



Bangladesh Civil Service Administration Academy
Shahbag, Dhaka
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Annual Report

2023-2024



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Annual Report

2023-2024







Senior Secretary
Ministry of Public Administration
Government of the People's Republic of Bangladesh

Message

The impending publication of the Bangladesh Civil Service Administration Academy's Annual Report for 2023-2024 represents a noteworthy advancement deserving of commendation. Such reports not only document of routine operations but also articulate the organization's strategic perspectives and objectives.

The civil service of Bangladesh currently faces a multitude of challenges, including the ramifications of climate change, the imperative for sustainable development, and the digital transformation of governmental service delivery. Bangladesh is going through a state reformation process. In this transitional context, civil servants can play a crucial role as catalysts in driving these transformational changes.

We express our profound gratitude and complete allegiance to the dynamic and visionary leadership of Professor Dr. Muhammed Yunus. His judicious and prudent directives have resulted in the reformulation of comprehensive policies and effective resource mobilization strategies designed to address these challenges while capitalizing on emerging opportunities.

Furthermore, it is noteworthy that the Bangladesh Civil Service Administration Academy, through its assiduously designed professional development programs, is making significant strides in nurturing a new generation of civil servants equipped to face the upcoming competitive national and global challenges as well.

BCS Administration Academy aims at enhance civil servants' knowledge, skills, and true service rendering mindset, promoting innovative perspectives and fostering collaborative networks. I am confident that well-trained professional civil servants will play a pivotal role in building Bangladesh as a significant part of the 'Three Zero World' while effectively leveraging the opportunities presented by the Fourth Industrial Revolution (4IR).

In conclusion, I extend my sincere appreciation and best wishes for the endeavors that have culminated in the publication of this annual report and congratulate all officials involved in this. I am confident that this report will effectively serve the interests of the Academy's esteemed stakeholders.

Dr. Md. Mokhles ur Rahman





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

Message

It is a great honor for me to present the Annual Report of the Bangladesh Civil Service Administration Academy for the Financial Year (FY) 2023-2024. This report highlights the Academy's diverse activities and programs over the last year, which reflect our steadfast commitment to the professional development of civil servants. Our efforts are aligned with the aspirations and transformative spirit of the July Revolution and the mass uprising that reshaped roadmap of a new Bangladesh, bringing forth the people's power and collective will. The Academy's foundational and professional training courses are deeply inspired by the ideals of resistance, justice, and equity that were central to these pivotal historical moments. The July Revolution was not merely a political shift but a profound social awakening, driven by the demand for a civil service that would stand alongside the people, safeguarding their rights and championing their welfare. Guided by this principle, the Academy meticulously designs its training programs to nurture a civil service dedicated to fairness, equality, and the needs of all citizens. As we navigate an era of rapid global change, our nation faces new and complex challenges—climate crises, digital transformation, and the Fourth Industrial Revolution (4IR).

Our Present Head of Government, Professor Dr. Muhammad Yunus, highlighted Bangladesh's steadfast commitment to addressing these challenges during his speech at the United Nations General Assembly (UNGA) this year, signaling our nation's readiness to adapt and thrive in this evolving global context. This Academy recognizes the need for a civil service that is not only capable of responding to these complex realities but also proactive in leading the way. By providing relevant training, we aim to empower civil servants to face the challenges of the 21st century, fostering innovation, technological advancement, and effective governance at all levels. In recognition of the fluid and ever-changing dynamics of national and global development, the Academy has also implemented a rigorous system of feedback and continuous adaptation. This process ensures that our training methods are regularly updated, refined, and responsive to the evolving needs of society and global changes.

In conclusion, I would like to extend my sincere appreciation to my colleagues for their hard work and dedication in producing this Annual Report. Our collective efforts will be meaningful if this report serves as a useful resource for the stakeholders and partners we collaborate with. It is our hope that this report will support the continuous development of our civil service and contribute to shaping a brighter future for Bangladesh through effective and need-based human resource development programs of Bangladesh Civil Service Administration Academy.

Dr. Md. Omar Faruque

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Introducing BCSAA

- **Background**
- **Location**
- **Vision**
- **Mission**
- **Goal**
- **Organogram**
- **Facilities of the Academy**
 - ◆ **Infrastructure**
 - ◆ **Study Center**
 - ◆ **Computer Lab and IT Facilities**
 - ◆ **Reading room**
 - ◆ **Indoor & Outdoor Games**
 - ◆ **Recreational Facilities**
 - ◆ **Medical Facilities**
 - ◆ **Residential Facilities**
 - ◆ **Kids Zone and pre-schooling**
 - ◆ **Cafeteria**
 - ◆ **Multipurpose Dinning Hall**
 - ◆ **Dormitory**
 - ◆ **Prayer room**
 - ◆ **Gymnasium**



1.1 Background

The Bangladesh Civil Service Administration Academy (BCSAA) serves as the primary training institution for members of the Bangladesh Civil Service (Administration) Cadre, who are selected through competitive examinations conducted by the Bangladesh Public Service Commission. BCSAA operates as an attached department under the Ministry of Public Administration (MoPA). The institution was originally known as the Gazetted Officers Training Academy (GOTA), before being renamed the Civil Officers Training Academy (COTA) in 1977. During this period, both GOTA and COTA were responsible for training officers from all cadres of the Bangladesh Civil Service. Prior to the establishment of the Foreign Service Academy in 1977, the Academy also provided training for officers of the BCS (Foreign Service) Cadre.

