

প্রশিক্ষণে উজ্জীবন  
জনসেবায় প্রাণপণ

# Annual Report 2022-2023



**Bangladesh Civil Service Administration Academy**  
Shahbag, Dhaka



# Annual Report

2022-2023



**Bangladesh Civil Service Administration Academy**  
Shahbag, Dhaka



# Annual Report

2022-2023

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# Annual Report

2022-2023



“We must change our characters  
And purify our souls”

**Bangabandhu Sheikh Mujibur Rahman**

*The last public address at Suhrawardi Uddan*

*26 March 1975*



**Father of the Nation Bangabandhu Sheikh Mujibur Rahman**

“Administration is for the people- not the other way around. You have to go to people, mix with them and listen to their demands and problems. You have to reach the benefits of development to the people.”

**Honorable Prime Minister Sheikh Hasina**

*Inaugural address*

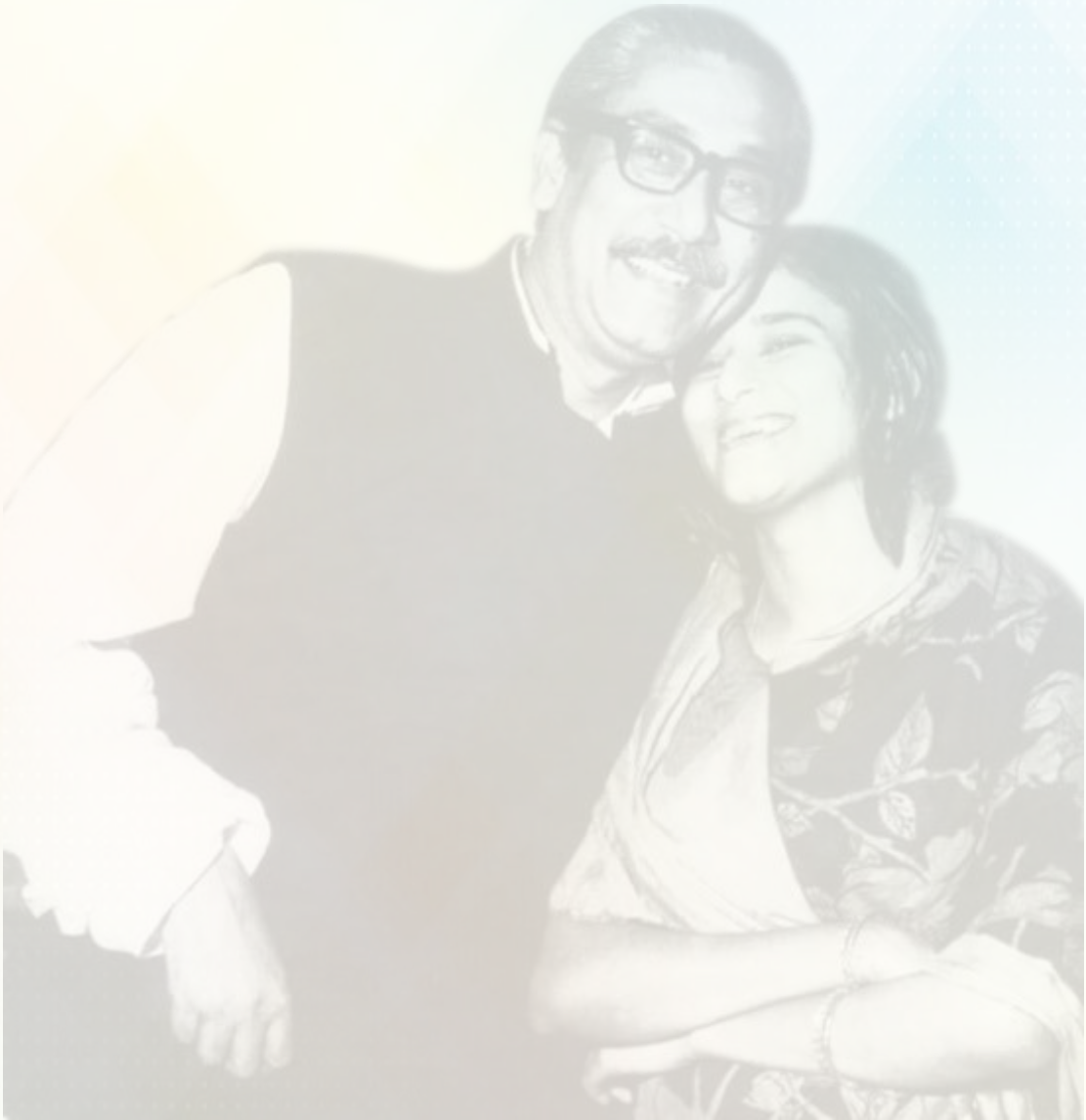
*Deputy Commissioners' Conference*

*25 July 2017*



Honorable Prime Minister Sheikh Hasina







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

Government of the People's Republic of Bangladesh



## *Message*

I am exceedingly delighted to know that Bangladesh Civil Service Administration Academy, the apex training institute for the administration cadre officers, is going to publish its Annual Report 2022-2023. I appreciate the efforts of the Academy to document its various activities in the outgoing fiscal year.

The Father of the Nation, Bangabandhu Sheikh Mujibur Rahman, the inexhaustible lighthouse of our inspiration, is the proponent of pro-people bureaucracy. His timeless philosophy about the roles of bureaucracy within the statecraft still shows us path towards grooming up the civil servants who are not masters but rather servants of the people. Civil servants play crucial roles in supporting the formulation, implementation and continuation of the government's political visions, state policies and programmes. Therefore, it is important for them to be equipped with relevant knowledge, expertise and skills. This Academy with its bespoke professional development courses prepares today's civil servants for the future. I believe these training courses cater to both professional knowledge, technical knowhow and personal wellbeing. It is recognized that civil servants need to master both managerial and leadership capabilities required to foster teamwork, inspire innovation, and drive sustainable economic growth. Further, they need to develop critical capabilities to identify and analyse bottlenecks to ongoing development efforts to craft and operationalize appropriate policy interventions.

