

# ANNUAL REPORT 2018-19



**Bangladesh Civil Service Administration Academy**

Shahbag, Dhaka-1000  
[www.bcsadminacademy.gov.bd](http://www.bcsadminacademy.gov.bd)



# Foreword

It's a great pleasure for me to initiate the publication of the Annual Report of Bangladesh Civil Service Administration Academy (BCSAA) for the period of 2018-19. The Report presents the multidimensional and creative activities of the Academy for 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 professionals of Bangladesh Civil Service. The Academy also conducts some customized short courses. Last year, the Academy conducted 38 training programs where 1234 trainees participated. Currently, BCSAA is implementing development project, after completion of which the capacity of the academy will be increased to a great extent.

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



**Kazi Rowshan Akhter**  
Rector (Secretary)  
BCS Administration Academy Ta





# Annual Report

2018-2019

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## 1. The Academy

Bangladesh Civil Service Administration Academy (BCSAA) is the core training institute for the members of Bangladesh Civil Service (Administration) Cadre recruited through competitive examinations conducted by Bangladesh Public Service Commission. The 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 the 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 too. Later on, the BCSAA started functioning on 21 October 1987 as an attached department under the then Ministry of Establishment with only 8 faculty members to conduct the 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 398 long and short courses with about 12,213 participants so far.

### 1.1 Vision, Mission and Goals








Figure 1: Vision, Mission and Goals of BCSAA

### 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), one Senior Librarian, four Assistant Directors (Senior Assistant Secretary/Assistant Secretary), one Medical officer, one Research Officer (Senior Assistant Secretary/Assistant Secretary), one Publication Officer (Senior Assistant Secretary/Assistant Secretary) and one Accounts Officer are working to support the Rector of the Academy.

### 1.2.1. List of Faculty Members & 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 universities. On top of that almost all of the faculty members have master's degree from well-known universities of the USA, UK, Australia, Japan, and India and so on. In addition, the Academy has 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 other prominent guest speakers in respective fields to conduct sessions.

1		Name	Kazi Rowshan Akhter	Mobile	+880 1720239258
		Designation	Rector	Phone (office)	+88 02 55165901
				E-mail	rector@bcsadminacademy.gov.bd
2		Name	Mst. Asia Khatoon	Mobile	+880 1552424194
		Designation	Member Directing Staff (Admin & Training)	Phone (office)	+880 255165903
				E-mail	mds@bcsadminacademy.gov.bd
3		Name	Md. Nazrul Islam	Mobile	+880 1552601818
		Designation	Director (Training)	Phone (office)	+88 02 55165907
				E-mail	directortraining@bcsadminacademy.gov.bd
4		Name	Saleh Ahmed Mujaffor	Mobile	+880 1715200386
		Designation	Director (Planning & Development)	Phone (office)	+88 02 55165906
				E-mail	directorpd@bcsadminacademy.gov.bd
5		Name	Mohammad Khaled Rahim	Mobile	+88 01817747770
		Designation	Director (ICT)	Phone (office)	
				E-mail	khaledrahim6265@gmail.com

6		Name	Dr. Dewan Muhammad Humayun Kabir	Mobile	+880 1715 616649
		Designation	Director (Administration)	Phone (office)	+88 02 55165905
				E-mail	directorict@bcsadminacademy.gov.bd
7		Name	Dr. Subhas Chandra Biswas	Mobile	+880 1712062341
		Designation	Director (Research and Publication)	Phone (office)	
				E-mail	subhasdr@yahoo.com
8		Name	Md. Abdul Awal	Mobile	+880 1943241524
		Designation	Director (Documentation and Evaluation)	Phone (office)	
				E-mail	aristutul@gmail.com
9		Name	Towhidul Islam	Mobile	+880 1744368245
		Designation	Deputy Director (Training)	Phone (office)	+88 02 55165914
				E-mail	ddtraining@bcsadminacademy.gov.bd
10		Name	Dr. Rahima Khaton	Mobile	+880 1746302476
		Designation	Deputy Director (Administration)	Phone (office)	+88 02 55165910
				E-mail	ddadmin@bcsadminacademy.gov.bd
11		Name	Md. Tariqul Islam	Mobile	+880 1716858728
		Designation	Programmer	Phone (office)	+88 02 55165925
				E-mail	programmer@bcsadminacademy.gov.bd
12		Name	Dr. Mohammad Kamruzzaman	Mobile	+880 1715375590
		Designation	Deputy Director (Planning & Development)	Phone (office)	+88 02 55165916
				E-mail	ddde@bcsadminacademy.gov.bd