On October 21, 1987, BCSAA became an attached department under the then Ministry of Establishment, with an initial faculty of eight members. The Academy conducted its first three-month Law and Administration Course from October 21, 1987, to January 30, 1988, with 57 participants from the BCS (Administration) Cadre. Since its inception, BCSAA has conducted 531 long- and short-term courses, training approximately 16,343 participants to date.

Location



The Bangladesh Civil Service Administration Academy is located on 2.35 acres of land in Shabbag, within the Dhaka Metropolitan area. It is situated in proximity to several prominent institutions, including BSMMU, BIRDEM, the Bangladesh National Museum, and the University of Dhaka.

Vision



To be recognised as the premier training center for developing skilled, competent, and proactive public service professionals.

Mission



To develop skilled, competent and insightful public service professionals through effective training and research.



Goals

- To impart professional training.
- To foster team spirit among the trainees.
- To develop leadership quality among the officers.
- To conduct research and publication.
- To provide consultancy and advisory services to the government on administration and development issues.

1.5 Facilities of the Academy

1.5.1 Infrastructure

The Bangladesh Civil Service Administration Academy (BCSAA) is equipped with modern infrastructure, and operating across two multi-storied buildings. The original five-storied building, commonly referred to as the ‘Main Building,’ was constructed before 1970, while the newer fifteen-storied structure, known as the ‘Administrative Building,’ was completed in 2001. These facilities enable the Academy conducting four long- and multiple short-term courses simultaneously.

Main building

- **Ground Floor:** Auditorium, Medical Centre, Library, Gymnasium
- **First Floor:** Library, Dormitory
- **Second Floor:** Dormitory, Computer Lab
- **Third Floor:** Dormitory, Indoor Games Center
- **Fourth Floor:** Dormitory, Recreation Room

Administrative building

- Ground Floor: Reception, Dining Halls, Cafeteria, Kitchen, Generator Room, Lounge
- First Floor: Rector’s Office, Administrative Offices, Conference Room (with video conferencing facilities), Storeroom
- Second Floor: Classrooms, Syndicate Rooms, Offices
- Third Floor: Classrooms, Syndicate Rooms, Offices
- Fourth Floor: Syndicate Rooms, Executive Dining Hall
- Fifth and Sixth Floors: Female Dormitory
- Seventh Floor: Multipurpose Use
- Eighth Floor: Rector’s Suite, Language Lab, Syndicate Room, Guest Room, Multipurpose Rooms
- Ninth and Tenth Floors: Dormitory
- Eleventh Floor: Examination Hall
- Twelfth Floor: Classroom, Computer Lab
- Thirteenth and Fourteenth Floors: Auditorium, Indoor Games Hall



1.5.2 Study Center

BCSAA houses a well-furnished Study Center and Library that contains 47200 books related to various subjects and matters, such as Land laws, civil and criminal laws, Bangladesh studies, Literature etc. Additionally, an e-library has been established, providing access to over 4,604 e-books.

1.5.3 Computer Lab and IT Facilities

BCSAA features two Computer Labs which offers uninterrupted internet access and remains open until 9:00 p.m. on working days for trainees. The Academy also provides high-speed Wi-Fi coverage across classrooms and dormitories. Recently, BCSAA introduced an e-learning platform which allows participants to access course materials and other relevant information online.



Enterprise Resource Planning (ERP) System of BCSAA

The Academy has an Enterprise Resource Planning (ERP) online platform to conduct administrative and training functionalities online. Participants register online using this platform and access all training resources through this platform. Training schedules, course contents, exam schedules, exam results, notices, daily schedules, and class content are uploaded to this platform to ensure the availability of resources for participants. Besides, the training programs, this online platform is used to facilitate the administrative activities of the academy. The academy's storage, dormitory, vehicles, ACR of employees and other important official issues are managed using this ERP platform. Recently, this system has been used to preserve participants' digital attendance.

1.5.4 Reading Room

The Academy has arranged a reading room for the trainees. It was the trainee's suggestion to have a reading room so that they could study in a quiet environment. The reading room is on the 14th floor of the administrative building. It can accommodate 35 people at a time and is available 24/7.



1.5.5 Indoor and Outdoor Games

Recognizing the importance of physical fitness, morning exercise and evening games are mandatory for participants in long courses. The indoor games facility is equipped with table tennis, carom boards, chess, and other games. The Academy has also expanded its outdoor game space, now accommodating up to 120 participants for sports such as badminton, basketball, volleyball, and lawn tennis.



1.5.6 Recreational Facilities

BCSAA provides a well-furnished recreation room, complete with a television and music system. Trainees have access to various musical instruments, including harmoniums, tablas, and guitars, which are primarily used during cultural performances.



1.5.7 Medical Facilities

The Academy offers comprehensive digital health services to both trainees and staff, supported by a consultation doctor, two senior nurses, and a pharmacist. An observation room is available for emergency care, equipped with monitoring facilities. The medical services include free consultations, software-based prescription services, and a medical records system.



1.5.8 Residential Facilities

The Academy has a residential complex located in Nilkhet, covering an area of 1.68 acres. Established in 1997, this complex provides essential housing for both officers and staff. It is a vibrant space that includes a playground, an auditorium, and a mosque, offering all necessary amenities for its residents. A brief description of the residential buildings is as follows.



Details of Residential Building

Building Name	Construction Year	Flat size	Number of Flat
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

1.5.9 Kids zone and Pre-Schooling

The Academy offers a full-time daycare service for the children of female trainees and employees. This center provides a nurturing, safe, and comfortable environment where children can engage in learning, playing and activities of amusement.



