilitation and Management Technique (P4D)	01	40
		20	Total= 579

### 3.2.2 Documentation and Evaluation Section

The main task of 'Documentation and Evaluation Section' is to conduct pre and post evaluation of trainees. Based on the comparative analysis of the outcome, academy revises its curriculum.

Activities of Documentation and Evaluation Section in 2021-2022

1. Taken Pre evaluation, Post- evaluation and Course evaluation of-
  - ✚ 119<sup>th</sup> and 120<sup>th</sup> Law and Administration Course.
  - ✚ 35<sup>th</sup> , 36<sup>th</sup> , 37<sup>th</sup> Orientation Course for Fit Listed UNOs
  - ✚ 1<sup>st</sup> Land Management and Project Management Training Course for UNO Fit List.
2. Documentations of all Workshops held at BCSAA such as BSMAPA.
3. Documentation of all Seminars held at BCSAA.
4. Documentation on observance of National Days such as 15th August.

5. Documentation of Honorable Prime Minister Speeches in Certificate Giving & Closing Ceremony of Law and Administration Course.
6. Documentation of Honorable State Minister's Speeches in different occasions at BCSAA.
7. Documentation of Honorable Senior Secretary of MoPA, Speeches in different occasions at BCSAA.
8. Documentation of Honorable Rector, Speeches in different occasions at BCSAA.
9. Formulation of draft BCS Administration Academy Evaluation Policy-2022.

### 3.3 Planning and Development Wing

#### 3.3.1 Planning and Development Section

In the age of globalization, digitalization and strong competition, the BCS Administration Academy cannot afford to trail behind the journey of development. Recurrently, diverse activities have been taken to expand and improve the physical infrastructure, training quality and capacity of the academy. In FY 2021-22, academy initiates and implements following projects for strengthening its capacity:

Table A: Progress Report of the Capacity Building of BCS Administration Academy project in the FY 2021-2022

Sl	Name of the project and time period	Released until 30 June 2021	Spent until 30 June 2021	Financial Progress until 30.6.2021	Brief description of the works completed I 2021-22 financial year
(1)	(2)	(3)	(4)	(5)	(6)
01	Capacity Building of BCS Administration Academy Project Time Period: 01 July 2017 to 30 June 2022	1096.00 Lakh taka	582.98 Lakh taka	53.19%	<ul style="list-style-type: none"> <li>➤ 6 scholarship has been given to BCS Administration Cadre officials, each of the scholarship comprises 50 lakh BDT</li> <li>➤ 8 research works have been completed.</li> <li>➤ Computer software has been collected.</li> <li>➤ 02 Modern Office Management courses, 01 Professional Development course, 02 English Language courses have been arranged.</li> <li>➤ A workshop has been arranged on Curriculum Review.</li> <li>➤ The work on reviewing core course curriculum of BCS Administration Academy with Macquarie University is under process.</li> <li>➤ Development of Enterprise Resource Solution has been completed.</li> </ul>

Table B: Research works Conducted under this project in 2021-2022 FY (with author name and research title)

	<b>Researcher/s</b>	<b>Topic</b>
1.	Md. Anwar Uj Jaman	Research on Review of the Training Manual of Law & Administration Course (LAC)
2.	Shabbir Ahmed Akunjee	Review of the Contents for Land Laws and Administrative laws in LAC; Implications & Recommendations for Law & Administration Course (LAC)
3.	Atikul Mamun and Salma Parveen	Ageing Policy Implementation: A Review of “National Policy on Older Persons 2013” of Bangladesh
4.	H M Raqib Hayder	Role of Local Government for Securing SDG: Responsibility and Challenges of Union Parishad
5.	Ashraful Alam	Is collaborative governance framework effective in successful management of global pandemic situation in a local context – Unpacking the experience from Saturia Upazila, Bangladesh”
6.	S.M. Mehedi Hasan A S M Riyad Hassan Gourab	Impacts of E-Mutation: A Study on Service Recipients’ Perception
7.	Bitan Kumar Mandal	Amar Bari Amar Khamar Project : A Study of Inclusiveness and Empowerment
8.	Sharif AsifRahaman Tania Moon	Analysis of the Impact on Environment in Achieving SDGs Ascribable to Less Paper Usage in Government Offices in Bangladesh Resulting from Initiation of E-governance

