

Five-Day Training on Office Management and Skill Development Held for Finance Division Officials



A five-day training program on *Office Management and Skill Development* was held from May 25 to 29, 2025, under the Scheme on PFM Reforms Leadership, Coordination and Monitoring of the Strengthening Public Financial Management (SPFMS) program aimed to enhance administrative efficiency and professional capacity of officials.

Thirty officials representing the Implementation Wing, Law Wing, Regulations, Implementation, Law and State-Owned Enterprises Department, the Office of the Financial Adviser, the Office of the Finance Secretary, and Budget Wing-2 participated in the course.

The training covered a wide range of subjects including the activities of the Implementation Wing, ACR Guidelines 2023, and proper procedures for writing and preserving Annual Confidential Reports. Participants were briefed on pay grade determination, transfer, regularization, permanency of revenue posts, and provisions of the National Pay Scale 2015, including time-scale, selection grade, and allowances. Legal aspects such as para-wise replies, appeals, review petitions, and guidelines for implementing court orders were also discussed.



Sessions further highlighted Secretariat Instructions 2024, rules of business, file management, and digital file processing through D-Nothi. Key regulations—Government Servants (Conduct) Rules 1979, Discipline and Appeal Rules 2018, Bangladesh Service Rules, General Financial Rules, Treasury Rules, and Leave Rules 1959—were extensively reviewed. Workplace etiquette, professional conduct, and responsible social media use were emphasized. Practical computer sessions on MS Word, Excel, PowerPoint, and formatting enhanced participants' digital skills.

The program was inaugurated by Nasrin Sultana, Additional Secretary, Regulations, Implementation, Law and SOEs Department as the Chief Guest, with Dilruba Shahina, Additional Secretary, Finance Division, as Special Guest. At the closing ceremony, presided over by Md. Nazmul Huda Siddiqui, ndc, Additional Secretary (Implementation-1), certificates were awarded to the participants.