



# **ANNUAL REPORT**

**2019-2020**

Bangladesh Civil Service Administration Academy  
Shahbag, Dhaka-1000  
[www.bcsadminacademy.gov.bd](http://www.bcsadminacademy.gov.bd)

# *Foreword*



It is a great pleasure for me to publish the Annual Report of Bangladesh Civil Service Administration Academy (BCSAA) for the period of 2019-20. 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. 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, 2019-2020 financial year, BCSAA has taken an active part to fight Covid-19 pandemic by accommodating and arranging logistic support for the doctors the front fighter against COVID-19.

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.

Badrun Nessa  
Rector (Secretary)  
BCS Administration Academy

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## 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.

### 1.2.1. Faculty Members and Contacts




The Academy has a contingent of very committed and competent faculty members. Presently, the Academy has 26 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

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### 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
<b>Ground Floor:</b> <b>Auditorium, Medical Centre, Library, Gymnasium</b>	Ground Floor: Reception, Dining Halls, Kitchen, Executive Dining Hall and Generator Room
<b>1<sup>st</sup> Floor:</b> <b>Library, Cyber Café, Dormitory</b>	1 <sup>st</sup> Floor: Rector’s Office, Office space for Other Officers, Conference Room with Video Conferencing facilities and Storeroom
<b>2<sup>nd</sup> floor:</b> <b>Dormitory, Computer lab</b>	2 <sup>nd</sup> floor: Classrooms, Syndicate rooms and Office Space
<b>3<sup>rd</sup> Floor:</b> <b>Dormitory and Indoor Game center</b>	3 <sup>rd</sup> Floor: Classrooms, Computer Lab, Syndicate Rooms and Office Space
<b>4<sup>th</sup> Floor:</b> <b>Dormitory</b>	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>
<b>Titas</b>	1998	1000 square feet	4 storied building with 4 flats
<b>Ichamati</b>	1998	600 square feet	6 storied building with 20 flats
<b>Turag</b>	1998	600 square feet	5 storied building with 15 flats
<b>Chitra</b>	2008	800 square feet	6 storied building with 10 flats
<b>Sugonda</b>	2008	800 square feet	6 storied building with 10 flats
<b>Karotoa</b>	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.

### *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 2019-20 the academy arranged two foundation training courses where 69 trainees from different cadre participated.

### *C. Governance and Innovation Course*

Governance and Innovation Course is designed for the mid-level officers (Deputy Secretaries). In 2018-19, academy arranged 5<sup>th</sup>& 6<sup>th</sup> Governance and Innovation Course. 29 participants attended the course. Focus of the course was to encourage innovative ideas in delivering public service.

### *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. 545 trainees attended this course in 2018-19.

### *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. Two of such courses have been conducted with 61 participants in 2019-20.

### *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. Two of such courses have been conducted with 54 participants in 2019-20.

### 3.0 Major Activities in 2019-20

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	02	-
03	Director	06	06	-
04	Deputy Director	06	04	02
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	-
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	-
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	86	38

### 3.1.2 Service Section

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

- Procurement of Furniture
  - To renovate the main dining and other spaces of the academy in the year 2019-20 we have purchased Curtain, Wall Cabinet/File Cabinet, Reading Chair, Reading Table, side Table, V.I.P Chair/Dias Chair, Wooden Almirah/Cabinet etc.
- Procurement of Court pin for BCS Administration Academy (BCSAA)
  - 1750 pieces court pin was purchased in the fiscal year 2019-2020.
- Procurement of Service Proposition of Dedicated Corporate Connectivity
  - Service Proposition of Dedicated Corporate Connectivity was purchased in 2019-2020.
- Procurement of Color for Non-residential Buildings
  - Red color, green color, Maroon color, white color were purchased in the 2019-2020