Over the previous two decades, under the visionary leadership of the Honourable Prime Minister Sheikh Hasina, Bangladesh has attained tremendous progress in most socio-economic development parameters. This consistent progress demonstrates out resilience to the fallout of climate change, COVID-2019 pandemic and Ukraine war. It has been possible mainly because we have well-orchestrated sectoral development policies and programmes ranging from transportation and energy to Ashrayan and other social safety coverages. We have a portfolio of megaprojects – the Padma Multipurpose Bridge, Dhaka Metro, Bangabandhu Sheikh Mujibur Rahman Tunnel, and 3rd Terminal of the Hazrat Shahjalal International Airport – that showcases our current capabilities and indicates a promising trajectory of the nation's development destination. We have to take this legacy forward, for which, there is no alternative to delivering our roles and responsibilities with due professionalism. I believe that this Academy makes every effort to build professionalism among our civil servants so that they can contribute to building Smart Bangladesh by 2041 as envisioned by our Honourable Prime Minister Sheikh Hasina.

Finally, I wish all the best for Bangladesh Civil Service Administration Academy and thank all who worked hard to bring out this Annual Report.

Joi Bangla

Joi Bangabandhu

May Bangladesh Live Forever.

**Farhad Hossain M.P**



**Principal Secretary to the Prime Minister  
Prime Minister's Office**

Government of the People's Republic of Bangladesh

## *Message*

I am very happy to know that Bangladesh Civil Service Administration Academy is publishing its Annual Report 2022-2023. The importance of this publication cannot be overemphasized as it is a standalone report that reach out to various stakeholders with the Academy's administrative composition, mandate, and its core activities in the previous financial year.

Right after the independence of Bangladesh, the Father of the Nation Bangabandhu Sheikh Mujibur Rahman emphasized the importance of raising up an honest, diligent, and pro-people civil service to build up Sonar Bangla. The Father of the Nation's ideology was that such a civil service would shake off colonial legacy by embracing the spirits of true and dedicated civil servants of an independent and sovereign nation so that they can meaningfully contribute to developing a new-born nation. It is really encouraging to see that imbued with Bangabandhu's thought about the roles of civil service, our training institutes, including this Academy, have been undertaking various training courses for the civil servants of different levels and capacities.

We, the civil servants, have instrumental roles in this ongoing development process. Since 2009 Bangladesh has witnessed consistent and inspiring improvement in the major socio-economic and human development indicators. It has been possible only due to the timely, bold, and determined leadership of Honourable Prime Minister Sheikh Hasina. With the Vision 2021 better realized, now the challenge for us is to translate the Vision 2041 into a reality. Bangladesh aspires to be a developed country by making our economy, society, government, and citizenry smart. Obviously, building 'Smart Bangladesh' requires 'out-of-the-box' thinking and approaches and definitely new skills and expertise for the civil servants.

It is my pleasure to see that Bangladesh Civil Service Administration Academy has recognized the importance of updating its professional development courses in light of emerging challenges and opportunities that global digital transformation and climate change present before us. This upgradation obviously encompasses not only the content of the courses but also the approach and method of conducting the training. It is really exciting to see that recently professional development courses are focusing more on exercise-based participatory, collaborative, and reflective learning processes. I believe this approach will enable critical appreciation of the real-world problems, allowing more viable solutions. Thus, the trainee civil servants will be better equipped in identifying, defining, and solving a problem that potentially inhibits our journey towards building 'Smart Bangladesh' by 2041.

Finally, I appreciate the relentless efforts that Bangladesh Civil Service Administration Academy has been making since inception in equipping our civil servants with the knowledge, skills, and expertise required to address current and unfolding developmental challenges for the future. I wish all the best for those who worked really hard to make this publication a success.

Joi Bangla

May Bangladesh Live Forever.

**Md. Tofazzel Hossain Miah**





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



## *Message*

I am really delighted to appreciate that Bangladesh Civil Service Administration Academy is going to publish its Annual Report 2022-2023. I recognize the importance of such publications as they not only document routine activities but also reflect the organization's perspectives and objectives.

The civil service constantly faces new challenges like the climate change impacts, sustainable transition from a developing country to become a developed one, digital transformation of government service delivery and so on. At this critical juncture of time, the Father of the Nation Bangabandhu Sheikh Mujibur Rahman's admonition for the civil service are more relevant than ever before. The Father of the Nation inspired the new-born country's civil service with the spirit of dedication and integrity to build up hunger and exploitation-free non-communal Sonar Bangla. I firmly believe that, with the same people-oriented spirit and patriotism, the present-day civil servants are contributing in building up 'Smart Bangladesh' as envisioned by the Honourable Prime Minister Sheikh Hasina.

We are truly grateful to the dynamic and visionary leadership of the Honourable Prime Minister Sheikh Hasina. Under her prudent directives, we have properly-crafted policies and well-orchestrated resource mobilization mechanisms to mitigate the challenges and cultivate the opportunities. This unique combination of far-sighted policies and resources has helped Bangladesh to graduate to a middle-income country status and maintain consistent economic growth despite global financial downturn. These attainments definitely inspire us to move forward with renewed and revitalized efforts and commitments.

It is my pleasure to see that Bangladesh Civil Service Administration Academy, with its well-designed professional development courses, has been making consistent efforts to build up a new generation of civil servants capable of turning the 'Vision 2041' into a reality. Training programmes seek to orient the civil servants with new knowledge, skills, and expertise, infuses fresh perspective, alter outlook and forges new networks for collaboration. I believe, well-trained and 'SMART' civil servants will play the key role in realizing the four pillars of smart Bangladesh as envisaged in the Vision 2041 – smart government, smart society, smart economy and smart citizen. They will also be able to stay tuned with and optimally benefit from the emergent Fourth Industrial Revolution (4IR).

Finally, I convey my heart-felt thanks and best wishes for the efforts to bring out this annual report and I congratulate all the concerned persons. I am sure this report will come to the best use of the Academy's valued stakeholders.

Joy Bangla

May Bangladesh Live Forever.

**Mohammed Mezbah Uddin Chowdhury**





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

## *Message*

It is a great pleasure for me to bring out the Annual Report of Bangladesh Civil Service Administration Academy for the financial year 2022-2023. This report presents the Academy's previous year's activities and programmes, which reflects its perspectives underpinning the professional development training courses that it designs and offers.