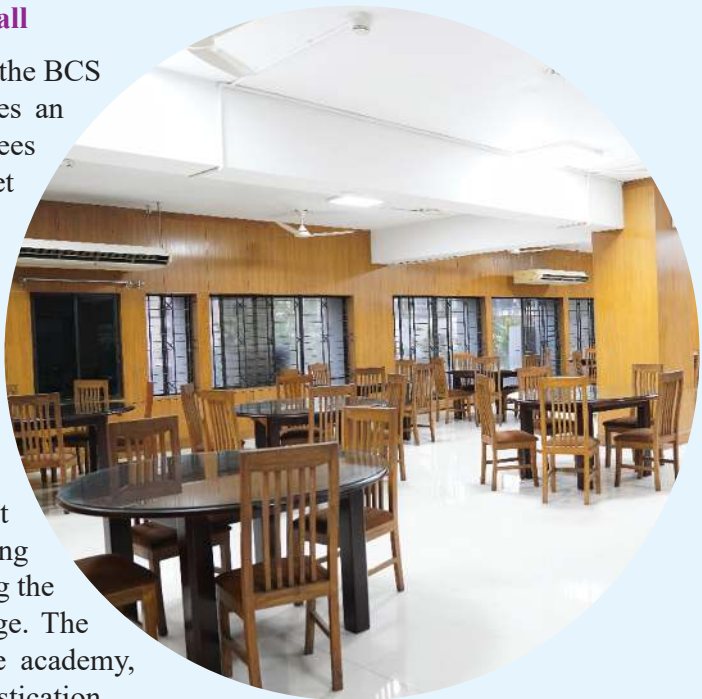


1.5.10 Cafeteria

The Academy is equipped with a vibrant cafeteria that combines a welcoming atmosphere. It offers a variety of cuisines, including traditional and oriental dishes, all prepared in accordance with stringent health and safety standards. The cafeteria serves as more than just a dining facility; it is a social hub where trainees can enjoy flavorful meals, engage in friendly conversations, and take moments to relax. It can offer dining facilities for 150 trainee officers.

1.5.11 Multipurpose Dinning Hall

The Multipurpose Dining Hall at the BCS Administration Academy provides an elegant space where senior trainees for short term courses can meet and dine in a formal yet welcoming atmosphere. This well-designed room features round tables, creating a conducive setting for discussions which may be used for seminar and workshop purposes and networking while enjoying meals. The arrangement enhances interaction among officials and trainees, encouraging the exchange of ideas and knowledge. The space is an essential part of the academy, blending functionality with sophistication.



1.5.12 Dormitory

Participants of the Law and Administration Course (LAC) are required to reside on campus for the duration of the five-months training program. The Academy offers separate dormitory facilities for male and female trainees. Each dormitory room is air-conditioned and full furnished with essential amenities. Male trainees are accommodated in the main building. On the other hand, female trainees reside in the administrative building also with their kids and care-giver which has attributed female friendly unique residential facilities. In



addition to the LAC, the Academy hosts various short-term residential training courses. The dormitory facilities can accommodate up to 210 trainees.

1.5.13 Prayer Room

A designated prayer room is located on the third floor of the main building, providing participants, faculty members, and staff with a space for regular prayers. An imam has been appointed to oversee religious norms and practices.





1.5.14 Gymnasium

Physical fitness is an integral part of the Academy's training program. In addition to outdoor and indoor sports facilities, the Academy features a fully equipped gymnasium with modern fitness equipment. The gymnasium offers a range of exercise options to help trainees maintain their physical health during their stay.

Activities & Achivement

Training

- Training Courses
- Additional Academic Activities
- Training Methods
- Training Evaluation
- Evaluation by Course Management Team
- Collaborative Efforts
- Achievements in 2023-2024

● Administration

- Key Activities
- Administration Section
- Achievements in 2023-2024
- Service Section
- Achievements in 2023-2024
- Accounts Section
- Achievements in 2023-2024

● Planning and Development

- Activities
- Achievements in 2023-2024

● Research and Publication

- Research
- Publication
- Achievements in 2023-2024

● Information Technology

- Activities
- Achievements in 2023-2024
- Achievements in 2023-2024

Library

- Achievements in 2023-2024

● Documentation and Evaluation

- Activities
- Achievements in 2023-2024

● Medical Center

- Activities
- Achievements in 2023-2024

Activities & Achievement

2. Training

Since its inception, the Bangladesh Civil Service Administration Academy has successfully trained a total of 16,343 participants as of June 30, 2024. This achievement has been realized through the delivery of 531 distinct training programs. The Academy's unwavering commitment to developing a highly skilled and competent workforce is evident throughout its history, solidifying its status as a leading institution dedicated to fostering professional excellence and capacity building.

2.1 Training Programs

The Academy offers a wide array of training courses designed for junior and mid-level officers of the Bangladesh Civil Service (BCS) Administration and other cadres. The table below provides an overview of the courses offered by the Academy.