13		Name	Md. Ekramul Islam	Mobile	+880 1741773530
		Designation	Deputy Director (Research & Publication)	Phone (office)	+88 02 55165913
				E-mail	ddrp@bcsadminacademy.gov.bd
14		Name	Jannatul Ferdous	Mobile	+880 1711963393
		Designation	Deputy Director (Documentation and Evaluation)	Phone (office)	
				E-mail	crasida@gmail.com
15		Name	Md. Nazmul Ahsan	Mobile	+880 1712743050
		Designation	Deputy Director (Service)	Phone (office)	+88 02 55165904
				E-mail	ddservice@bcsadminacademy.gov.bd
16		Name	Shahriar Jamil	Mobile	+880 01713083418
		Designation	Deputy Director	Phone (office)	
				E-mail	shahriar077@gmail.com
17		Name	Tasmia Jaigirder	Mobile	+880 1717635926
		Designation	Assistant Director	Phone (office)	+88 02 55165926
				E-mail	
18		Name	Md Minhazur Rahman	Mobile	+880 1716589439
		Designation	Assistant Director (Administration)	Phone (office)	+88 02 55165921
				E-mail	adadmin@bcsadminacademy.gov.bd
19		Name	Mst. Ishrat Zahan	Mobile	+880 1710677996
		Designation	Assistant Director	Phone (office)	
				E-mail	izahan02@gmail.com

20		Name	Md. Shahadat Hossain	Mobile	+880 1819 444940
		Designation	PS to Rector	Phone (office)	+88 02-55165912
				E-mail	pstorector@bcsadminacademy.gov.bd
21		Name	Salma Parveen	Mobile	+880 1916 398348
		Designation	Assistant Director	Phone (office)	
				E-mail	salma136@gmail.com
22		Name	Mst. Sharmin Islam	Mobile	+88 01776439033
		Designation	Assistant Director (Documentation & Evaluation)	Phone (office)	+88 02 55165911
				E-mail	adde@bcsadminacademy.gov.bd
23		Name	Bitan Kumar Mandal	Mobile	+88 01776439033
		Designation	Assistant Director	Phone (office)	
				E-mail	bitankm@gmail.com
24		Name	Md. Anwar Uj Jaman	Mobile	+88 01727233257
		Designation	Assistant Director	Phone (office)	
				E-mail	junayed33jessore@gmail.com
25		Name	Dr. Mst. Saifun Nahar	Mobile	+88 01717642502
		Designation	Medical Officer	Phone (office)	+88 02 55165924
				E-mail	medicalofficer@bcsadminacademy.gov.bd
26		Name	Mohammad Hossain	Mobile	+880 1740634959
		Designation	Accounts Officer	Phone (office)	+88 02 55165923
				E-mail	accountofficer@bcsadminacademy.gov.bd
27		Name	Maharun Nasa	Mobile	+880 1921401581
		Designation	Librarian	Phone (office)	+88 02 55165917
				E-mail	librarian@bcsadminacademy.gov.bd

## 1.3 Facilities of the Academy

The Academy is well equipped with various physical facilities and operating its functions in two multi-storied buildings. The five-storied main building was built before the 1970s, and the Sixteen-storied building is built in 2001. The academy is capable of conducting four to five long and short courses simultaneously with the existing facilities. The following table illustrates the floor-wise distribution of facilities of the academy:

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

Old Building	New Building
Ground Floor: Auditorium, Medical Centre, Library	Ground Floor : Reception, dining halls, kitchen, executive dining hall and generator room
1 <sup>st</sup> Floor: Library, Cyber Cafe, Dormitory	1 <sup>st</sup> Floor : Rector's office, office accommodation for other officers, conferenceroom with video conferencing facilities and Store room
2 <sup>nd</sup> Floor: Dormitory, Computer lab	2 <sup>nd</sup> Floor : Classrooms, syndicate rooms and office accommodation
3 <sup>rd</sup> Floor: Dormitory	3 <sup>rd</sup> Floor: Classrooms, computer lab, syndicate rooms and office Accommodation
4 <sup>th</sup> Floor: Dormitory	4 <sup>th</sup> Floor : Syndicate rooms, Examination Hall
	5 <sup>th</sup> Floor : Dormitory
	6 <sup>th</sup> Floor : Dormitory
	7 <sup>th</sup> Floor : Multipurpose Usage
	8 <sup>th</sup> Floor: Rector's suite, Language lab, Syndicate room, Guest room and Multipurpose room

### 1.3.1 Computer Lab and IT Facilities

There are two computer labs and one cyber center in the academy. One lab is housed on the 3rd floor of the New Building and the other one is on the 2nd floor of the Main Building. The cyber Centre on the first floor of the Library Building has Internet facility which remains open till 9.00 pm on working days for trainees. Wi-Fi connection is also available in the classrooms. 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. The participants are getting all sorts of information regarding the Academy, course related materials, i.e. handouts, notice, course contents.