### **Expansion of BCS Administration Academy Building and Extension of Training Facilities**

Under this project the 9-storied building has been expanded to 15-storied building. Extended floors are used for four classrooms, two computer labs, one language lab, two exam hall and a dormitory for 56 participants. Beside these, on the top floor of the building, a big Seminar hall with seating arrangement of 200 participants and an indoor games and Gymnasium Hall have also been made. All these rooms and Halls are air conditioned. The academy building has been set with a fire detecting system, fire alarm, fire door etc. All those classrooms, dormitory, exam hall, Seminar hall have been equipped with new furniture, sound system and computer accessories. The establishment of two new lift is also on process under this project.

### 3.4 Research and Publication Wing

#### 3.4.1 Research Section

Table 4: Research Project in 2021-22 allocated from Revenue fund

	Researcher/s	Topic
1.	Md. Mahbub-ul-Alam and Dr. Md. Zohurul Islam	Applicability and Practices of Fayol's Principles in Field Level Public Administration in Bangladesh: An Empirical Study
2.	Md Momtaz Uddin ndc	Problem and Prospect of Tax Collection System: A Study on Dhaka North City Corporation
3.	Md. Shahidul Alam	Research proposal on Key motivational factors for the employees of Bangladesh Civil Service (Administration): A critical review of the job satisfaction in the field level administration

BCSAA is conducting a research on “Socio-economic impact analysis of special assistance provided by Prime Minister Sheikh Hasina for the development of small ethnic community of plain land”. This particular research is going on in collaboration with Prime Minister’s office since January 2021.

#### 3.4.2 Publication Section

Publication section is responsible to publish Academy Barta, Bangladesh Journal of Administration and Management, Training calendar and Annual Report. The academy publishes ‘Academy Barta’ in every three months to disseminate its special activities and accomplishments to the stakeholders. The publication section has published Bangladesh Journal of Administration and Management (July-December 2020) and Bangladesh Journal of Administration and Management (January-June 2021) in 2021-22 FY to raise the flag of the Academy in academic field. This journal publishes the scholarly articles of domestic academics, professionals, and practitioners on issues and concerns related to the public administration. The publication section publishes ‘Annual Report’ to incorporate the annual endeavors and achievements of mandated activities of the academy. The Academy has also published a brochure highlighting the major activities of the Academy in 2021-22.



### 3.5 Information Technology Wing

#### 3.5.1 IT Section

Information technology wing plays a critical role in conducting the day-to-day activities of the Academy as well as the activities conducted during training sessions. IT section maintains the Internet connectivity, LAN facility and Wi-Fi networks, ICT and Language Labs and all ICT equipment of the Academy. Moreover, IT section maintains and upgrades the academy website. BCSAA is mandated to excel the training process and environment incorporating ICT and service innovation.

The major activities carried out by the IT section in FY 2021-2022 are as follows:

- Modernization, maintenance and daily upgradation of the BCSAA’s website;
- Procurement of required computers and bandwidth management router to maximize the utilization of available bandwidth;
- Preparation of TAPP for installation of ERP (Enterprise Resource Planning) solution in the Academy for the automation of library management, inventory management and training management;
- Maintenance of the video conferencing equipment and successful execution of video conferences;
- Working in collaboration with a2i program to establish the e-Learning platform in the Academy to conduct better inclusive raining for government officials.

In 2021-22 the major activities were-

- Library automation;
- Data entry in library automation system;
- Store automation;
- Data entry in store automation system;
- E-filing.

### **3.5.2 Library**




The BCS Administration Academy develops its library to offer forward-looking intellectual resources to the participants. The academy is always striving to collect domestic and overseas intellectual resources to keep the participants updated. It has a rich collection of approximately 42500 books and journals. Each year government liberally allocates a fund of Tk. 5 lac to collect books, journals and periodicals. In addition, the academy received a good number of books, journals, conventional and non-conventional research reports, annual reports, newsletters, magazines as complimentary copies from different national & international organizations through exchange programs. The Academy regularly subscribes the 'Economist', the 'Time' and the 'Readers Digest' for the participants. Participants get opportunity to read twenty two daily newspapers and periodicals for domestic and global news. The library remains open from 09:00 to 21:00 on working days without any break during the course. Approximately 6000 books were issued to the readers and 625 books had been purchased in the FY 2021-2022. The process of Library Automation is going on.