Training Courses offered by BCSAA

Name of the Program	Duration	Participants
• Law and Administration Course (LAC)	5 months	• Assistant Commissioner/Assistant Secretary
• Development Administration and Management Course (DAM)	4 weeks	• Newly promoted Deputy Secretary of other than BCS (Administration) Cadre
• Public Procurement Management Course (PPM)	2 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Orientation Course for Fit-listed UNOs	2 weeks	• Fit-listed Upazila Nirbahi Officer
• Course on Executive Magistracy (CEM)	2 weeks	• Executive Magistrates of different levels
• Project Management Course (PMC)	6 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Governance, IT and Management Training Course	2 weeks	• Assistant Secretary to Deputy Secretary
• Course on Budget Management and Audit Disposal	4 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Course on Etiquette and Manner	1 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Course on Innovation in Public Service	4 weeks	• Members of BCS (Administration) Cadre who have completed 10 years of service

Name of the Program	Duration	Participants
• Masters Course in Public Policy and Management (MPPM)	1 Year	• Additional Deputy Commissioner, Upazila Nirbahi Officer and equivalent Officer
• Advanced Course on Law and Administration	2 weeks	• Assistant Commissioner/Assistant Secretary, Senior Assistant Secretary
• Refresher Course on Law and Administration	2 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• English Language Course	4 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Computer Course	4 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary
• Public Relation Management Course	4 weeks	• Assistant Commissioner/Assistant Secretary
• Intermediate Course on Public Administration and Public Finance	1 weeks	• Faculty Members of BCS Administration Academy and Officer
• Building Inspection & Monitoring Course	3 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary

2.2 Additional Academic Activities

In addition to its regular courses, the Academy organizes a variety of academic initiatives, including:

- Workshops and seminars focused on various aspects of law, administration, and management;
- Lecture programs delivered by senior members of the Administrative Service on topics of national and international significance;
- Specialized training and orientation courses for different levels of government officers, as assigned by the government;
- Interactive sessions on policy matters, particularly led by Senior Secretaries or Secretaries of the government;
- A 60-hour internal training program for officers and staff of the BCSAA.

2.3 Training Methods

The Academy is committed to ensuring the effectiveness of its training programs. The structure of both short- and long-term courses is regularly refined and adapted to meet the institutional objectives and emerging needs. The emphasis is placed more on practical application than on theoretical discourse. To enhance learning experiences, the Academy organizes study tours, attachments to various organizations, and collaborations with other training institutions. The methods of instruction vary depending on the nature and purpose of the courses. Generally, the following methods are employed, with some exceptions based on specific requirements:

a)	Lecture	b) Workshop/Seminar
c)	Participatory approach	d) Field Visit
e)	Case study	f) Brainstorming
g)	Role play	h) Simulation
i)	Individual Assignment	j) Debate
k)	Group Assignment	l) Panel Discussion

2.4 Evaluation

Grading System of BCS Administration Academy:

Percentage of Total Number	Grade (Standard)
Above 90%	A++ (Outstanding)
Below 80%-90%	A+ (Extraordinary)
Below 70%-80%	A (Better)
Below 60%-70%	B+ (Good)
Below 50%-60%	B (Ordinary)
Below 50%	Fail

Evaluation Methods for LAC and long Courses:

The total marks for evaluation of trainees in Law and Administration Course are 1000. The various methods by which the Law and Administration Course modules are evaluated are as follows:

Methods of Evaluation

• Written Exam	• Case Study
• Classroom test	• Debate
• Single/Group Practice	• Single/Group Report
• Presentation (Single and Group)	• Workshop and Seminar
• Assignment	• Review
• Book Review	• Panel discussion

Evaluation Methods of other Short Courses:

The trainees are assessed through the examination procedure and overall judgment set by the Academy's Curriculum Committee for each short course.

2.5 Evaluation by Course Management Team

Evaluation Criteria	Marks
Class Attendance & Active Participation in Classroom	20
Dress Code, Manner and Etiquettes & Discipline & Attitude: Classrooms & Exam Halls Dormitory Sports Ground Seminar/Workshop Visit	25
Co-curricular activities	25
Overall assessment by Course Management	30
Total Number	100

2.6 Collaborative Efforts

These partnerships include prominent entities such as the Prime Minister's Office, the Ministry of Public Administration, the Rural Development Academy, the Japan International Cooperation Agency (JICA), the British Council, Alliance Française and Harvard Kennedy School, Harvard University.

Additionally, the Academy has formalized agreements, Memoranda of Understanding (MoU), and contracts with Yamaguchi University (Japan), the International Training Centre of the International Labour Organization (Italy), the British Council, Alliance Française, Shanto-Mariam- Honghe Confucious class, Shanto-Mariam University of creative technology and Northern University Bangladesh for the purpose of enhancing training opportunities.



Courses Conducted by BCSAA in the Financial Year 2023-2024

During the fiscal year 2023-2024, the BCS Administration Academy provided comprehensive training to 738 officers across 23 distinct programs. Of these, 714 officers participated in 22 specialized courses funded through the Academy's allocated revenue budget. Additionally, 24 officers were trained in external programs, with costs covered from outside the Academy's budget.

1. Law and Administration Course (5 courses, 167 participants)

- This flagship course for officers of the BCS Administration Cadre covers preventive legal measures, including Jurisprudence, the Criminal Procedure Code (CrPC), Penal Code, Land Laws, Administrative and Constitutional Law. Additional modules focus on Public Administration, Public Procurement, E-Governance, Digital Skills, the Fourth Industrial Revolution (4IR) in Public Administration, UN Languages, Social Research, Debate, and Creative Skills. The course underscores the importance of legal frameworks in governance and the integration of technology to enhance administrative efficiency.

2. Development Administration and Management Course (1 course, 61 participants)

- Targeted at newly appointed Deputy Secretaries from various BCS cadres, this course imparts in-depth knowledge of development administration and management. It addresses effective development planning, resource allocation, office management, and sustainable practices, equipping participants to drive socio-economic progress in their respective roles.

3. Sustainable Development and Project Management (SDPM) (1 course, 24 participants)

- Designed for mid-level government officials, this course provides practical tools and knowledge for development planning and project management. Organized by the Ministry of Public Administration, it focuses on enhancing the efficiency of government-led projects.