The Academy's foundational and professional training courses imbued with the civil service vision of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman. The Father of the Nation envisioned of a civil service that is honestly and sincerely dedicated to materializing the hopes and aspirations as embodied in the dream of Sonar Bangla, not as the colonial rulers of the people but as their servants. Deeply rooted in the Father of the Nation's vision, this Academy designs and offers appropriate Human Resource Development (HRD) training courses. I believe these courses enable the civil servant to effectively contribute to advancing the country's impressive ongoing journey towards desirable socioeconomic development under the visionary leadership of the Honourable Prime Minister Sheikh Hasina.

The world is undergoing a highly complex process of changes that involve the challenges of adaptation to and mitigation of climate change fallout, and productive internalization of the evolving digital transformation and emergent Fourth Industrial Revolution (4IR). Bangladesh is very much a part of this global transformation process. In this highly volatile context, our development approach is mainly articulated in the perspective plans such as the Visions 2041, Mujib Climate Perspective Plan 2022-2041, and Delta Plan 2100. This Academy recognizes that the new development approaches as outlined in these policy papers present new challenges for the civil servants to overcome and new opportunities to reap benefits from. New challenges call for construction and conservation of new sets of capabilities, both technological and organizational. Therefore, this Academy makes concerted efforts in identifying skill deficits and customizes training contents and methods to mitigate those shortfalls.


We are aware that the global and national development dynamics are in the flux. Therefore, we have incorporated and activated multiple feedback loops to make our training contents

and methods review processes more rigorous and productive. This allows the Academy to tailor-make training offerings to groom up civil servants who are free from colonial hangovers, and who are truly dedicated to the service of the people. I firmly believe civil servants infused with this zeal are genuinely geared to building Smart Bangladesh by 204 as envisioned by the Honourable Prime Minister Sheikh Hasina.

Finally, I must recall with thankfulness the efforts and contributions that my colleagues made in bringing out this Annual Report. Our efforts will be meaningful if it comes to the use of all the stakeholders and partners we work with.

Joy Bangla

May Bangladesh Live Forever.



**Dr. Md. Omar Faruque**

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## **Introducing BCSAA**

- **Background**
- **Vision, Mission and Goal**
- **Organogram**
- **Facilities of the Academy**
  - ◆ **Infrastructure**
  - ◆ **Bagabandhu Study Center**
  - ◆ **Computer Lab and IT Facilities**
  - ◆ **Language Lab**
  - ◆ **Indoor & Outdoor Games**
  - ◆ **Recreational Facilities**
  - ◆ **Medical Facilities**
  - ◆ **Residential Facilities**
  - ◆ **Kids Zone**
  - ◆ **Cafeteria**
  - ◆ **Yoga Center**



## 1.1 Background

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 511 long and short courses with about 15,600 participants so far.



## Location

Bangladesh Civil Service Administration Academy is situated on 2.35 acres of land at Shahbag in the Dhaka Metropolitan City surrounded by various prestigious institutions such as: Bangabandhu Sheikh Mujib Medical University (BSMMU), Bangladesh Institute of Research and Rehabilitation in Diabetes, Endocrine and Metabolic Disorders (BIRDEM), Bangladesh National Museum, University of Dhaka etc.





# Vision

To become a national hub of excellence to train up the novice officers as an accomplished, competent and pro-active professional civil servants.





# Mission

To build up efficient, capable and upright civil servants through effective training and research.



# Goals

- To impart professional training.
- To develop the *esprit de corps* among the trainees.
- To transform the civil servants into a disciplined and responsive person.
- 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 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. The other one is the fifteen-storied building which was built in 2001. This new Multi storied building is known as ‘Administrative Building’. The academy can conduct four to five long and short courses simultaneously with the existing facilities.

#### Floor-wise distribution of facilities of the academy buildings:

##### Old building

- **Ground Floor:** Auditorium, Medical Centre, Library, Gymnasium
- **1<sup>st</sup> Floor:** Library, Cyber Café, Dormitory
- **2<sup>nd</sup> floor:** Dormitory, Computer lab
- **3<sup>rd</sup> Floor:** Dormitory and Indoor Game center
- **4<sup>th</sup> Floor:** Dormitory

##### New Multi-storied building

- **Ground Floor:** Reception, Dining Halls, Kitchen, Executive Dining Hall and Generator Room
- **1<sup>st</sup> Floor:** Rector’s Office, Office space for Other Officers, Conference Room with Video Conferencing facilities and Storeroom
- **2<sup>nd</sup> floor:** Classrooms, Syndicate rooms and Office Space
- **3<sup>rd</sup> Floor:** Classrooms, Syndicate Rooms and Office Space
- **4<sup>th</sup> Floor:** Syndicate rooms, Examination Hall
- **5<sup>th</sup> and 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<sup>th</sup> 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





### 1.5.2 Bangabandhu Study Center

BCSAA has a well-furnished Bangabandhu Study Centre with 408 books related to the work of our Father of the Nation and our Glorious Liberation War. An e-library has been initiated with 1500 E-books.

### 1.5.3 Computer Lab and IT Facilities

BCSAA has two Computer Labs and one Cyber Center. 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 at BCSAA 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.



### 1.5.4 Language Lab

The Academy 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. This lab is basically provide opportunity to improve English listening, speaking, reading and



writing ability of the participants and make the participants confident and competent in communication in English both in academic & professional capacity. Recently the basic French Language skill course has been introduced for the participants of Law and Administration Course.

### 1.5.5 Indoor and Outdoor Games

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.







### 1.5.6 Recreational Facilities

The academy has a well-furnished recreation room decorated with TV and music system. The trainees have access to musical instruments including Harmonium, Tobla and Guitar etc. which are mainly used during the stage performance of cultural functions.



### 1.5.7 Medical Facilities

Digital health service are available for trainees and employees of the Academy with a consultation doctor, two senior staff nurse and a pharmacist with some medical care equipment. Besides, an observation room has been established to give emergency primary health care with monitoring facilities. Free medical consultation with medicine and software-based prescription & medical record system is maintained.



#### **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.

### Special Activities:

1. Blood donation programme on National mourning day;
2. Early diagnosis and treatment of Diabetic mellitus for participants.
3. Online medical registration platform.
4. Online management of medicine store through Enterprise Resource Planning (ERP).

