

Five-Day Office Management Training Held for Finance Division Officials



A five-day training course on Office Management for office assistants and support staff of the Finance Division was inaugurated on October 16, 2025, at the Computer Lab of the Ministry of Finance, Bangladesh Secretariat, Dhaka. The program was organized under the Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) to enhance the administrative efficiency and digital proficiency of the participants.

The inaugural session was attended by Ferdous Rowshan Ara, Additional Secretary (Admin & Coordination Wing) as the chief guest, while Dr. Ziaul Abedin, Additional Secretary (Budget-1 Wing) and national Program Director, SPFMS presided over the opening ceremony.

Nurjahan Khanom, Joint Secretary (Admin-2 Branch), attended the event as the special guest, and Nazrul Islam Azad, Deputy Secretary (Admin-1), served



as the coordinator of the training program. A total of 17 office assistants and support staff participated in the training.

Throughout the five days, participants received hands-on instruction and practical exercises on Microsoft Word, Excel, PowerPoint, e-Filing, meeting management, internet search techniques, communication skills, time management, and file documentation. They were also oriented on the Secretariat Instructions 2024 and related administrative circulars to ensure improved office discipline, transparency, and record-keeping.

The training is part of the SPFMS initiative to strengthen institutional capacity, promote good governance, and improve service delivery through modernized office management practices within the Finance Division.