

5-Day Office Management Training for the Officials of Finance Division



A five-day training program on Office Management and Skills Development for employees of the Finance Division held from June 15 to June 19, 2025, with the objective of enhancing administrative efficiency and professional skills among government officials. The training has been organized by the Scheme on PFM Reforms Leadership, Coordination and Monitoring under the SPFMS, Finance Division.

The program was formally inaugurated by Shirajun Noor Chowdhury, Additional Secretary (Budget), Finance Division as the Chief Guest. In his speech, he emphasized the importance of strengthening institutional capacity for improved public service delivery.

The inaugural session was chaired by Abul Monsur, Additional Secretary (Macroeconomics-2), while Tanima Tasmin, Program Executive Coordinator (PEC) of the Scheme on PFM Reforms Leadership, Coordination and Monitoring under the SPFMS program, delivered the welcome remarks.

A total of 25 participants is attending the training, including 19 officials from the Macroeconomics Wing and the remaining six from other departments of the Finance Division.



The training curriculum encompasses a broad range of essential subjects designed to strengthen modern public administration and enhance institutional capacity within the Finance Division under the Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS). It provides participants with an overview of the Macroeconomic Wing-2's publications and data collection processes, Secretariat Instructions 2024, the Government Service Act 2018, and various leave rules. Practical sessions cover office resource management, personnel handling, and asset maintenance. Special emphasis is given to D-Nothi, the government's digital file management system, as well as ICT tools for communication, discipline and appeal regulations, teamwork, ACR writing, and professional etiquette.