### 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.

### 1.5.8 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.



### Details of Residential Buildings

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 Daycare Center

The Academy provides a full-time daycare service for the children of its female trainees and employees. At the 'Daycare Center', the Academy provides a warm, comfortable and secure environment where children can naturally learn, play and grow.



### 1.5.10 Cafeteria

The Academy has vibrant cafeteria facilities, where culinary delights meet a warm and inviting atmosphere with automated kitchen. Variety of cuisine including traditional and oriental are served in the cafeteria by maintaining proper health and safety standard. The cafeteria is more than just a place to grab a quick bite; it's a hub of delicious flavors, friendly conversations, and relaxing moments.



### 1.5.11 Yoga Center

The academy is also concerned with the mental health of the trainee officers. It arranges yoga, motivational speeches and consultation with renowned psychologist to maintain sound mental health by managing stress and other psycho-social issues.



### 1.5.12 Dormitory

The participants in the Law and Administration course (LAC) are required to stay on campus during their five-month training period. There are separate dormitory facilities for both males and females in the academy. Each room is air conditioned and equipped with a comfortable bed, a study table, a table lamp, a wardrobe and other regular room services. The dormitory for male trainee officers is in an old building, while the new building provides



dormitory facilities for female participants. Besides LAC, the academy arranges other short training courses that are mostly residential. The academy has a capacity of 210 seats for trainee officers.





### 1.5.13 Prayer Room

There is a special prayer room for the participants and faculty on the 3rd floor of the old building. This room facilitates regular prayer for participants, faculty members, and staff of the academy. The Academy has also appointed an imam for this purpose.



### 1.5.14 Gymnasium

Fitness is also considered an integral part of the training. Besides outdoor and indoor game facilities, the academy also has exercise facilities in the gymnasium. This gymnasium is well equipped with modern facilities and accessories.

# Activities & Achievement

## Training

- Training Courses
- Other Academic Activities
- Training Methods
- Training Evaluation
- Cooperation
- Achievements in 2022-2023

## ● Administration

- Activities
- Achievements in 2022-2023
  - ◆ Administration
  - ◆ Service
  - ◆ Accounts

## ● Planning and Development

- Activities
- Achievements in 2022-2023

## ● Research and Publication

- Research
- Publication
- Achievements in 2022-2023

## ● Information Technology

- Activities
- Achievements in 2022-2023
- Library
- Achievements in 2022-2023

## ● Documentation and Evaluation

- Activities
- Achievements in 2022-2023





## Activities and Achievements

### 2. Training

Since its establishment until June 30, 2023, the BCS Administration Academy has successfully trained a substantial cohort of fifteen thousand six hundred and sixty (15,660) trainees. This remarkable achievement was accomplished through the implementation of a diverse range of five hundred and eleven (511) distinct training programs. The Academy's commitment to nurture a highly skilled and capable workforce has been evident throughout its journey, reinforcing its reputation as a premier institution dedicated to fostering professional excellence and growth.

#### 2.1 Training Courses

The Academy offers various types of courses to junior and mid-level officers of BCS Administration and other cadres. Besides, the academy has been conducting a one year long special master's degree course called Masters' in Public Policy and Management (MPPM), in collaboration with the Northern University Bangladesh. The following table illustrates the courses offered by the academy:

Training Courses offered by BCSAA

Name of the course	Duration	Participants
• Law and Administration Course (LAC)	5 months	• Assistant Commissioner/Assistant Secretary
• Development Administration and Management Course (DAMC)	4 weeks	• Newly promoted Deputy Secretary of other than BCS (Administration) Cadre
• Public Procurement Management Course (PPMC)	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	• Deputy Secretary to Assistant 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
• Masters Course in Public Policy and Management (MPPM)	1 Year	• Additional Deputy Commissioner, Upazila Nirbahi Officer and equivalent Officer



Name of the course	Duration	Participants
• Sustainable Development and Project Management Course	7 Weeks	• Assistant Commissioner/ Assistant Secretary/Equivalent and above
• 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 to Course
• Intermediate Course on Public Administration and Public Finance	1 weeks	• Faculty of BCS Administration Academy and Officer
• Building Inspection & Monitoring Course	3 weeks	• Assistant Commissioner/Assistant Secretary to Deputy Secretary

## 2.2 Other Academic Activities

**Apart from above courses the Academy also organizes-**

- Workshops/Seminars on different aspects of Law, Administration and Management.
- Lecture programs by senior members of the Administrative Service on topics of National and International importance;
- Special training and orientation course for different levels of government officers as and when assigned by the government;
- Interactive sessions on policy issues particularly by the senior Secretary/ Secretary to the government;
- 60 hours of internal training for the officers and staffs of BCSAA.

## 2.3 Training Methods

The Academy is dedicated to maintain effectiveness of training programs. Structure of both short and long term training course are constantly improved and tailored to meet institutional needs and goals. The methods followed are based more on practical work in comparison to theoretical discourse. Study tours, attachments with different organization and training institutions are arranged for the participants. Training method varies based on the nature and purposes of the courses. With some exceptions, the academy generally uses the following methods:



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 2000. 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
<b>Class Attendance &amp; Active Participation in Classroom</b>	20
<b>Dress Code, Manner and Etiquettes &amp; Discipline &amp; Attitude:</b> Classrooms & Exam Halls Dormitory Sports Ground Seminar/Workshop Visit	25
<b>Co-curricular activities</b>	25
<b>Overall assessment by Course Management</b>	30
<b>Total Number</b>	<b>100</b>

## 2.6 Cooperations

To achieve excellence in training the Academy maintains good relations with prestigious national and international organizations, training academies and institutions. These include Prime Minister's Office, Ministry of Public Administration, Rural Development Academy, Japan International Cooperation Agency, British Council, Alliance Française etc. The Academy signed MoU/Agreement/Contract with Yamaguchi University, Japan, International Training Centre of the ILO, Italy, British Council, Alliance Française, Northern University, Bangladesh for training purposes.