- Procurement of Medicines
  - Yearly estimated need based medicines and medical accessories were purchased.
- Procurement of Office equipment repairing in BCS Administration Academy (BCSAA)
  - Refrigerator (Non Deep), Refrigerator (Deep), Micro Oven, Photocopy Machine etc were repaired as usual when needed in 2019-2020
- Procurement of Water Purifier accessories supply
  - Membrane (100GPD), Mineral Filter ,Test & Odor Filter, Diaphragm Pump (Motor) PF8367 (100GPD), Diaphragm Pump (Motor) PF8380 (200GPD), Faucet, Storage Tank etc. were purchased as usual when needed in 2019-2020.
- Procurement of Water purifier accessories
  - More than 3 (Three) lac taka were spent to procure water purifier accessories in the year 2018-19
- Procurement of Lather Bags, Electronic Items, Stationeries and Ties through Framework Contract [Method: OTM]
  - Lot-1: Lather Bags for Training, Lot-2: Electronic Items, Lot-3: Stationeries
  - Lot-4: Ties were purchased as usual when needed in 2019-2020 Using Framework Contract [Method: OTM]

### 3.1.3 Accounts Section

Another vital function of the administration wing is budget management and audit resolution. During 2019-20 financial year a total amount of BDT 29,06,80,000/- (Twenty Nine core Six Lac Eighty thousand only) was allotted to the Academy. The Academy spent BDT 21,96,62,252/- (Twenty one Core Ninety Six Lac Sixty two thousand Two hundred Fifty two only.) for its activities.

### Synopsis of the Budget of FY 2019-2020

Code	Head of Accounts	Budget allotment FY 2019-2020	Actual expenditure FY 2019-2020 (July/2019 to June/2020)
<b>3111</b>	Pay & Allowances		
<b>3111101</b>	Basic Pay (Officer)	1,55,35,000/-	1,40,95,740/-
<b>3111201</b>	Basic Pay (Employee)	1,75,08,000/-	1,75,49,500/-
<b>3111301</b>	Charge Allowance	64,000/-	46,550/-
<b>3111302</b>	Conveyance Allowance	3,01,000/-	2,44,670/-
<b>3111306</b>	Educational Allowance	10,00,000/-	6,01,250/-
<b>3111310</b>	Housing Rent Allowance	59,34,,000/-	53,83,770/-
<b>3111311</b>	Medical Allowance	25,13,000/-	16,81,900/-
<b>3111312</b>	Mobile/Cell phone Allowance	5,32,000/-	4,45,660/-

<b>3111313</b>	Residential telephone encashment allowance	1,00,000/-	10,270/-
<b>3111314</b>	Tiffin Allowance	2,66,000/-	1,65,450/-
<b>3111316</b>	Washing Allowance	64,000/-	40,400/-
<b>3111325</b>	Festival Allowance	54,82,000/-	51,61,670/-
<b>3111327</b>	Overtime Allowance	15,75,000/-	13,79,017/-
<b>3111327</b>	Rest & Recreation Allowance	9,91,000/-	9,55,560/-
<b>3111331</b>	Refreshment Allowance	84,000/-	64,500/-
<b>3111332</b>	Honorarium Allowance	3,80,000/-	2,08,000/-
<b>3111335</b>	Bangla New year Allowance	5,52,000/-	4,95,750/-
<b>3111338</b>	Other Allowances	24,25,000/-	21,53,560/-
	Total (pay & Allowances)	5,53,06,000/-	5,06,83,217/-
<b>3211</b>	Administrative Expenses		
<b>3211101</b>	Awards and rewards	2,00,000/-	1,25,775/-
<b>3211102</b>	Cleaning and Washing	10,00,000/-	2,63,500/-
<b>3111106</b>	Entertainment Expenses	4,00,000/-	3,40,050/-
<b>3211109</b>	Consolidated pay to non-government employees	46,00,000/-	3,49,500/-
<b>3211111</b>	Seminar/Conference	14,80,000/-	00/-
<b>3211113</b>	Electricity	80,00,000/-	59,81,564/-
<b>3211115</b>	Water	70,00,000/-	28,18,294/-
<b>3211117</b>	Internet/Fax/Telex	9,00,000/-	4,78,017/-
<b>3211119</b>	Postage	30,000/-	30,000/-
<b>3211120</b>	Telephone	5,00,000/-	1,10,050/-
<b>3211125</b>	Advertising Expenses	3,00,000/-	2,96,754/-
<b>3211125</b>	Books & periodicals	5,00,000/-	4,61,328/-
<b>3211128</b>	Publications	15,00,000/-	7,18,364/-
<b>3231301</b>	Training	9,00,00,000/-	8,64,21,020/-
<b>3243101</b>	Petrol, Oil and Lubricants	30,00,000/-	15,86,880/-
<b>3243102</b>	Gas and Fuel	3,00,000/-	2,73,969/-
<b>3244101</b>	Travel Expense	15,00,000/-	3,66,450/-
<b>3252109</b>	Medicine and Vaccine	10,00,000/-	9,83,650/-
<b>3255101</b>	Computer consumables	4,50,000/-	74,465/-
<b>3255105</b>	Other Stationary	6,00,000/-	4,01,778/-
<b>3256103</b>	Consumable items	10,00,000/-	4,83,694/-
<b>3256105</b>	Raw materials and spare parts	3,00,000/-	2,95,175/-
<b>3256106</b>	Uniforms	8,00,000/-	00/-
<b>3257103</b>	Research	10,00,000/-	8,11,000/-
<b>3257104</b>	Survey	6,00,000/-	3,51,000/-
<b>3257105</b>	Innovation	20,00,000/-	00/-
<b>3257206</b>	Honorarium/Remuneration	2,00,000/-	1,86,485/-