#### **1.2.1. Faculty Members and Contacts**

The Academy has a contingent of very committed and competent faculty members. Presently, the Academy has 23 faculty members. All of them are Master's degree holders from reputed national and international universities. On top of that almost all the faculty members have master's degree from well-known universities of the USA, UK, Australia, Japan, India and so on. In addition, the Academy has a pool of resource persons including professors of different public and private universities, academicians and experts, in service and retired civil servants, lawyers, reputed social activists and eminent civil society personalities. The Academy also invites prominent guest speakers in respective fields to conduct sessions

Sl.	Name & Designation	Mobile and Email	Photograph
01.	Mominur Rashid Amin Rector (Secretary to the Government)	01730718718 rector@bcsadminacademy.gov.bd	
02.	Md. Kairul Kabir Menon Member Directing Staff	+8801712016528 khairulkabirmenon@gmail.com	
03.	Md. Abdur Razzak Director (Documentation and Evaluation)	+8801712404118 arazzak18@gmail.com	
04.	Dr. Molla Mahmud Hassan Director (Planning & Development)	01711268465 directorpd@bcsadminacademy.gov.bd	
05.	Dr. Abdul Alim Khan Director (Research and Publication)	01700646616 directorpd@bcsadminacademy.gov.bd	
06.	Iliya Sumana Director (Training)	01304720672 directortraining@bcsadminacademy.gov.bd	
07.	Dr. K M Kamruzzaman Selim Director (Administration)	+8801721046784 Kselim602@yahoo.com	

Sl.	Name & Designation	Mobile and Email	Photograph
08.	Dr. Mohammad Kamruzzaman Deputy Director (Administration)	+880 1715375590 kamrumilonibs@yahoo.com ddadmin@bcsadminacademy.gov.bd	
09	Abu Aslam Deputy Director (Service)	+8801757468610 <a href="mailto:ddservice@bcsadminacademy.gov.bd">ddservice@bcsadminacademy.gov.bd</a>	
10.	Rupali Mandal Deputy Director (Administration)	01915517517 ddde@bcsadminacademy.gov.bd	
11.	Jannatul Ferdous Deputy Director (Training)	+8801819164216 ddtraining@bcsadminacademy.gov.bd	
12.	Shafikur Redwan Arman Shakil Deputy Director (Planning & Development)	01817713790 leoarm1@gmail.com	
13.	Jakia Afrin Deputy Director	01750696530 jakiafrin@gmail.com	
14.	Sohel Rana Deputy Director (Research & Publication)	01749977110 ddde@bcsadminacademy.gov.bd	

Sl.	Name & Designation	Mobile and Email	Photograph
15.	Naznin Sultana Assistant Director (Documentation & Evaluation)	01310688298 Naznin34bcs@gmail.com	
16.	Tania Moon Senior Assistant Secretary Publication Officer	01714352854 moonmcjdu@gmail.com publicationofficer@bcsadminacademy.gov.bd	
17.	Sabbir Ahmed PS to Rector	01710474487 sabbir_slash@yahoo.com	
18.	Mohua Afroz Assistant Director (Admin)	+8801920682714 adadmin@bcsadminacademy.gov.bd	
19.	Dr. Mst. SaifunNahar Medical Officer	01717642502 saifunprs@gmail.com medicalofficer@bcsadminacademy.gov.bd	
20.	Maharun Nasa Librarian	+8801921401581 <a href="mailto:librarian@bcsadminacademy.gov.bd">librarian@bcsadminacademy.gov.bd</a>	
21.	Mohammad Hossain Accounts Officer	01740634959 accountsofficer@bcsadminacademy.gov.bd	