## 2.7 Achievements in 2022-2023

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

## Enterprise Resource Planning (ERP) System of BCSAA

Dashboard

Wednesday 20 December, 2023 12:46:59 AM

COURSES 1 PARTICIPANT 1837 GUEST SPEAKERS 569 EMPLOYEES 28127

Daily Schedule Combine Schedule CMT Training Calendar Guest Speaker Attendance

Leave Applications Manage Leave Employee List Holiday List Edit Your Details Participant List



## 3. Administration

### 3.1 Activities

- To carry out overall duties of establishment, finance, budget and accounts and general administration.
- To direct, coordinate and supervise all administrative functions of the Academy.
- All functions related to establishment of the officers and employees of the Academy
- Ensuring overall safety and cleanliness of the academy.
- Protocol functions.
- Coordination with ministries and other institutions.
- Preserve the annual confidential report of all officers and employees concerned.
- Supervise all vehicle related activities of the Academy.
- All functions of departmental recruitment and promotion committee.
- Internal and external training of officers and employees.
- Budget preparation and providing logistic support for various meetings, trainings, workshops, seminars and symposiums .
- To form the course administration consisting of officers and employees in coordination with the training department.
- Organizing internal training courses.

Under the Administration Wing, there are three sections including the Administration Section, Service Section, and Accounts Section. These sections are responsible for carrying out the above services of the Academy.

### 3.2 Achievement in 2022-2023

#### 3.2.1 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.



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	05	01
04	Deputy Director	06	05	01
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	-
14	Administrative Officer	03	01	02
15	Office Supervisor	01	-	01
16	Assistant Accounts Officer	01	-	01
17	Assistant Librarian	01	-	01
18	Pharmacist	01	-	01
19	Cataloger	02	01	02
20	Stenographer Cum -Computer Operator	04	04	-
21	Upper Division Clerk	01	01	-
22	Storekeeper	01	01	-
23	Cashier	01	-	01
24	Caretaker	01	01	-



Sl	Name of the Post	Approved Post	Filled up Post	Vacant Post
25	Steno -Typist Cum -Computer Operator	05	04	01
26	Office Assistant Cum -Computer Typist	07	04	03
27	Accounts Assistant	01	01	-
28	Library Assistant Cum -Computer Operator	01	01	-
29	Electrician	01	-	01
30	Plumber	01	-	01
31	Driver	07	04	03
32	Sr. Data Entry Operator	01	01	-
33	Audio -video Operator	01	01	-
34	Computer Operator	02	01	01
35	Data Entry Operator	04	03	01
36	Imam	01	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	03	01
44	Security Guard	03	03	-
45	Gardener	03	03	-
46	Cleaner	06	06	-
47	Photocopier Operator	01	01	





Sl	Name of the Post	Approved Post	Filled up Post	Vacant Post
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	03	01
	<b>Total</b>	<b>124</b>	<b>88</b>	<b>38</b>

### 3.2.2 Service

#### Procurement in 2022-2023

Name of the package	Services/Goods/Works purchased in 2022-2023
<ul style="list-style-type: none"> <li>Procurement of e-Book Conversation and software configuration for BCSAA 2022-202</li> </ul>	Per page size: Less than 800kB per page (average); Total Pages: 5,00,000 Document color: RGB (Color)/B&W; File Resolution: 300dpi/300dpi
<ul style="list-style-type: none"> <li>Procurement of Medicines and Antidote for BCS administration Academy (BCSAA)</li> </ul>	Various types of medicines and antidote for Trainee officer, faculty, staff of the Academy
<ul style="list-style-type: none"> <li>Procurement of Consumables/ Cutleries and Crockeries</li> </ul>	Water glass, Rice spoon, Butter knife, steck knife, Salad knife, Dinner knife, Curry spoon, Juice glass, 10 inch curry bowl, 6 inch curry bowl, Desert spoon etc
<ul style="list-style-type: none"> <li>Procurement of supplying snacks &amp; different food items for various meeting in BCS Administration Academy (supply food according to demand)</li> </ul>	Apple, Orange, Guava, Mango, Latkan, Banana, Grapes, Grapefruit, Watermelon, Plum, Tea, Coffee, Sweet, Vegetable role, Nuts etc foods were purchased for various meetings
<ul style="list-style-type: none"> <li>Procurement of other goods in BCS Administration Academy</li> </ul>	Note Pad, Note Pad, Rexene Note Cover, Rexene Note Cover, Transparent file, Scope Tape Cutting, Machine, Postit Paper, Seminar Folder, Desk Calendar Stand, Art Paper, Flude, Scoss Tape , Permanent Highlighter, Scissor, Basket, Calculator etc



<ul style="list-style-type: none"> <li>• <b>Procurement of Electrical Items</b></li> </ul>	<p>Holder, Electrical Tape, Royal Plug, Flexible Cable, Cable 3/20, 22,24, Cable Clip, Tester, LED Tube light, Combined Switch, Starter, Pencil Battery, Regulator, Fan Capacitor, Room Hitter, M K Box, Cable 3×70×76, Digital Clock, Chock Coil, Clock (General), LED Blub (15 W) etc</p>
<ul style="list-style-type: none"> <li>• <b>Procurement of water purifier and other accessories</b></li> </ul>	<p>Membrane, Test and Odor Filter, Mineral Filter, RO Booster Pump (100 GPD), Booster Pump (200 GPD), Transformer (100 GPD), Transformer (200 GPD), Solined Valve 05 Inch (400 GPD), Faucet 304 SS (6/10 mm), High Pressure Switch, Low Pressure Switch, Storage Tank (11 Gallon), Taiwan Tank etc</p>
<p><b>Procurement of various items for different festival in BCS Administration Academy</b></p>	<p>To Celebrate International Mother Language Day 2022, International Women’s Day, Independent Day BCS Administration purchased many food items, festoons banner</p>
<ul style="list-style-type: none"> <li>• <b>Procurement of Books &amp; Periodicals in BCS Administration Academy</b></li> </ul>	<p>Different kind of books for library</p>
<ul style="list-style-type: none"> <li>• <b>Procurement of gift items &amp; rewards for resource person in BCS Admin academy</b></li> </ul>	<p>Crest, Burnt clay blades and many other gift items &amp; rewards for resource person</p>
<ul style="list-style-type: none"> <li>• <b>Procurement of Raw Materials &amp; spare parts in BCS Administration academy</b></li> </ul>	<p>Different types of flower plants, Fertilizers &amp; different machineries items</p>
<ul style="list-style-type: none"> <li>• <b>Procurement of Consumables/ Comforter in BCS Administration Academy</b></li> </ul>	<p>Comforter, Mosque Net, Bed sheet and Pillow</p>



### 3.2.3 Accounts

Another vital function of the Accounts section is budget management and audit resolution. During 2022-23 financial year a total amount of BDT 36, 49, 18,000/- (Thirty Six Core Forty nine Lac eighteen thousand only) was allotted to the Academy. The Academy Spent BDT 32, 28, 85,300/- (Thirty two core Twenty eight Lac eighty five thousand three hundred taka only) for its activities.