(other than employee)			
<b>3257301</b>	Ceremonies/Festival	2,20,00,000/-	1,53,69,970/-
<b>3258101</b>	Motor Vehicles	7,75,000/-	6,25,900/-
<b>3258102</b>	Furniture	3,00,000/-	2,65,150/-
<b>3258103</b>	Computer	2,00,000/-	1,96,955/-
<b>3258104</b>	Office Equipment	3,00,000/-	2,99,380/-
<b>3258107</b>	Non Residential buildings	2,19,50,000/-	1,03,66,050/-
<b>3258115</b>	Sanitation & Water supply	25,00,000/-	4,49,750/-
<b>3258117</b>	Lines and wares	8,50,000/-	00/-
<b>3258119</b>	Electrical installation	45,00,000/-	40,97,200/-
<b>3258127</b>	Fitting and Fixtures	2,00,00,000/-	1,69,54,000/-
<b>3258140</b>	Transport maintenance expenses	67,25,000/-	61,96,750/-
<b>3821102</b>	Land development tax	3,50,000/-	3,31,182/-
<b>3821103</b>	Municipal rates and tax	16,50,000/-	12,54,762/-
<b>4112101</b>	Motor vehicle	0	0
<b>4112201</b>	ICT Equipment	40,00,000/-	9,05,814/-
<b>4112202</b>	Computers and accessories	30,00,000/-	00/-
<b>4112204</b>	Telecommunication equipment	1,14,000/-	00/-
<b>4112310</b>	Office Equipment	70,00,000/-	44,57,410/-
<b>4112314</b>	Furniture	30,00,000/-	30,00,000/-
<b>4112316</b>	Other Machineries & Equipment	70,00,000/-	00/-
<b>Total Administrative Expenses</b>		<b>23,53,74,000/-</b>	<b>16,89,79,035/-</b>
<b>Total BCS Administration Academy</b>		<b>29,06,80,000/-</b>	<b>21,96,62,252/-</b>

In Words: Total Budget BDT Twenty-Nine Core Six Lac Eighty Thousand only.

Total Expenditure BDT Twenty-one Core Ninety-Six Lac Sixty Two Thousand Two hundred Fifty two 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 2019-20 is presented below.