### 1.3.2 Language Lab

To facilitate language learning BCS Administration Academy (BCSAA) has set up a state-of-the-art Language Lab as part of the academy's drive for capacity building. It is situated on the 8th floor of the New Building and can accommodate 40 participants at a time.

### 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. Table tennis, carom boards, chess are available in indoor game room and the room is renovated under the development program implemented with the revenue budget. Very recently the Academy has established two new courts for Badminton and Basketball besides a Volleyball ground and a Lawn Tennis court. Altogether now the Academy has four courts. Hundred and twenty participants can play at a time in these courts. The Academy also has indoor games and exercise facilities. As part of their training, the participants can make best use of those. The academy has a well-furnished recreation room embellished with TV, music system. The trainees are provided with musical instruments including Harmonium, Tabala, Guitar etc. These are used for rehearsal and stage performance during cultural functions.

### 1.3.4 Medical Facilities

All faculty members, staffs and trainees can get primary emergency health care along with outdoor services from this medical centre. Besides free medical consultation, free medicines are also available especially on emergency basis. Frequently health checkup has been taken. Outside the office time schedules, medical centre also give emergency health services to all trainees and co-operate them to admit in different hospital. Lastly, Children of female trainees also get medical services. Form the first-time basic health status of all faculty members and trainees are also recorded to ensure optimum good health.

### 1.3.5 Residential Facilities

The Academy has residential complex for both officers and staffs. It is situated at Nilkhet in Dhaka. It's area is about 1.68 acres. This complex began its journey in 1997. There is one five storied building for the officers named Teesta. It has 10 flats. The area of every flat is about 1250 square feet. This building was built in 1998. The BCS Administration Academy has 6 buildings for the staffs. The residential area has one auditorium and one mosque. There is a playground in the premise. A brief description of the residential buildings for staffs is given in Table 2.

**Table 2: Details of Residential Building**

Building	Facilities
Titas	It is a 4-storied building. It was built in 1998. It has 4 flats. The volume of every flat is 1000 square feet.
lchamati	It is a 5 —storied building. It was built in 1998. Initially, it was a-3 storied building with 12 flats. In 2006, this building was extended in up to 6 storied building. Now, it has 20 flats for the staffs. The area of every flat is about 600 square feet.
Turag	It is a 5 - storied building. It was built in 1998. At first, it was a 3 storied building with 9 flats for the staffs. In 2006, this building was extended in up to 5 storied building. Now it has 15 flats. The area of every flat is about 600 square feet.
Chitra	It is a 5 - storied building. It was built in 2008 with 10 flats for the staffs. The area of every flat is about 800 square feet.
Sugonda	It is a 5 - storied building. It was built in 2008 with 10 flats for the staffs. The area of every flat is about 800 square feet.
Karotoa	It is a 6-storied building. It was built in 2013 with 20 flats for the staffs. The area of every flat is about 800 square feet.

## **2.0 Training Course**

### **A. Law and Administration Cours**

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 smart, skilled and competent for profession to help them uphold the image of the service

### **B. Foundation Training Course**

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 2018-19 the academy arranged two foundation training courses. Foundation training Course were held with the participation of 80 trainees in 2018-19.

### **C. Governance and Innovation Course**

Globally, efficient service delivery and service receivers are now getting the highest priority. In conventional system and mindset, service takers become victims of mistreatment or are denied of the basic services. Now Government has become more accountable, transparent and ready to serve the people. The service providers are encouraged to interview processes to deliver the service at the door step of the people without any hindrance and delay. Government has taken initiative to educate the public administrators about this new intercept. This learning will enable the public administrators to understand the concept and apply this idea to transform the age old service delivery system into a system that is prompt, trouble-free, people oriented, and efficient. The Governance and Innovation Course is designed to orient the mid-level officers (Deputy Secretaries) with new concept. Many of these Deputy Secretaries have been appointed as Deputy Commissioners to lead the districts to implement the policies and programs of the 5th & 6th Governance and Innovation Course were held with the participation of 29 trainees in 2018-19.