#### Achievements in 2022-2023 :

#### Synopsis of the Budget of FY 2022-23

Code	Head of Accounts	Budget allotment FY 2022-2023	Actual expenditure FY 2022-2023
3111	Pay & Allowances	5,94,24,000/-	5,24,85,300/-
3211	Administrative Expenses	4,54,30,000/-	3,90,30,400/-
3221	Fee, Charge & Commission	70,000/-	35,300/-
3231	Training	10,82,55,000/-	10,01,30,500/-
3243	Petrol, Oil and Lubricants	27,09,400/-	22,90,300/-
3244	Travel Expense	5,00,000/-	4,92,100/-
3252	Medical and style medical equipment	10,50,000/-	10,48,500/-
3255	Printing and Manihari	10,00,000/-	9,99,500/-
3256	General supplies and raw materials	29,50,000/-	29,38,700/-
3257	Professional services, honors and special expenses	4,98,00,000/-	4,82,17,000/-
3258	Repair and maintenance	2,77,78,000/-	2,50,14,700/-
3821	Recurring transfers that are not classified elsewhere	14,25,000/-	12,58,200/-
4111	Buildings and installations	2,90,00,000/-	2,85,48,300/-
4112	Machinery and equipment	2,09,95,000/-	1,99,77,100/-
	<b>Total</b>	<b>36,49,18,000/-</b>	<b>32,28,85,300/-</b>





## 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/programmes under implementation.
- Formulation of the overall development plan of the academy.
- Liaise with various ministries and departments related to development projects and programs.

### 4.2 Achievements in 2022-2023

BCSAA has been implementing the project 'Capacity Building of BCS Administration Academy' since 01 July 2017. The Progress of this Project in the FY 2022-23:

Name of the project and time period	Project Cost FY 01 July 2017 to 30 June 2024	Fund Allocation FY 2022-2023	Fund Release FY 2022-2023	Financial Progress until FY 2022-2023		Brief description of the works completed FY 2022-23
				Total Taka	% of Allocation	
Capacity Building of BCS Administration Academy Project Time Period: 01 July 2017 to 30 June 2024	5409.02	360.00	360.00	354.435	98.45%	<ul style="list-style-type: none"> <li>➤ Construction of wash block for support staff</li> <li>➤ Electrical work of wash block and ELT panel</li> <li>➤ Installation of 2nd lift in old 5 storied building</li> <li>➤ Purchase of 110 AC for dormitory building</li> </ul>



Research works conducted under this project in 2022-2023 FY are described below:

### Revenue sector

	Researcher/s	Topic
1.	<b>Dr. K M Kamruzzaman Selim</b> Joint Secretary (Administration) Ministry of Agriculture	Research on Assessment of Socio-Economic Improvement of the Beneficiaries Getting Home in Mujib Year under Ashrayan-2 Project.
2.	<b>Md. Nyeem Hasan Khan</b> Upazila Nirbahi Officer Rangpur Sadar, Rangpur	Research on Contemporary Demand for Rethinking the SAT Act-1950: An Analysis from Field Experience

### Development Sector

	Researcher/s	Topic
1.	<b>Dr. Md. Sanwar Jahan Bhuiyan</b> Joint Secretary and DEPD, SEIP Finance Division, Dhaka	Research on Leadership Capacity of Bangladesh Civil Services for Managing the Challenges of the Fourth Industrial Revolution (4iR)
2.	<b>Md. Mahmudul Hassan, PhD</b> Additional Secretary (Rtd.) & Syeda Naushin Parnini, PhD Director (Research) Health Economics Unit	Research on A Study of Online Service Delivery at the Office of Assistant Commissioner (Land) and Recipient's Response to Online Services.

## 5. Research and Publication

### 5.1 Research

The Academy has an enriched Research section for conducting researches in the various areas of administration and development thrust. The research covers contemporary and periodical issues and challenges of Bangladesh. It conducts seminars, symposiums and workshops to disseminate research outcomes and ideas. Besides, the Academy provides research support to other organizations as per demand.

### 5.2 Publication

Publication section is responsible to publish both Academic and Non-Academic publication of the Academy. Bangladesh Journal of Administration and Management (BJAM) and books are the Academic publication of the Academy. Non-Academic publications includes Academy Barta, Training calendar, Annual Report, and Desk Calendar. The academy publishes 'Academy Barta' in every three months to disseminate its special activities and accomplishments to the stakeholders. In addition to that, the academy publishes Bangladesh Journal of Administration and Management (BJAM) half-yearly (January-June & July-December) and till today Academy has published 35 volume of this double-blind peer reviewed journal to raise the flag of the Academy in academic field. This journal publishes the scholarly articles of domestic academics, professionals, and practitioners on issues and concerns related to the public administration. The publication section publishes



‘Annual Report’ to incorporate the annual endeavors and achievements of mandated activities of the academy. Besides, regular publication the Academy used to publish various publication based on different events like Souvenir & Wall Magazine by Trainees, Booklet, and Brochure.

### 5.3 Achievements in 2022-2023

The major publications of the Academy in 2022-23 are as follows:

Academic Publications	
✓	Bangladesh Journal of Administration and Management (BJAM) (July-December,2022) Volume 35 issue 1
✓	Bangladesh Journal of Administration and Management (BJAM) (January-June,2023) Volume 35 issue 2

Non-Academic Publications	
✓	Academy Barta ( July-September,2022)
✓	Academy Barta (October-December,2022)
✓	Academy Barta (January-March,2023)
✓	Academy Barta (April-June,2023)
✓	Training calendar
✓	Annual Report (2021-2022)
✓	Desk Calendar

The Academy has also published a brochure highlighting the major activities of the Academy in 2022-23.