**Training Programs Arranged by BCSAA in 2019-2020 Financial Year**

Sl	Name & Duration of Course	Designation of Participants	Opening Date	Closing Date	Male	Female	Total
01	113th Law and Administration Course (05 months)	Assistant Commissioner	14-07-19 Sunday	12-12-19 Thursday	28	12	40
02	114th Law and Administration Course (05 months)	Assistant Commissioner	14-07-19 Sunday	14-07-19 Sunday	29	11	40
03	115th Law and Administration Course (05 months)	Assistant Commissioner	14-07-19 Sunday	14-07-19 Sunday	31	09	40
04	30th Orientation Course for Fitlisted UNOs (02 weeks)	Fitlistewd UNOs	21-07-19 Sunday	01-08-19 Thursday	13	16	29
05	20th Training Course for Executive Magistrates (02 weeks)	ADC/ADM/ Executive Magistyrates	25-08-19 Sunday	05-09-19 Thursday	16	12	28
06	Refresher Course for ADMs (15 working days)	ADMs	15-09-19 sunday	03-10-19 Thursday	17	07	24
07	3 <sup>rd</sup> Professional Development Course (04 weeks)	Five participants will be nominated from BCSAA and Field Administration. Rest will be form IMED/ Programming Division/ Planning Commission/Other s Ministry	13-10-19 sunday	07-11-19 Thursday	10	03	13
08	32nd Orientation Course for Fitlisted UNOs (02 weeks)	Fitlisted UNOs	20-10-19 Sunday	31-10-19 Thursday	23	09	32
09	70th Foundation Training Course (Section-A)	BCS Cadre Officers	27-10-19	23-04-20	22	12	34
	70th Foundation Training Course (Section-B)	BCS Cadre Officers	27-10-19	23-04-20	23	12	35

Sl	Name & Duration of Course	Designation of Participants	Opening Date	Closing Date	Male	Female	Total
10	31st Public Procurement Management Course (02 weeks)	Deputy Secretary/ Senior Assistant Secretary/ Senior Assistant Commissioner/ Assistant Commissioner	17-11-19 Sunday	28-11-19 Thursday	24	02	26
11	116th Law and Administration Course (05 months)	Assistant Commissioner	05-01-20 Sunday	Ongoing	23	16	39
12	117th Law and Administration Course (05 months)	Assistant Commissioner	05-01-20 Sunday	Ongoing	24	15	39
13	118th Law and Administration Course (05 months)	Assistant Commissioner	05-01-20 Sunday	Ongoing	23	16	39
14	Online Training Course on Executive Magistracy and Mobile Court (30 working days-1 hour per day)	Senior Assistant Secretary/ Senior Assistant Commissioner/ Assistant Commissioner	12-01-20 Sunday	20-02-20 Thursday	14	03	17
15	6 <sup>th</sup> Modern Office Management (4 days)	BCS Administration Cadre Officers	13-01-20 Monday	16-01-20 Thursday	12	05	17
16	32nd Public Procurement Management Course (02 weeks)	Deputy Secretary/ Senior Assistant Secretary/ Senior Assistant Commissioner/ Assistant Commissioner	02-02-20 Sunday	13-02-20 Thursday	19	09	28
<b>Total =520</b>					<b>351</b>	<b>169</b>	<b>520</b>

## 2019-2020 Financial Year at a Glance

Sl	Name of the Course	Number of Courses	Participants
01	Law and Administration Course	06	237
02	Foundation Training Course	01	69
03	Orientation Course for Fitlisted UNOs	02	61
04	20th Training Course for Executive Magistrates (02 weeks)	01	28
05	Refresher Course for Additional District Magistrates (15 working days)	01	24
06	3 <sup>rd</sup> Professional Development Course (04 weeks)	01	13
07	Public Procurement Management Course (02 weeks)	02	54
08	Online Training Course on Executive Magistracy and Mobile Court (30 working days-1 hour per day)	01	17
09	Modern Office Management	01	17
		16	Total= 520

### ***3.2.2 Documentation and Evaluation Section***

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

### **3.3 Planning and Development Wing**

#### ***3.3.1 Planning and Development Section***

In the age of globalization, digitalization and strong competition, the 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.

#### ***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.

In FY 2019-20, 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 2019-20**

Sl	Name of the project and time period	Released until 30 June 2020	Spent until 30 June 2020	Financial Progress until 30 June 2020	Brief description of the works completed I 2019-20 financial year
01	Capacity Building of BCS Administration Academy  Project Time Period: 01 July 2019 to 30 June 2020	500.00	143.83	93.98%	<ul style="list-style-type: none"> <li>➤ 6 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 (with author name and research title)**