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

This course has been designed for the officers working as Executive Magistrates. It is a one week short course for strengthening the officers capability for discharging the duties and responsibilities as Executive Magistrates. 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. A significant emphasis is given on mobile court law and mobile court proceedings in this course. One Course of the 1st -15th Executive Magistracy and Mobile Court Affairs was held with the participation of 545 trainees in 2018-19.

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

The lowest administrative tier of the country is Upazila and the Upazila Nirbahi Officer (UNO) acts as the executive head of a Upazila. The UNO leads the upazila and acts as coordinator 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 Course has been conducted with 92 participants in 2018-19.

## **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 top most 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 72 participants in 2018-19.

### 3.0 Major Activities in 2018-19

The academy is dedicated to providing 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) ICT (e) Research & Publication (f) Documentation & Evaluation

informational Technology. The wiring-wise activities are discussed below:

### 3.1 Administration Wing

#### General 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 lying vacant. Having full strength, the academy expected to achieve more progress in coming years.

#### Manpower of BCSAA

SI	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	06	-
04	Deputy Director	06	06	-
05	Programmer	01	01	-
06	Senior Librarian	01	-	01
07	Assistant Director	04	03	01
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	-
01	Administrative Officer	03	-	03
02	Office Supervisor	01	-	01
03	Assistant Accounts Officer	01	-	01
04	Assistant Librarian	01	-	01
01	Pharmacist	01	01	-
02	Cataloger	02	02	-
03	Stenographer Cum -Computer Operator	04	04	-
04	Upper Division Clerk	01	-	-
05	Storekeeper	01	-	01
06	Cashier	01	01	-
07	Caretaker	01	01	-

Sl	Name of the post	Approved	Filled up post	Vacant Post
08	Steno -Typist Cum -Computer Operator	05	04	01
09	Office Assistant Cum -Computer Typist	07	06	01
10	Accounts Assistant	01	01	-
11	Library Assistant Cum -Computer Operator	01	01	-
12	Electrician	01	01	-
13	Plumber	01	01	-
14	Driver	07	06	01
15	Sr. Data Entry Operator	01	-	01
16	Audio -video Operator	01	01	-
17	Computer Operator	02	01	01
18	Data Entry Operator	04	04	-
19	Imam	01	-	01
20	Training Assistant	01	01	-
21	Receptionist	01	01	-
01	Dispatch Rider	01	01	-
02	Doptory	01	01	-
03	Cook	01	-	01
04	Office Supporting Staff	18	13	05
05	Class attendant	04	04	-
06	Security Guard	03	03	-
07	Gardener	03	03	-
08	Cleaner	06	04	02
09	Photocopier Operator	01	01	-
10	Assistant Cook	01	01	-
11	Transport Assistant	01	-	01
12	Recreation Room Attendant	01	-	01
13	Sports Attendant	01	-	01
14	Dining Boy	04	-	04
15	Office Supporting Staff (Contractual)	03	-	03
16	Class attendant (Contractual)	03	-	03
	Total=	129	90	39

### 3.1.1 Service Section

#### Procurement of miscellaneous Items

In 2018-19 various types of items have been procured for ensuring the better service to the officials, staffs and the participants of different courses. The main items under this procurement were-Magic Mosquito Net, Bed sheet, Prayer mat, Towel, Calculator, Electric Kettle and Bucket etc.

#### Procurement of Computer Accessories

The Academy procured a huge number of computer accessories to accelerate the activities of different courses. It also spent on repairing the existing accessories to run the official activities smoothly and properly. The important procured items were Toner, Color Toner, Keyboard, Wireless Mic Set with Receiver, Hand Mic, Pocket Mic Set Cab, different kinds of Jacks etc.

## Procurement of Cleaning Materials

Cleanliness is very important for the academy and procurement of different types of cleaning materials is a continuous process. In 2018-19 the academy spent big amount of money for cleaning purposes. It procured many items such as- Germ killer liquid, Shovel, Facial Tissue, Commode Brush, Toilet Brush, Swing Sweeper, Broomstick, Shawl Broom etc.

## Procurement of Medicine

The Academy intends to meet the primary medical aids to its officials, staffs and the participants of different courses round the year. It procured various medical items and medicines in 2018-19.

## Procurement for Renovation of Conference room

The Academy has a wonderful conference room equipped with modern facilities. In 2018-19 a number of furniture like Conference table, Main chair, executive chairs and other furniture and electric items was procured.