Research Project in 2022-23 allocated from Revenue fund:

	Researcher/s	Topic
1.	<b>Dr. K M Kamruzzaman Selim</b> Joint Secretary (Administration) Ministry of Agriculture	Research on Assessment of Socio-Economic Improvement of the Beneficiaries Getting Home in Mujib Year under Ashrayan-2 Project.
2.	<b>Md. Nyeem Hasan Khan</b> Upazila Nirbahi Officer Rangpur Sadar, Rangpur	Research on Contemporary Demand for Rethinking the SAT Act-1950: An Analysis from Field Experience





## 6. Information Technology

### 6.1 Activities

The major activities carried out by the IT section in FY 2022-2023 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.

### 6.2 Acievements in 2022-2023

In 2022-23 the major activities are-

- Library automation;
- Store automation;
- e-filing.
- Medical Centre automation
- Digital Attendance System



### 6.3 Library

The BCS Administration Academy has developed its library to offer varieties of 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 50000 books and journals. Apart from its own purchase through revenue budget the academy receives 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.

#### 6.4 Achievements in 2022-2023

Serial No.	Activities	Copy/Person
01	Purchase of national and international books	1,435 Copies
02	Number of issues of books	6,142 Copies
03	Purchase of foreign magazine	508 Copies
04	Purchase of Daily Newspaper	16,277 Copies
05	Create online library user ID and password	1,541 Persons
06	Giving service to visit library and Bangabandhu Study Center	502 Persons
07	Provide reading service	5,057 Persons
08	Processing of new books	1,500 Copies
09	Create online cataloguing entry of new books	1,500 Copies
10	Scanning of books and uploading in KOHA software	1,500 Copies

### 7. 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.

#### 7.1 Activities:

- Supervise all evaluations of trainees for all training.
- Monitor the daily speakers 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.



## 7.2 Achievements in 2022-2023

Activities	Description
<b>Pre-evaluation, Post-evaluation and Course evaluation</b>	<ul style="list-style-type: none"> <li>✓ 124<sup>th</sup> and 125<sup>th</sup> and 126<sup>th</sup> Law and Administration Courses.</li> <li>✓ Land Management and Project Management Training Course for UNO Fit-list-Batch-2</li> <li>✓ Orientation Course for the Fit Listed UNO's Batch:43</li> <li>✓ Orientation Course for the Fit Listed UNO's Batch:44</li> <li>✓ Orientation Course for the Fit Listed UNO's Batch:45</li> <li>✓ Orientation Course for the Fit Listed UNO's Batch:46</li> <li>✓ 34<sup>th</sup> Public Procurement Management Course</li> <li>✓ 1<sup>st</sup> National Skills Development Authority (NSDA) Foundation Training Course.</li> </ul>
<b>Documentations of Workshops</b>	All Workshops held at BCSAA such as BSMAPA
<b>Documentation of Seminars</b>	02 (Two) Seminars held at BCSAA
<b>Documentation on observation of National Days</b>	21 <sup>st</sup> February, 17 March, 26 March, 14 April, 15th August,
<b>Documentation of Speeches</b>	<ul style="list-style-type: none"> <li>✓ Honorable Prime Minister Speeches in Certificate Giving &amp; Closing Ceremony of Law and Administration Course.</li> <li>✓ Honorable State Minister's Speeches in different occasions at BCSAA.</li> <li>✓ Honorable Senior Secretary of MOPA, Speeches in different occasions at BCSAA.</li> <li>✓ Honorable Rector, Speeches in different occasions at BCSAA.</li> </ul>
<b>Formulation of Evaluation Policy</b>	Formulation of draft of BCS Administration Academy Evaluation Policy-2023



# Photo Gallery





## Law & Administration Course



Honorable Minister of State, Ministry of Public Administration Mr Farhad Hossain, MP, Mr. Mohammed Mezbah Uddin Chowdhury, Senior Secretary, Ministry of Public Administration and Mr Mominur Rashid Amin, Rector (Secretary), BCS Administration Academy at the Inaugural Ceremony of 127<sup>th</sup>, 128<sup>th</sup> and 129<sup>th</sup> Law and Administration Training Courses.



Honorable Prime Minister Sheikh Hasina is handing over crests and certificates to the participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and administration Courses.





Honorable Prime Minister Sheikh Hasina's presence in the closing ceremony of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> LAC with other distinguished guests.



Participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> LAC with Honourable Prime Minister Sheikh Hasina and other distinguished guests at the closing ceremony of the courses.





Dr. Shirin Sharmin Chaudhury, Honorable Speaker, Bangladesh Parliament is conducting an open session with the trainee officers of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.



Md. Mahbub Hossain, Cabinet Secretary is conducting an open session with the trainee officers of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.





Mr. M. Tofazzel Hossain Miah, Principal Secretary to the Prime Minister is conducting an open session with the trainee officers of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.



Rector (Secretary), BCS Administration Academy Mr. Mominur Rashid Amin is addressing the the participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses at the Rector's Tea.



Faculty members with the distinguished guests at the 3<sup>rd</sup> Mess Night of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.





Mr. Mohammed Mezbah Uddin Chowdhury, Senior Secretary, Ministry of Public Administration is conducting an open session with the trainee officers of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.





Mr. Sampad Barua, Secretary, Public Division, President's Office, Bangabhaban is conducting an open session with the trainee officers of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.



Faculty members with the distinguished guests at the 4<sup>th</sup> Mess Night of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses.





Participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses along with CMT are visiting Bangabandhu Memorial Museum at Dhanmondi 32, Dhaka.



Participants of 127<sup>th</sup> , 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses along with CMT are in front of Science and Technology Museum at Agargaon.





Participants of 127<sup>th</sup> , 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses along with CMT are visiting Science and Technology Museum at Agargaon.



Participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses along with CMT are visiting the Martyred Intellectuals Memorial at Rayer Bazaar, Dhaka.