# *Photo Gallery*



Honorable Prime Minister Sheikh Hasina addresses trainee officers of 119<sup>th</sup> & 120<sup>th</sup> Law and Administration Training course virtually in the certificate awarding ceremony



Honorable Prime Minister Sheikh Hasina's gracious virtual presence in the closing ceremony of 119<sup>th</sup> & 120<sup>th</sup> LAC. Honorable Minister of State, Ministry of Public Administration Mr. Farhad Hossain, MP handed over the crests and certificates to the trainee officers on behalf of Honorable Prime Minister Sheikh Hasina. Mr. K M Ali Azam, Senior Secretary, Ministry of Public Administration and Rector (Secretary) Mr. Mominur Rashid Amin were also present in the occasion.



Faculty Members of the Academy and Participants of 119<sup>th</sup> & 120<sup>th</sup> LAC with Honorable Minister of State, Ministry of Public Administration Mr. Farhad Hossain, MP, Senior Secretary of Ministry of Public Administration Mr. K M Ali Azam & Rector (Secretary) Mr. Mominur Rashid Amin at the closing ceremony.



Mr. Md. Tazul Islam, Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives conducted an open session with the trainee officers of 37<sup>th</sup> Orientation Course for Fit-Listed UNOs.



Mr. Mohibul Hassan Chowdhury, Honorable Deputy Minister, Ministry of Education in the open session of 121<sup>st</sup>, 122<sup>nd</sup> & 123<sup>rd</sup> Law and Administration Training Course



Cabinet Secretary Mr. Khandker Anwarul Islam conducted an open session with the trainee officers of 38<sup>th</sup> Orientation Course for Fit-Listed UNOs; Rector (Secretary) Mr. Mominur Rashid Amin was also present at the session.



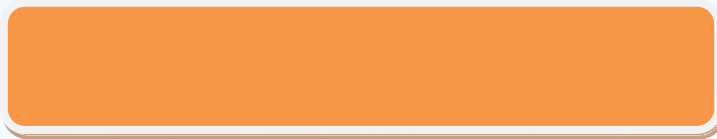
Principle secretary to the Honorable Prime Minister, Dr. Ahmad Kaikaus shared his experience of his life as a career bureaucrat in an open session with the participants of Law and Administration (LAC) training course.



Mr. Helal Uddin Ahmed, Senior Secretary, Local Government Division in an open session with the participants of Special Training for Executive Magistrates.



Mr. K M Ali Azam, Senior Secretary, Ministry of Public Administration in an open session



Md. Tofazzel Hossain Miah, Senior Secretary, Prime Minister's office in an open session



N M Zeaul Alam PAA, Senior Secretary, ICT Division is facilitating workshop on NIS



Md Mustafizur Rahman PAA, Secretary, Ministry of Land conducted a session on digital land management for the trainee officers of 37<sup>th</sup> Orientation Course for Fit-Listed UNOs



Md Khalilur Rahman, Secretary, Ministry of Posts and Telecommunication is conducting session with participants of UNO orientation course



BCS Administration Academy organized a discussion meeting to observe National Mourning Day on 15 August 2021.

Dr. Kamal Abdul Naser Chowdhury, Chief Coordinator of Bangabandhu’s Birth Centenary Celebration National Implementation Committee was the key discussant of the program, Mr. K M Ali Azam, Senior Secretary, Ministry of Public Administration & Md. Monjur Hossain, Rector, BPATC were the special guests. Rector (Secretary) Mr. Mominur Rashid Amin chaired the program.



Professor Dr. Mohammad Farashuddin, Former Governor, Bangladesh Bank, delivering his speech in Banglabandhu Memorial Lecture-2021 organized by BCS Administration Academy



Dr Moshir Rahman, Economic Advisor of HPM of Bangladesh, delivering his lecture in Banglabandhu Memorial Lecture series organized by BCS Administration Academy



BCS Administration Academy observed International Mother Language Day, poet Md. Nurul Huda was the key discussant of the program, Rector (Secretary) Mr. Mominur Rashid Amin was the chairperson of the program.