## 3.1.2 Accounts Department

### Synopsis of the budget of FY 2018-2019

Sl	Head of Accounts	Allotment the FY 2018-2019	Expenditure of the FY 2018-2019	Cash in Hand	Extra Expenditure
4500	Revenue Expenditure				-
4501	Pay of officers	14024000.00	13653023.00	370977.00	-
4601	Pay of Staff	16527000.00	15147342.00	1379658.00	
4705	House Rent Allowance	4747000.00	4822278.00	-	75278.00
4709	Rest & Recreation Allowance	899000.00	797480.00	101520.00	-
4713	Festival Allowance	4972000.00	4770480.00	201520.00	-
4714	Bangla Nababarsha Allowance	501000.00	487547.00	13453.00	-
4717	Medical Allowance	2279000.00	1551290.00	727710.00	-
4725	Washing Allowance	58000.00	42260.00	15740.00	-
4733	Entertainment Allowance	58000.00	44087.00	13913.00	-
4737	Liabilities Allowance	5800.00	44500.00	13500.00	-
4755	Tiffin Allowance	242000.00	139070.00	102930.00	-
4765	Conveyance Allowance	273000.00	205626.00	67374.00	-
4773	Educational Allowance	907000.00	557655.00	349345.00	-
4794	Mobile Allowance	347000.00	38000.00	309000.00	-

4795	Other Allowance	2834000.00	1861989.00	972011.00	-
	<b>Total</b>	<b>18175000.00</b>	<b>15362262.00</b>	<b>2888016.00</b>	<b>75278.00</b>
4800	Supplies and Services				-
4801	Travel Expenses	1400000.00	1315393.00	84607.00	-
4802	Transfer Expense	150000.00	75587.00	74413.00	-
4805	Overtime	1441000.00	1440284.00	716.00	-
4810	Municipal Rates Taxes	1600000.00	1254760.00	345240.00	-
4811	Land tax	50000.00	33053.00	16947.00	-
4815	Postage	5000.00	0.00	5000.00	-
4816	Telephone	500000.00	367887.00	132113.00	-
4817	Telex/Fax/Internet	790000.00	356730.00	433270.00	-
4819	Water	6000000.00	2656644.00	3343356.00	-
4821	Electricity	7000000.00	3817751.00	3182249.00	-
4822	Fuel and Gas	250000.00	176737.00	73263.00	-
4823	Petrol, Oil, and Lubricants	2500000.00	2449813.00	50187.00	-
4329	Research Exllenses	500000.00	364340.00	135660.00	-
4831	Books and periodicals	500000.00	498740.00	1260.00	-
4833	Publicity and Advertisement	500000.00	130258.00	369742.00	-
4835	Publications	500000.00	497980.00	2020.00	-
4840	Training Expenses	69650000.00	54602050.00	15047950.00	-
4841	ICT/E —Governance	2000000.00	300000.00	1700000.00	-
4862	Vaccine and Medicine	650000.00	263088.00	386912.00	-
4877	R .R. Fund	4860000.00	315558.00	1704412.00	-
4883	Honorarium/Fees	400000.00	300800.00	99200.00	-
4888	Computer Materials	400000.00	146454.00	253546.00	-
4900	Repair, Maintenance				
4901	Motor Vehicles	1500000.00	738990.00	761010.00	-
4906	Furniture and Fixtures	200000.00	0.00	200000.00	-
4911	Computer and office Equipment	400000.00	67335.00	332665.00	-
4991	Other Maintenance	28900000.00	28899578.00	422.00	-
	<b>Total</b>	<b>31000000.00</b>	<b>29705903.00</b>	<b>1294097.00</b>	<b>-</b>
6800	Acquisition of Assets				

6807	Motor Vehicles	250000.00	161750.00	88250.00	-
6813	Machinery and other Equipment	12500000.00	496039.00	12003961.00	-
6815	Computers and Accessories	4500000.00	612319.00	3887681.00	-
6821	Furniture and Fixtures	1650000.00	777650.00	872350.00	-
6823	Telecommunication Equipment	50000.00	0.00	50000.00	-
	<b>Total</b>	<b>18950000.00</b>	<b>2047758.00</b>	<b>16902242.00</b>	<b>-</b>
	<b>Total B.C.S.A.A</b>	<b>208322000.00</b>	<b>153159885.00</b>	<b>55237393.00</b>	<b>75278.00</b>

### 3.2 Training Wing

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 8 long- and 28 short term training courses. A brief description of the significant training programs completed in the year 2018-19 is presented below.

