

SPFMS Expands MS Office Training to Enhance Administrative Efficiency

The Scheme on PFM Reforms Leadership, Coordination and Monitoring of the Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS), Finance Division has organized consecutive training programs on Microsoft Office applications. The initiative aims to strengthen administrative efficiency, enhance digital literacy, and equip officials and staff with practical ICT skills essential for modern public administration.

The first batch of the five-day training was held on September 1–4 and 7, 2025, at the Finance Division's Computer Lab. The program was inaugurated by Md. Hasanul Matin, Additional Secretary (Admin, Planning, and TDM), as Chief Guest, while Dr. Ziaul Abedin,



Additional Secretary (Budget-1) and National Program Director of SPFMS, presided over the session. Ferdous Rowshan Ara, Additional Secretary (Administration and Coordination Wing), attended as Special Guest. The inaugural session was also graced by senior officials including Tanima Tasmin, Program Executive and Coordinator of the SPFMS Coordination Scheme, Syed Rashedul Hossen, Joint Secretary (Admin-1), and Md. Nashim Ahamed, Senior Assistant Secretary.

Following the successful completion of the first program, the second batch commenced on September 10 and continues on September 10–11 and 15–16, 2025. The format mirrored the first batch, with Md. Hasanul Matin again inaugurating the program as Chief Guest, Dr. Ziaul Abedin chairing the session, and Ferdous Rowshan Ara joining as Special Guest. Nurjahan Khanom, Joint Secretary, Finance Division, delivered the welcome address as Course Director, while Md. Nashim Ahamed, now in the role of Deputy Secretary, coordinated the course proceedings.



Across both batches, more than 60 participants—including administrative officers, personal officers, data entry operators, and office assistants—received intensive, hands-on training. The curriculum was structured around three core Microsoft Office tools: MS Word, focusing on text editing, formatting, mail merge, and table design; MS Excel, emphasizing data entry, spreadsheet navigation, conditional formatting, and chart creation; and MS PowerPoint, enabling participants to design and deliver professional presentations. The sessions were conducted by resource persons from the Finance Division's IT Unit and Budget Wing, ensuring practical and interactive learning.

These back-to-back training programs underscore the Finance Division's ongoing commitment to fostering a digitally skilled workforce. By equipping officials with essential ICT tools, SPFMS is not only enhancing individual competencies but also strengthening institutional capacity, ensuring transparency, and advancing the national agenda of efficient public financial management for improved service delivery.