4. Orientation Course on Upazila Administration and Management for Fit-Listed UNOs (3 courses, 115 participants)

- This program is tailored for Upazila Nirbahi Officers (UNOs), focusing on local-level administration. It covers areas such as local governance, land and disaster management, educational institution oversight, fund allocation, and coordination with stakeholders.

5. Public Procurement Management Course (3 courses, 79 participants)

- This course delves into the legal frameworks, ethical considerations, and best practices surrounding public procurement, with the aim of ensuring transparency and efficiency in government procurement processes.

6. Special Training Course for Executive Magistrates (8 courses, 160 participants)

- This specialized course for executive magistrates emphasizes the legal and administrative aspects of their roles, including trial conduct, law enforcement, and the application of justice within their jurisdictions.

7. Foundation Training Course for Bangladesh Economic Zone Authority (BEZA) (1 course, 24 participants)

- This course addresses a wide range of topics including leadership, project management, office administration, financial procedures, economics, globalization, and climate change. It aims to enhance the operational capabilities of participants and cultivate ethically sound government officers.

8. Role of Media in Good Governance (1 course, 108 participants)

- Tailored for secretariat journalists, this course emphasizes responsible journalism, media ethics, and the crucial role of effective communication between the government and the media in promoting good governance.

2.7 Achievements in 2023-2024

Sl	Name of the Course	Number of Courses	Participants
01	Law and Administration Course	05	167
02	Development Administration and Management Course	01	61
03	Sustainable Development and Project Management (SDPM)	01	24
04	Orientation Course for Fitlisted UNOs	03	115
05	Public Procurement Management Course	03	79
06	Special Training Course for Executive Magistrates (Divisional Commissioners Offices)	08	160
07	Foundation Training Course for Bangladesh Economic Zone Authority (BEZA)	01	24
08	Role of Media in Good Governance	01	108
		23	Total= 738

3. Administration

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.

3.1 Key Activities

The Administration Wing of the Bangladesh Civil Service Administration Academy (BCSAA) is tasked with the following key responsibilities:

- Overseeing all duties related to the establishment, finance, budgeting, accounting, and general administration of the Academy.
- Directing, coordinating, and supervising all administrative functions within the Academy.
- Managing all activities related to the staffing of officers and employees, including recruitment, promotion, and personnel matters.
- Ensuring the overall safety, cleanliness, and proper maintenance of the Academy's premises.
- Handling protocol-related functions, including liaising with ministries and other relevant institutions.
- Preserving annual confidential reports for all officers and employees.
- Supervising and managing all vehicle-related activities within the Academy.
- Coordinating the functions of the departmental recruitment and promotion committee.
- Facilitating internal and external training programs for both officers and employees.
- Preparing the Academy's budget and providing logistical support for meetings, training programs, workshops, seminars, and symposiums.
- Forming course administration teams in collaboration with the training department to manage specific training programs.
- Organizing and conducting internal training courses for Academy personnel.

The Administration Wing is composed of three main sections:

1. Administration Section
2. Service Section
3. Accounts Section

3.2 Administration Section

Administration Section is responsible for executing the aforementioned administrative functions and ensuring the smooth operation of the Academy.

3.3 Achievement of FY 2023-2024

1. In the financial year 2023-24 the recruitment test was conducted against 13 vacancies of 16th grade & 10 vacancies of 20th grade. At present the recruitment process is in police verification stage.
2. A total of 40 new posts, 11 at the officer level (Member Directing staff-1, Deputy Director- 2, Senior Medical officer- 01, Assistant Director-06 and Assistant Programmer-01) and 29 at the staff level (Administrative Officer-03, Personal Officer-04, Staff Nurse-02, Physiotherapist-01, Chef-01, Stenographer-cum-Computer Operator-02, Steno-typist-cum-Computer Operator-01, Office Assistant-Cum-Computer Typist-06, Receptionist-01, Protocol Assistant-01, Moazzin-01 and Office Sohayok-06) have been created in the BCS Administration Academy.
3. A seniority list has been drawn up for promotion for four posts (administrative officer-2, office supervisor-1, Assistant librarian-1) in the academy.
4. An Annual Performance Agreement has been executed for the fiscal year 2023-24. The final evaluation review report of the Annual Performance Agreement has been sent to the Ministry of Public Administration.
5. In FY 2023-24 BCS Administration Academy provided uniforms to drivers and 33 employees of 17-20 grade.
6. In the financial year 2023-24, the activities related to imparting training to 20 officers and 65 employees under the 60 hours Training Program have been completed.
7. Arrangements have been made for attachment/visits of officers to Kuakata and employees to Kushtia, Meherpur and Sylhet under Refreshment Course.
8. One Departmental Proceedings has been Disposed of.
9. ACR of 31 employees in grades 11 to 16 and 31 employees in grades 17 to 20 have been properly reserved for FY 2023-24.
10. The process of granting advance sanction of GPF to 16 employees has been completed.
11. Actions have been taken regarding the amendment of recruitment rules of BCSSAA.
12. In this financial year the work of granting rest and recreation leave to 18 officers and employees has been successfully completed.
13. By sending the letter to the Ministry of Public Administration for the appointment of officers, the appointment of the vacant posts has been confirmed.
14. The functions related to recruitment of Ansar and their salaries and allowances have been carried out accurately.
15. The process of sanction of pension of 23 employees has been complete.

16. Three officers and seven employees have been allotted houses in the financial year 2023-24.
17. The academy has been in the process of enrolling two vehicles in TO&E.
18. Organized 12 monthly coordination meetings and prepared reports and sent them to the Ministry and Divisional Commissioner's Office, Dhaka. The updated monthly information of BCS administration cadre officers working in the academy has been sent to the Ministry of Public Administration on time.
19. Personal documents of all officers have been properly stored and necessary actions have been taken.
20. The information has been sent in time for publication of the Annual Report of the Ministry of Public Administration.