**Table 3: Training Courses in Brief**

Sl	Course Name	No. of Course	No. of Participants
1	Law and Administration Course	06	236
2	Foundation Training Course	02	80
3	Course on Development Administration and Management	02	72
4	28,29 <sup>th</sup> Orientation Course for Fit-listed UNOs	02	91
5	Executive Magistracy and Mobile Court Affairs Course	15	545
6	1 <sup>st</sup> Orientation Course for Private Secretaries to Hon'ble Ministers, Ministers of the State and Deputy Ministers	02	74
7	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Training Course on Paurashava Financial Management and Action Plan Course	03	52
8	2 <sup>nd</sup> , 3 <sup>rd</sup> Training of Trainers Course on Rio Convention	02	32
9	5 <sup>th</sup> Governance and Innovation Course	01	19
10	3 <sup>rd</sup> Modern Office Management	01	11
11	4 <sup>th</sup> Modern Office Management	01	12
12	6 <sup>th</sup> Governance and Innovation Training Course. DCs	01	10
	<b>Total</b>	<b>38</b>	<b>1234</b>

## Training Program Conducted in the FY 2017-18

SI	Name of the Course	Level of the Participants	Duration		Number of Participants		
			From	To	Male	Female	Total
1	107 Law and Administration Course	Asst. Commissioner or Equivalent	08.07.2018	06.12.2018	26	14	40
2	108 Law and Administration Course	Asstt. Commissioner or Equivalent	08.07.2018	06.12.2018	24	14	38
3	109 Law and Administration Course		08.07.2018	06.12.2018	26	12	38
4	28 th Orientation Course for Fit-listed U.N.O.s	Fit -listed UNOs	26.08.2018	06.09.2018	36	13	49
5	29 th Orientation Course for Fit-listed U.N.O.s	Fit -listed UNOs	09/09/2018	20/09/2018	29	13	42
6	2 <sup>nd</sup> Training of Trainers Course on Rio Convention	পরিবেশ অধিদপ্তরের	12/08/2018	14/08/2018	12	04	16
7	1 <sup>st</sup> Training Course on Paurashava Financial Management and Action plan	স্থানীয় সরকার বিভাগ এর নগর উন্নয়ন অধিশাখার	28/08/2018	30/08/2018	14	05	19
8	2 <sup>nd</sup> Training Course on Paurashava Financial Management and Action plan	স্থানীয় সরকার বিভাগ এর নগর উন্নয়ন অধিশাখার	11/09/2018	13/09/2018	16	01	17
9	3 <sup>rd</sup> Training Course on Paurashava Financial Management and Action plan	স্থানীয় সরকার বিভাগ এর নগর উন্নয়ন অধিশাখার	11/09/2018	13/09/2018	13	03	16
10	1 <sup>st</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	16/09/18	20/09/18	29	11	40
11	2 <sup>nd</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	23/09/18	27/09/18	30	09	39

12	3 <sup>rd</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	23/09/18	27/09/18	31	09	40
13	5 <sup>th</sup> Governance and Innovation Course	Asst. Commissioner or	24/09/18	30/09/18	17	02	19
14	4 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	30/09/18	04/10/18	21	18	39
15	5 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	30/09/18	04/10/18	22	18	40
16	6 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	07/10/18	11/10/18	15	24	39
17	7 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	07/10/18	11/10/18	15	23	38
18	8 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	14/10/18	18/10/18	27	09	36
19	9 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	14/10/18	18/10/18	21	15	36
20	10 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	21/10/18	25/10/18	23	14	37
21	11 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	21/10/18	25/10/18	28	04	32
22	12 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	28/10/18	01/11/18	21	12	33
23	13 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	28/10/18	01/11/18	20	18	38
24	14 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	04/11/18	08/11/18	17	09	26
25	15 <sup>th</sup> Executive Magistracy and Mobile Court Affairs Course	Asst. Commissioner or	04/11/18	08/11/18	21	11	32
26	1 <sup>st</sup> Orientation Course for Private Secretaries		14/01/19	18/01/19	43	02	45