Rector (Secretary) of BCS Administration Academy Mr. Mominur Rashid Amin along with faculty members expressed their deep respect and placed floral wreaths at Bangabandhu's portrait in front of the Bangabandhu Memorial Museum at Dhanmondi Road No 32 in Dhaka,



Participants of 121<sup>st</sup>, 122<sup>nd</sup> & 123<sup>rd</sup> Law and Administration Course along with CMT members paid their deep respect and placed floral wreaths to Martyred Intellectual Memorial at Rayerbazar



BCS Administration and a2i jointly organized an workshop named ‘Civil Service 2041’ on digital leadership journey on 31 August 2021. Mr. N M Zeaul Alam PAA, Senior secretary was the chief guest, Rector (Secretary) Mr. Mominur Rashid Amin was the special guest. The program was chaired by Dr. Md. Abdul Mannan PAA.



BCS Administration Academy organized a workshop on BSMAPA on 4<sup>th</sup> September 2021



Mr. Mominur Rashid Amin, Rector (Secretary) is giving speech on Rector's Tea program of 121<sup>st</sup>, 122<sup>nd</sup> & 123<sup>rd</sup> LAC.



A Research Meeting held on 4<sup>th</sup> October 2021 chaired by Rector (Secretary) of BCS Administration Academy Mr. Mominur Rashid Amin. MDS Dr. Md. Jahangir Alam and other members of research committee were present at the meeting.



BCS Administration Academy participated in fair and reminiscence program on Civil Servants' role in the Liberation War of 1971, the program was organized by Ministry of Public Administration.



HPM Sheikh Hasina administers nationwide oath on 16 December 2021, Faculty Members of BCS Administration Academy and trainee officers take oath in the occasion.



Mr. Mominur Rashid Amin, Rector (Secretary), BCS Administration Academy inaugurating the construction work of Bangabandhu Study Centre.



BCS Administration Academy celebrates International Women's Day



Mr. Mominur Rashid Amin, Rector (Secretary) is handing over the certificate on successful completion of 37th Orientation Course for Fit-Listed UNOs



**8th Short Training of Civil Service Officials (S2) on Public Procurement  
02-04 October 2021**

**1st Row From Left:** Farzana Rahman, Md. Nyeem Hasan Khan, Md. Robiul Alam, Sharif Asif Rahman, Dr. Mohammad Kamruzzaman, Dr. Molla Mahmud Hassan (CD), Md. Nazrul Islam, Mominur Rashid Amin (Rector), Md. Mahbub-ul-Alam (MDS), Mohammad Khaled Rahim, Dr. K M Kamruzzaman Selim, Rupali Mandal, Md Rashedul Islam, Maharun Nasa, Tania Moon (CC)  
**2nd Row From Left:** Arup, Mostafij, Jamshed, Monir, Nushrat, Roni, Shibani, Easmin, Tania, Sato, Alid, Sujit  
**3rd Row From Left:** Uzzal Roy, Tapas, Musa, Raj, Minhaz, Nizam, Atiq, Anis, Mizan, Rajib, Uzzal halder

Participants of 8<sup>th</sup> Short Training of Civil Service Officials (S2) on Public Procurement with respected Rector and Faculty Members of BCSAA



Performers of mess night with the chief guest Md. Tofazzel Hossain Miah, Senior Secretary, Prime Minister's office



Opening of the Wall Magazine of 120<sup>th</sup> Law and Administration Training Course



Cultural Committee members with Rector (Secretary) of BCS Administration Academy Mr. Mominur Rashid Amin at the Guest Night of 119<sup>th</sup> and 120<sup>th</sup> Law and Administration Course



Participants of 121<sup>st</sup>, 122<sup>nd</sup> & 123<sup>rd</sup> LAC are performing in a mess night.



Outdoor sports activities of the participants of Law and Administration Course.



Yoga session



Gym and Physical training facilities for the trainee officers



Kids' Corner for the Children of Trainee Officers



Our Inspiration, The Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Honorable Prime Minister Sheikh Hasina



Muktizuddho (Liberation War) Corner at Library



**Bangabandhu Study Centre**  
Bangladesh Civil Service Administration Academy  
Shahbag, Dhaka

[www.bcsadminacademy.gov.bd](http://www.bcsadminacademy.gov.bd)