3.4 Service Section

The Service Section of the BCS Administration Academy plays a crucial role in ensuring the smooth operation of the institution through a variety of essential activities. Here's an overview of its key functions:

Budget Preparation and Implementation: The Service Section is responsible for the meticulous preparation and implementation of the annual budget. This involves analyzing past expenditures, forecasting future needs, and ensuring that financial resources are allocated efficiently to meet the academy's operational goals.

Procurement Planning and Implementation: Effective procurement planning is vital for acquiring goods and services necessary for the academy's functions. The Service Section oversees the entire procurement process, from identifying needs and sourcing suppliers to managing contracts and ensuring compliance with regulations.

Security: The safety and security of the academy's staff and facilities are paramount. The Service Section coordinates with security personnel to develop and implement protocols that safeguard the premises, including access control, surveillance, and emergency response procedures.

Maintenance and Cleanliness: To provide a conducive learning environment, the Service Section manages maintenance and cleanliness efforts across the campus. This includes scheduling regular maintenance for facilities, ensuring proper waste management, and overseeing cleaning services to maintain hygiene standards.

Observation of Different Days: The Service Section organizes events to commemorate important national and international days. These observances foster a sense of community and raise awareness about various social issues, enhancing the academy's cultural and educational environment.

Transport Management: The logistics of transportation are handled by the Service Section, which ensures that staff and students have reliable access to transport services. This includes managing fleet operations, scheduling, and coordinating transport for official events.

Outsourcing Staff Management: When specialized services are required, the Service Section oversees the outsourcing of staff. This involves identifying needs, evaluating potential service providers, and ensuring that outsourced personnel meet the academy's standards and requirements.

Protocol: The Service Section also manages protocol-related activities for official events, ensuring that all ceremonies and functions are conducted with the appropriate decorum. This includes arranging seating, coordinating with dignitaries, and managing invitations.

Communication with Different Ministries: Maintaining effective communication with various government ministries is essential for the Service Section. This involves liaising with relevant departments to ensure compliance with policies, sharing updates, and seeking guidance on administrative matters.

Through these activities, the Service Section of the BCS Administration Academy ensures that the institution operates efficiently, fostering an environment conducive to learning and development.


3.5 Achievements of FY 2023-2024

In the financial year 2023-24, the BCS Administration Academy's Service Section achieved several key milestones across its various activities. Here's a summary of notable achievements:

Budget Preparation and Implementation: The academy successfully prepared and implemented a balanced budget that allocated resources effectively across all departments, resulting in greater operational efficiency. Through strategic budget reviews, the Service Section identified and eliminated redundant expenditures. The total expenditure of BCSAA for the FY 2023-24 is 26,87,35,400 Tk.

Procurement Planning and Implementation: The implementation of procurement process according to the annual procurement plan enhanced the efficiency of acquiring goods and services. In the FY 2023-24 service section of BCSAA has successfully completed around 40 procurement operations.

Maintenance and Cleanliness: Successfully completed renovation projects in key areas, resulting in improved learning environments and increased satisfaction ratings from staff and trainees.



Observation of Different Days: Organized multiple events commemorating national and international observances, with increased participation from staff and students, fostering a strong sense of community.

Outsourcing Staff Management: Successfully completed the agreement with a company which provides outsourced staff for the academy, ensuring quality and performance that met the academy's standards. Developed and conducted training programs for outsourced staff, resulting in improved integration and collaboration with permanent employees.

Protocol: Successfully coordinated several high-profile events, ensuring that all protocols were followed, which enhanced the academy's reputation and visibility.

Synopsis of the Budget of FY 2023-24

Code	Head of Accounts	Budget allotment FY 2023-2024	Actual expenditure FY 2023-2024 (July/2023 to June/2024)
3111	Pay & Allowances	8,89,61,000/-	4,90,95,800/-
3211	Administrative Expenses	5,16,65,000/-	4,12,91,700/-
3221	Fee, Charge & Commission	70,000/-	35,700/-
3231	Training	10,59,90,000/-	9,62,44,200/-
3243	Petrol, Oil and Lubricants	34,00,000/-	24,20,100/-
3244	Travel Expense	25,00,000/-	11,22,600/-
3252	Medical equipment	13,00,000/-	12,20,100/-
3253	Supply of Public Order and Security Materials	14,64,000/-	9,98,200/-
3255	Printing and Stationeries	21,00,000/-	16,97,600/-
3256	General Supplies and Raw Materials	42,00,000/-	25,06,000/-
3257	Professional Services, Honorarium and Special expenses	4,11,00,000/-	2,51,85,200/-
3258	Repair and Maintenance	4,25,50,000/-	2,73,49,300/-
3821	Recurring Transfers that are not Classified Elsewhere	19,00,000/-	13,18,300/-
4111	Buildings and Installations	1,50,00,000/-	10,38,300/-
4112	Machinery and Equipment	2,78,00,000/-	1,72,11,600/-
Total		39,00,00,000/-	26,87,35,400/-

3.6 Accounts Section

Activities

- Preparation and amendment of budget proposal as per requirement of the academy.
- Preparation of GPF bills, rest and recreation leave bills, due bills of the employees of the academy.
- Reception of financial bill from different sections, scrutinizing bills and sending those bills to C&A office of Mopa for approval.
- Reception of pre-audit bank cheque.
- Preparation of explanation reply for audit objection and taking steps for audit objection disposal.