Participants of 127<sup>th</sup>, 128<sup>th</sup> & 129<sup>th</sup> Law and Administration Courses at Yoga Session



## Other Training Courses

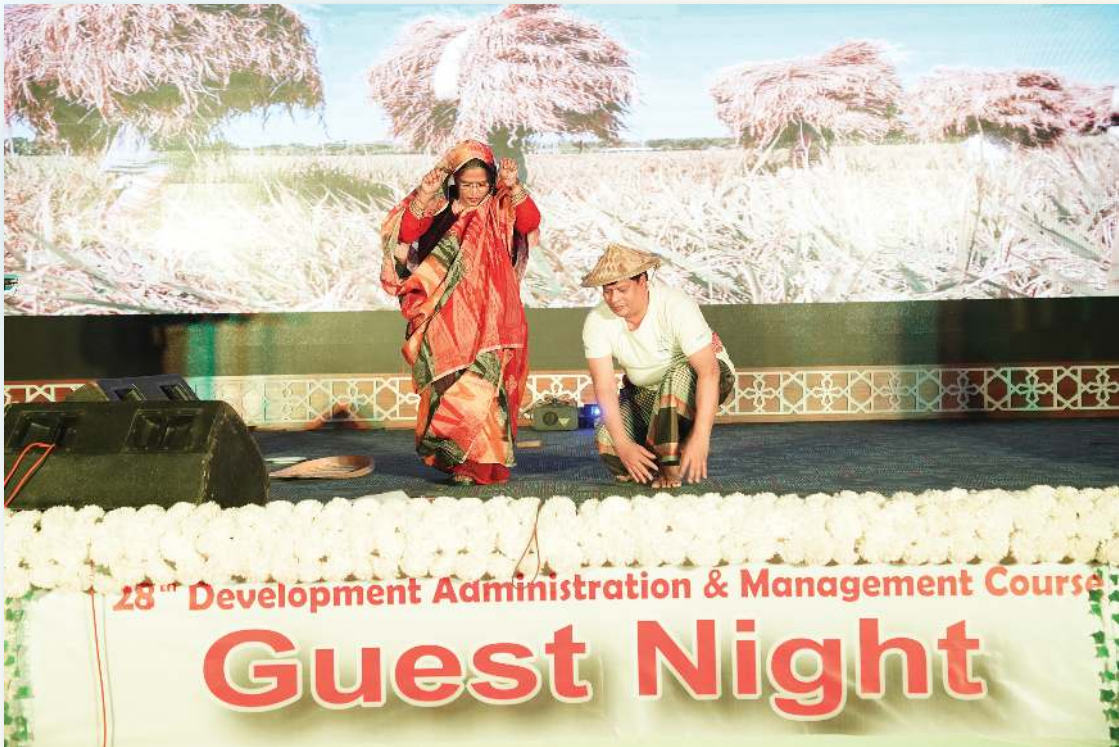


Mr. Mohammed Mezbah Uddin Chowdhury, Senior Secretary, Ministry of Public Administration and Dr. Md. Omar Faruque, Rector (Secretary), BCSAA at the Inaugural ceremony of 45<sup>th</sup> & 46<sup>th</sup> Orientation Courses on Upazila Administration and Development for the Fit-Listed UNOs.





Faculty Members and the participants of 46<sup>th</sup> Orientation Course on Upazila Administration and Development for the Fit-Listed UNOs.



Participants of 28<sup>th</sup> Development Administration & Management Course are performing at Guest Night.





Newly appointed staffs of (18<sup>th</sup> and 20<sup>h</sup> grade) of the Academy with Mr. Mominur Rashid Amin, Rector (Secretary), BCS Administration Academy at the Certificate giving ceremony.



## *Observation of National & International Days*



A blood donation camp on the National Mourning Day on 15 August 2022 at the BCS Administration Academy.



BCS Administration Academy organizes a discussion meeting in observance of the National Mourning Day on 15 August 2022. Mr. Farhad Hossain MP, Honourable Minister of State, Ministry of Public Administration is the chief guest of the program, Mr. K M Ali Azam, Senior Secretary, Ministry of Public Administration is present as Special Guest and Mr. Mominur Amin, Rector (Secretary), BCS Administration Academy chairs the program.





Mr. Mominur Amin, Rector (Secretary), BCS Administration Academy at the discussion meeting in observance of the Birth Anniversary of the Father of the Nation and National Children's Day.





Observance of the Birth Anniversary of the Father of the Nation and National Children's Day at BCS Administration Academy.



BCS Administration Academy is observing International Mother Language Day 2022.





BCS Administration Academy is offering a floral tribute at the portrait of Father of the Nation Bangabandhu Sheikh Mujibur Rahman on the National Mourning Day on 15 August 2022.





Offering a floral tribute at the protrait of Sheikh Russel, the youngest son of Father of the Nation Bangabandhu Sheikh Mujibur Rahman on the observance of Sheikh Russel Day.



BCS Administration Academy celebrates International Women's Day 2022



Dr. Md. Omar Faruque, Rector (Secretary), BCSAA is addressing at the Workshop on Smart Bangladesh : Role of Civil Servants at BCSAA.





Farewell Ceremony of Faculty Members.



A workshop on Annual Performance Agreement  
Organized by Cabinet Division at BCSAA



Commemorative Speech on Father of the Nation Bangabandhu Sheikh Mujibur Rahman at BCSAA





Dr. Md. Omar Faruque, Rector (Secretary) of BCSAA visiting Bangabandhu Study Center of the Academy.



Dr. Md. Omar Faruque, Rector (Secretary) of BCSAA visiting Bangabandhu Study Center at BCSAA



Dr. Md. Omar Faruque, Rector (Secretary) of BCSAA along with the Faculty Members is offering a floral tribute at the monuments of Father of the Nation Bangabandhu Sheikh Mujibur Rahman at Dhanmondi 32, Dhaka.





Dr. Md. Omar Faruque, Rector (Secretary) of BCSAA along with the Faculty Members is offering floral tribute to the Mausoleum of Bangabandhu Sheikh Mujibur Rahman at Tungipara, Gopalganj.



Monthly Coordination Meeting of BCSAA





Muktizuddho (Liberation War) Corner at Library, BCSAA





## **Bangabandhu Study Centre**

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