

## SPFMS Launches Week-Long MS Office Training to Boost Administrative Efficiency



In a move to enhance digital literacy and improve administrative efficiency, a five-day training program on Microsoft Office applications was organized by the Scheme on PFM Reforms Leadership, Coordination and Monitoring under SPFMS. The training was inaugurated on 1 September 2025 at the Finance Division's Computer Lab. The purpose of this training was to strengthen the operational capacity of officials and staff from the Administration and Coordination Wing through hands-on instruction in MS Word, MS Excel, and MS PowerPoint.

Md. Hasanul Matin, Additional Secretary (Admin, Planning, and TDM), inaugurated the program as the Chief Guest. The session was chaired by Dr. Ziaul Abedin, Additional Secretary (Budget-1) and National Program Director of SPFMS.

Ferdous Rowshan Ara, Additional Secretary (Administration and Coordination), attended as the Special Guest. Also present were Tanima Tasmin, Program Executive and Coordinator of the SPFMS Coordination Scheme; Syed Rashedul Hossen, Joint Secretary (Admin-1) and Training Course Director; and Md. Nashim Ahamed, Senior Assistant Secretary (Training Section), who served as Course Coordinator and conducted the inaugural session.

The training is part of a broader reform initiative under the PFM scheme, which seeks to modernize internal processes for more efficient public service delivery.

Over five days, participants will receive practical training in key MS Office applications. The first two days focus on MS Word, covering essential and advanced skills such as text editing, formatting, mail merge, table design, and file management. These sessions are led by Md. Abdus Salam Shah, Senior System Analyst; Md. Tofazzal Hossain, System Analyst; Mohammad Abul Bashar, Assistant Programmer; and Pollab Kumar Roy, Programmer, all from the Finance Division's IT unit.

Subsequent sessions will focus on MS Excel, with instruction provided by Md. Zakir Hossain, Deputy Secretary (Budget-1). Topics include spreadsheet navigation, data entry, formatting techniques, conditional formatting, and chart creation.

The training underscores the Finance Division's commitment to building a digitally capable workforce in support of efficient and transparent public financial management.