	to Hon'ble Ministers, Ministers of the state and Deputy Ministers						
27	110 Law and Administration Course	Asst. Commissioner or	20/01/19	20/06/18	21	19	40
28	111 Law and Administration Course	Asst. Commissioner or	20/01/19	20/06/18	27	13	40
29	112 Law and Administration Course	Asst. Commissioner or	20/01/19	20/06/18	29	11	40
30	24 <sup>th</sup> Course on Development Administration and Management		20/01/19	14/02/19	33	03	36
31	25 <sup>th</sup> Course on Development Administration and Management		20/01/19	14/02/19	31	05	36
32	3 <sup>rd</sup> Training of Trainers Course on Rio Convention		25/02/19	27/02/19	10	06	16
33	1 <sup>st</sup> Orientation Course for Private Secretaries to Hon'ble Ministers, Ministers of the state and Deputy Ministers		30/03/19	03/04/19	29	00	29
34	A 68 <sup>th</sup> Foundation Training Course (sacation-a)	Officers of BCS Cadre	01/04/19	27/09/19	31	09	40
35	A 68 <sup>th</sup> Foundation Training Course (sacation-b)	Officers of BCS Cadre	01/04/19	27/09/19	30	10	40
36	3 <sup>rd</sup> Modern Office Management	BCS Administration Cadre Officers	08/04/19	11/04/19	03	08	11
37	4 <sup>th</sup> Modern Office Management	BCS Administration Cadre Officers	20/05/19	23/05/19	07	05	
							05
38	6 <sup>th</sup> Governance and Innovation Training Course	BCS Administration Cadre Officers	15/06/2019	19/06/2019	08	02	10

### 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. In FY 2018-19, academy initiates and implements following projects for strengthening its capacity:

#### Progress Report of the Capacity Building of BCS Administration Academy project in the financial year 2018-19

Sl	Name of the project and time period	Released until 30 June 2019	Spent until 30 June 2019	Financial Progress until 30 June 2019	Brief description of the works completed I 2018-19 financial year
(1)	(2)	(3)	(4)	(5)	(6)
01	Capacity Building of BCS Administration Academy project Time Period: 01 July 2017 to 30 June 2020	855.00	63474.229	74.22%	<ul style="list-style-type: none"> <li>• Installation of 6 interactive boards.</li> <li>• Installation of 2 multimedia projectors.</li> <li>• Installation of 1 set digital attendance system.</li> <li>• 56 room curtains and 56 mattress have been collected.</li> <li>• Development of Enterprise Resource Solution has been completed.</li> <li>• Macquire University is working on reviewing core course curriculum of BCS Administration Academy (progress 35%).</li> <li>• A workshop has been arranged on Curriculum Review.</li> <li>• 3 courses on English Language Professional Development have been arranged.</li> <li>• Computer software has been collected.</li> <li>• 3 research works have been completed.</li> <li>• In order to participate in the foreign masters course, nine trainee officers have been given checks of Tk.35 lac in two installments</li> <li>• Taka 175.89 lac (one crore seventy five lac eighty nine thousand) has been given to Department of Public Works for store refurbishment, furniture supply, purchasing electric equipments, office equipments, education training materials, camera and accessories.</li> </ul>

## Researches Conducted under this project (with author name and research title)

Sl	Author	Research Title
1	1.Md. Mushfiqur Rahman AD, BCSAA 2. Md. Minhazur Rahman AD,BCSAA 3. Shahriar Zamil 4. Zarib Hossain	Annual Development Program (ADP), Unemployment and Economic Growth of Bangladesh
2	1. Dr. Rahima Khaton DD, BCSAA 2. Md. Tariqul Islam DD, BCSAA 3. Md. Abu Awal DD, BCSAA 4. Saika Shahadat AD, BCSAA	A Case Study on the Training Management Software in BCS Admin Academy
3	1. Dr Mujaffar Ahmed 2. Rabindranath Tribedi 3. Shabuj Dubey 4. Shatbdi Acharjya	Role of Civil Servant in Liberation War of Bangladesh
4	Dr. Rahima Khaton DD, BCSAA 2. Md. Tariqul Islam DD, BCSAA 3. Md. Abu Awal DD, BCSAA 4. Saika Shahadat AD, BCSAA	A Case Study on the Training Management Software in BCS Admin Academy