Sl	Researcher	Research Title
1.	Mr. Shah Md. Azimul Ehsan Consultant (Data Analyst), Jagannath University, Dhaka	Effectiveness of Training Programs of BCS Administration Academy: Prospect and Challenges
2.	Dr. Md. Sanwar Jahan Bhuiyan MDS, BPATC	SDGs Implementation Capacity of the Civil Service of Bangladesh: Searching for the Effective Strategies for Capacity Building
3.	Dr. Muhammad Abu Yusuf MDS, BPATC & Mr. Mehedi Masud, PhD Deputy Director, BPATC	Career Planning for the Knowledge-Based and Development Oriented Bangladesh Civil service for the 21 <sup>st</sup> Century: An Antecedent of Career Development

4.	Mr. Md. Anwar Uj Jaman Ps to Rector, BCS Academy Mr.Md. Shahadat Hossain Ps to Secretary, Ministry of Women and Children Affairs	In quest of Effective Training Methodology for Bangladesh Civil Service Administration Cadre officials; A Comparative Study among south-East Asian countries.
5.	Mr. Bitan Kumar Mandal Research Officer, BCS Academy.	Application of Public awareness, Innovation and Technology in order to Improve the solid Waste Management of Dhaka City; The Role of Local Administration to Mitigate the Challenges in Coordinating the Whole Process
6.	Dr. Dewan Md. Humayun Kabir Director (Admin) BCSAA Mr. Shariar Jamil Programmer, BCSAA Mr. Md. Minhazur Rahman Assistant Director (Service), BCSAA	Analyzing the Dynamics and Performance of Trainees of Law and administration Training Course of BCS Administration Academy.

### 3.4 Research and Publication Wing

#### 3.4.1 Research Section

List of Research Project in 2019-20

Sl no	Name and address	Research Title
1.	Nurul Huda Sakib Associate Professor Department of Government and Politics, Jahangirnagar University Savar, Dhaka-1342	Field Administration Challenges to Implement the National Integrity Strategy of Bangladesh: an Enquiry
2.	Dr. SayedaNaushin Parnini Senior Assistant Secretary Ministry of Railway	Training Needs of the Entry Level Officers of Bangladesh Civil Service (Administration) Cadre in Achieving ‘Vision 2041’
3.	Rajib Ahmed Faisal Lecturer, Institute of education and research, University of Chattogram	Factors Affecting Career Advancement of Civil Service Officials in Bangladesh: Special Attention to Gender and Management Issues

#### 3.4.2 Publication Section

Publication section is responsible to publish Academic Barta, Journal and Training calendar. 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 in 2019-20 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 has also published ‘Annual

Report' to incorporate the annual endeavors and achievements of mandated activities of the academy in 2019-20. The Academy has also published a brochure highlighting the major activities of the Academy.

### **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 2019-2020 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 2019-20 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 2019-2020. The process of Library Automation is going on.

## Photo Gallery



Honorable Prime Minister in the Closing Ceremony of 113th, 114th & 115th Law and Administration Course



Distribution of certificates by the Honorable Prime Minister in the Closing Ceremony of 113th, 114th & 115th Law and Administration Course



Faculties of BCS Administration Academy with Honorable Prime Minister in the Closing Ceremony of 113th, 114th & 115th Law and Administration Course



Honorable Prime Minister's gracious presences at BCS Administration Academy



Honorable Prime Minister is receiving memento Portrait of Bangabandhu Sheikh Mujibur Rahman from Md. Abdul Awal, Director (Training)



Cultural Committee's member with Honorable Prime Minister in the Closing Ceremony of 113th, 114th & 115th Law and Administration Course



32nd Founding Anniversary of BCS Administration Academy



Dr. Tawfiq Elahi Chowdhury, Prime Minister's Energy Advisor at the Fourth Mess Night of 113th, 114th & 115th Law and Administration Course



Badrun Nessa, Rector (Secretary) is delivering speech in Rector's Tea program



Wall Magazines prepared by the participants of 113<sup>th</sup>, 114<sup>th</sup> and 115<sup>th</sup> Law and Administration Course



Performance of participants before Dr. Gowher Rizvi, International Affairs Adviser to Honorable Prime Minister



Recitation from 'Puthi' in the first Messnight of the 70<sup>th</sup> Foundation Training Course



Liberation War Corner of BCSAA



Muktizuddho (Liberation War) Corner