3.7 Achievement in 2023-2024

- Disposal of 02 audit objections.
- Preparation and disposal of 446 financial bills.
- Deposition of 9,68,607 BDT in government treasury by BCSAA in NTR sector.

4. Planning and Development

4.1 Activities

- To formulate, implement and supervise the overall development program of the Academy.
- Ensuring monitoring and evaluation of all projects/programs under implementation.
- Formulation of the overall development plan of the academy.
- Liaison with various ministries and departments related to development projects and programs.

4.2 Achievements in 2023-2024

BCSAA has been implementing the project 'Capacity Building of BCS Administration Academy' since 01 July 2017. The Progress of this Project in the FY 2023-24:

Sl.	Name of the project and time period	Project Cost FY 01 July 2017 to 30 June 2024	Fund Allocation FY 2023- 2024	Fund Release FY 2022- 2023	Financial Progress until FY 2022-2023		Brief description of the works completed FY 2023-24
		Total Taka	Total Taka	Total Taka	Total Taka	% of Allocation	
01	Capacity Building of BCS Administration Academy Project Time Period: 01 July 2017 to 30 June 2024	5409.02	1035.21	1035.21	818.23	79.04%	<ul style="list-style-type: none">➤ Scholarship for foreign masters' program.➤ Purchase of one Ambulance.➤ Purchase of one 40 seated Bus.

5. Research and Publication

5.1 Research

The Academy maintains a well-established Research Section dedicated to conducting studies in various areas of administration and development. This research focuses on both contemporary and periodic issues, addressing the challenges faced by Bangladesh. To disseminate research findings and foster intellectual exchange, the Academy organizes seminars, symposiums, and workshops. Additionally, it extends research support to other organizations upon request.

5.2 Achievement Of FY 2023-2024

The research activities conducted during the fiscal year 2023-2024 are outlined below:

	Researcher/s	Topic
1.	Dr. M Aslam Alam Senior Secretary (Rtd) Chairman & Executive Director, Bangladesh Institute for Information Literacy and Sustainable Development	Public Servants' Capacity Development for Realization of the Sustainable Development Goals (SDGs): A Study on the Training Curriculum of the Government Training Institutions in Bangladesh.
2.	Dr. Md. Moniruzzaman Managing Director(Additional Secretary) Dhaka Bus Rapid Transit and Highways Divisions	The Role of Remittance on Socio-Economic Wellbeing of returnee Migrants: A Household Level Study
3.	Dr. Pranab Kumar Pandey Professor Department of Public Administration University of Rajshahi	Achieving global goals at local level in Bangladesh: A study on the role of Union Parishad (UP) in attaining SDGs.
4.	Dr MD Alam Mostafa Joint Secretary Ministry of Commerce	Implementation of the Family Card Program of the Trading Corporation of Bangladesh and its' effects on poverty reduction: A Study on selected districts

5.3 Publication

The Publication Section of the Academy is responsible for overseeing both academic and non-academic publications. The academic publications include the Bangladesh Journal of Administration and Management (BJAM) and various books produced by the Academy. Non-academic publications comprise Academy Barta, the Training Calendar, the Annual Report, and the Desk Calendar. Academy Barta is published quarterly to highlight the Academy's key activities and achievements to its stakeholders.

The Bangladesh Journal of Administration and Management (BJAM), a double-blind peer-reviewed journal, is published biannually (January-June and July-December). To date, the Academy has produced 35 volumes of this journal, which aims to enhance the Academy's academic contributions. The journal features scholarly articles from academics, professionals, and practitioners on issues pertaining to public administration.

Additionally, the Publication Section produces an Annual Report that documents the Academy's annual activities and achievements. Beyond these regular publications, the Academy also produces various event-based publications, such as souvenirs, wall magazines by trainees, booklets, and brochures, to commemorate special events and activities.

5.4 Achievements in 2023-2024

The major publications of the Academy in 2023-24 are as follows:

Academic Publications	
Bangladesh Journal of Administration and Management (BJAM) (July-December,2023) Volume 36 issue 01	300 copies
Bangladesh Journal of Administration and Management (BJAM) (January-June,2024) Volume 36 issue 02	300 copies

Non-Academic Publications	
Academy Barta (July-September,2023)	200 copies
Academy Barta (October-December,2023)	200 copies
Academy Barta (January-March,2024)	200 copies
Academy Barta (April-June,2024)	200 copies
Training calendar	100 copies
Annual Report (2022-2023)	300 copies
Desk Calendar	500 copies

The Academy has also published a flyer highlighting the major activities of the Academy in 2023-24.

6. Information Technology

6.1 Activities

During the fiscal year 2023-2024, the Information Technology (IT) section undertook several critical initiatives to enhance the Academy's digital infrastructure and operational efficiency. The key activities included:

- **Modernization and Maintenance of the Website:** Regular updates and optimization of the BCSAA's website were carried out to ensure seamless navigation, enhanced user experience, and increased accessibility for stakeholders.
- **Procurement and Bandwidth Optimization:** The acquisition of new computing equipment and the deployment of a bandwidth management router were undertaken to optimize network bandwidth utilization, ensuring efficient connectivity and data flow.
- **ERP Software Maintenance Contract:** The signing of the ERP Software Maintenance Contract is a significant milestone. This initiative aimed at proper maintenance of the online platform by Nanosoft Technology for the continuation of automating critical

functions such as library management, inventory control, and training program management, thereby streamlining administrative processes.