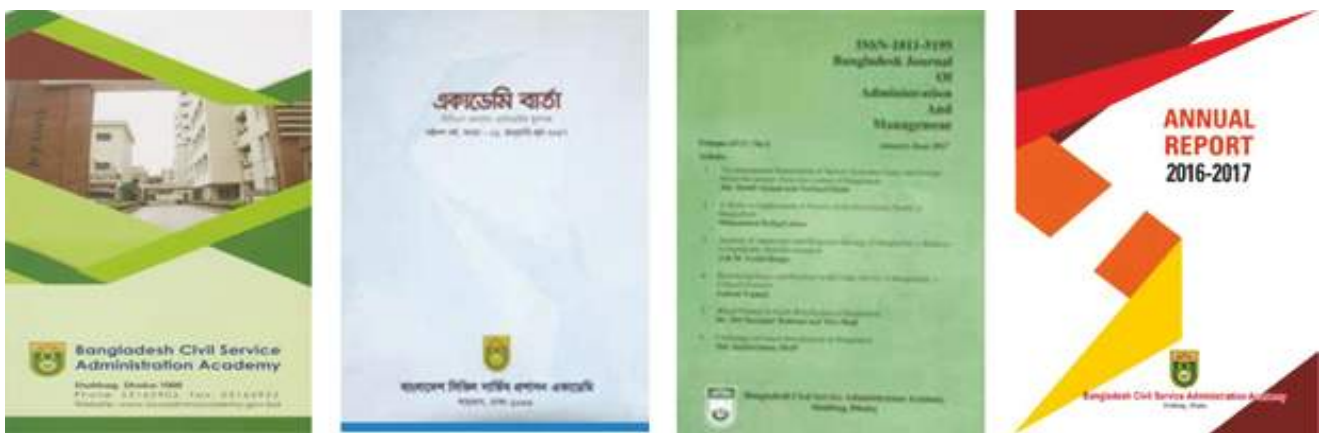
## Expansion of BCS Administration Academy Building and Extension of Training Facilities

Under this project the 9-storied building has been expanded to 15-storied building. in this extended floor four classrooms, two computer labs, one language lab, two exam hall and a dorm for 56 participants have been made. Beside these, on the top floor a big Seminar hall with seating arrangement of 200 participants and a Indoor games and Gymnasium Hall have 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. The 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.

### 3.3.2 Research and Publication Section

According to the norms and tradition, the academy published ‘Academy Barta’ twice in 2018-19 to communicate its planned and special activities and accomplishments to the stakeholders. The research and publication section also published Bangladesh Journal of Administration and Management in 18-19 to raise the flag of the academy. This journal publishes the scholarly articles of domestic academics, professionals, and practitioners on issues and concerns related to the public administration. The research and publication section also published The Annual Report incorporating the annual endeavours and achievements of mandated activities of the academy in 2018-19. The Academy also published a brochure highlighting the major activities of the Academy.

**Figure 2: Snapshots of BCSAA Publications**



**Table 4: List of Research Project in 2018-19**

Sl	Title of the Research	Researcher
1	Md.mahmudul Hoque AD, BCSAA	Achievement Sustainable Development Goals: Role of Public Training Institutes in Bangladesh
2	1.Md. Nazmul Ahsan DD, BCSAA 2.Lamia Saiful Research Officer,BCSAA	The Impact of work-family conflict on career Development of Female Officers of BCS (Administration ) Cadre: A critical analysis
3	Dr Ahmed Ullah DD, BCSAA	Organizational APA to Individual ACR: An Investigation to connect the missing link

## 3.4 Information Technology Wing

### 3.4.1. 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 WiFi networks, ICT and Language Labs and all ICT equipments 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 2018-2019 are as follows:

- ◆ Modernization, maintenance and daily upgrading of the Academy 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 equipments 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 training for government officials.

**In 2017-18 the major activities were**

- ◆ Library automation,
- ◆ Data entry in library automation system,
- ◆ Store automation,
- ◆ Data entry in store automation system and
- ◆ e-filing.

### **3.4.2 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 42,000 books and journals. Each year government liberally allocates funds TK.6 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. Everyday, participants get the opportunity to read 22 daily newspapers and periodicals for domestic and global news. The library remains open from 08:30 to 21 :00 on working days without any break during the course. Approximately 6000 books were issued to the readers and 3 books had been purchased in the FY 2018-2019. Date only of Library Automation system going on.



# PHOTOGRAPH



Honourable Prime Minister at the Closing Ceremony of 110th, 111th and 112th Law and Administration Course



Honourable Prime Minister enjoying cultural programme at the Closing Ceremony of 110th, 111th and 112th Law and Administration Course



Honorable guests at inaugural ceremony of 107th, 108th and 109th Law and Administration Course



Observing National Mourning Day, 2018



Celebration of the 1st Mess Night of 107th, 108th and 109th Law and Administration Course



Celebration of spring of 110th, 111th and 112th Law and Administration Course



Opening ceremony of Training of Trainers Course on Rio Convention



Inaugural Ceremony of 5th Governance Course



Receiving honorable chief guest of 8th EMMCA Course



Honorable guests in the closing ceremony of 14th and 15th EMMCA Course



Inaugural ceremony of the 1st Orientation course for PS to honorable ministers, ministers of state and deputy ministers



Inaugural Ceremony of 110th, 111th and 112th Law and Administration Course