- **Video Conferencing Maintenance:** The IT section was responsible for the upkeep of video conferencing systems, ensuring smooth operation and successful execution of virtual meetings and events.
- **Provision of IT Services for ERP Software:** The IT section facilitated the use of the ERP software platform, providing technical support to various departments and trainees for optimal use of the system.

6.2 Achievements in 2023-2024

The IT section achieved several key milestones in the fiscal year 2023-2024, contributing to the digital transformation of the Academy:

- **Library Automation:** The successful implementation of library automation systems enhanced the efficiency of resource management and accessibility for both staff and trainees.
- **Store Automation:** The automation of the Academy's inventory and store management systems facilitated better tracking and control of assets and supplies.
- **Monitoring and Facilitating D-Nothi Activities:** The IT section actively monitored and supported the implementation of D-Nothi, the digital file management system, to ensure seamless electronic documentation processes.
- **Medical Centre Automation:** Automation was introduced in the Academy's Medical Centre, streamlining health service operations and enhancing record-keeping and patient care.
- **Digital Attendance System:** The implementation of a digital attendance system ensured accurate and efficient tracking of attendance for both staff and trainees.
- **Installation of Smart Interactive Panels:** Four smart interactive LED panels were installed in classrooms, enhancing the learning experience through advanced digital tools and interactive capabilities.
- **ERP Software Maintenance and Upgrading Contract:** A maintenance contract with the Nanosoft Technology was signed to ensure the continued smooth operation of the ERP software, securing long-term IT support for the Academy's digital systems.

7. Library

The BCS Administration Academy has established a comprehensive and resource-rich library to support the intellectual growth and professional development of its participants. Continuously striving to curate both domestic and international resources, the library remains at the forefront of providing cutting-edge knowledge and research materials. Currently, the library boasts an extensive collection of approximately 47,200 volumes, including books, academic journals, and specialized periodicals. In addition to its regular acquisitions through

the revenue budget, the library benefits from a steady inflow of complimentary publications such as research reports, annual reports, newsletters, and magazines—courtesy of national and international organizations engaged in knowledge exchange programs. The Academy subscribes to internationally renowned periodicals such as The Economist, Time, and Reader's Digest, ensuring that participants remain informed about global developments. Additionally, the library offers access to 22 daily newspapers and periodicals, providing comprehensive coverage of both national and international news. This robust information infrastructure plays a vital role in keeping the participants abreast of contemporary issues and scholarly discourse.

7.1 Achievements in 2023-2024

Serial No	Activities	Quantity	Remarks
01	Purchase of National and International Books	800 Copies	
02	Issues of Books	6,400 Copies	
03	Purchase of Foreign Magazine	500 Copies	
04	Purchase of Daily News Paper	16,300 Copies	
05	Creation of online library User ID	1425 Persons	
06	Giving service to visit library and Study centre	400 Persons	
07	Providing reading service	50,300 Persons	
08	Processing of New Books	1602 Copies	
09	Creation of Online Library Cataloguing Entry of New Books	1602 Copies	
10	Scanning of Books and Uploading online using KOHA Software	4604 Copies	

8. Documentation and Evaluation

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

8.1 Activities:

- Supervise all evaluations of trainees for all training.
- Monitor the daily speaker's evaluation.
- Implement recommendations suggested by the trainees.
- Others documentation tasks of the academy such as: maintaining list of guest speakers, various programs of the academy Supervise preservation of images and data, preservation and presentation of Academy related presentations and video images etc.

8.2 Achievements in 2023-2024

(I) Taken Pre-evaluation, post-evaluation and course evaluation of the following courses

No.	Course Title
01	130 th Law and Administration Course
02	131 st , 132 nd , 133 rd and 134 th Law and Administration Courses
03	Sustainable Development and Project Management Course
04	Orientation Course for the fit-listed UNOs, Batch-47
05	Orientation Course for the fit-listed UNOs, Batch-48
06	Orientation Course for the fit-listed UNOs, Batch-49
07	Public Procurement Management Course, Batch-38
08	Public Procurement Management Course, Batch-39
09	Public Procurement Management Course, Batch-40
10	29 th Development Administration and Management Course
11	Foundation Training Course for the officials of BEZA

(II) Documentary on the activities of BCSAA both bengali and english for global platform.

9. Medical Centre

9.1 Activities

Regular Activity:

1. Health monitoring of participants attending the Law and Administration Course and Foundation Course.
2. Outpatient health services for faculty, trainees, and staff.
3. Emergency outpatient services for residential trainees, including assistance with hospital admissions.
4. Medical services for the children of female trainees.
5. Periodic health check-ups for trainees with obesity.

Special Activities:

1. Early diagnosis and treatment of diabetes for participants.
2. Online medical registration system.
3. Online management of the medical store through an Enterprise Resource Planning (ERP) system.

9.2 Achievements in 2023-2024

- A. All faculties, staff and participants of law and administration course take free digital health services, annually 644 times from outpatient department along with 62 categories of free medicine.
- B. Besides this, they also take primary emergency healthcare services from medical observation room along with emergency free medicine and monitoring facilities.
- C. A senior medical officer with a team consist of one senior staff nurse, two pharmacists provides health services and medical record of every individual has been maintained.
- D. Regular check-up of blood sugar, weight, and blood pressure has been done to detect early medical disorders (Diabetes, Hypertension etc) and treat accordingly.
- E. Online medicine store management has been established to maintain transparency.
- F. Basic screening test was held to ensure health for all trainees of law and administration training courses.
- G. New window of physiotherapy has been opened so that everyone can get physiotherapy as per requirement.
- H. For the first time, diet chart of every individual of all law and administration course trainee has been taken from an expert nutritionist from BSMMU to ensure optimal health for completion of training period.