

Background Information

A. About BIAM Foundation:

Bangladesh Institute of Administration and Management (BIAM) is one of the leading training institutes of the country established in 1991 for providing professional and career development training in the field of development administration and management. Later on, the institute was converted into a Foundation by a government resolution in November 2002. It is a self financed associate organization of the Bangladesh Administrative Service Association. BIAM Foundation is mandated for enhancing professional skills, expertise and performance of the members of Bangladesh Civil Service (Administration) Cadre as well as other public and private organization of the Country.

i) Vision:

BIAM strives to become a leading and unique training institute for developing capable, motivated, effective, efficient and proactive human resources.

ii) Mission:

To organize and offer effective, efficient and need based programs in training, research and consultancy for developing capacity of the trainees.

iii) Objectives:

- To provide training for developing responsible and motivated human resources and to improve organizational performance with a view to accelerating the growth and sustainable development of the country.
- To conduct appropriate training to inculcate a spirit of lifelong learning in both public and private sectors personnel to enable them to respond effectively to the changing environment
- To establish and maintain educational institutions for ensuring quality education from preprimary to higher secondary levels.
- To provide comfortable, affordable and homely accommodation to trainees while undergoing training in BIAM Foundation.
- To provide special assistance to the members of the Bangladesh Administrative Association for improving their skill, capacity and leadership qualities.
- To publish journals, on behalf, of the Bangladesh Administrative Service Association to enrich creativity and innovativeness of its members.

iv) Core Values of BIAM:

- **People: We value them**

We value the people we serve as well as the personnel working in BIAM Foundation. Developing them to their fullest potential-respecting them, honoring their abilities, harnessing their talents and making BIAM Foundation a centre of excellence to learn and work.

- **Integrity: We uphold the truth**

We always uphold truth and ensure fairness. We value honesty, stand up for what we believe in, take personal responsibility for what we do, and always contribute our best.

- **Quality: Our motto**

We always try to deliver prompt, effective and efficient services with the highest level of professionalism.

- **Effectiveness and Efficiency: We promote**

We strive to demonstrate the highest level of transparency and accountability in our administrative, managerial and academic activities.

- **Partnership: We believe**

BIAM believes in joint participation of public and private sector personnel that could be mutually beneficial to all. We also strive to promote local and international partnership and networking.

B. Facilities in BIAM Foundation:

As a multi-faceted organization, BIAM Foundation offers an excellent academic environment with all modern facilities for creating a center of excellence.

i) Session rooms

For organizing training, workshops, seminars and conferences there are seven air-conditioned modern training rooms with projectors, white boards and other logistic. Each training room can accommodate 30-60 persons. Besides, one multi purpose hall with 200 capacities and one modern auditorium with 575 capacities provide added advantage for organizing larger events.

ii) Computer Lab

To facilitate training and computer use efficiency there are three air-conditioned Computer Lab having capacity of 20-40 persons each.

iii) Language Lab

To increase English Language skills BIAM's air-conditioned Language Lab is well equipped with modern facilities for 40 persons at a time.

C. Training on Public Financial Management:

Introduction :

Financial Management are at the core of economic management of a nation around the world. With the growing pressures for enhanced budgetary crisis and fiscal shocks, understanding on improved financial management is specially critical in the emerging economy like Bangladesh. This financial management course is designed to enable field level administration officials and future decision maker to improve public sector financial management in order to enhance efficient, accountable and equitable public service deliveries.

The office of the Deputy Commissioner being a vital office of the government at the field level as a focal points for all public service delivery and public fund that needs to strengthen the capacity through the effective govt. expenditure decisions. For which particularly knowledge, skills and changing attitude of the field administration officials on financial management is desirous. In view of that, the present course has been designed.

Duration of Course:

It is a Five (5) days training course and usually there will be three sessions every day. However additional sessions may be arranged if and when necessary. The training is residential.

i) The Course Objectives:

At the end of the training course the participants will be able to:

- understand the concept, legal framework and process of Public Financial Management.
- understand the Govt. budgetary system of Bangladesh.
- understand and analyze the various impediments of Public Financial Management.

ii) Training Methodology:

The training methodology of the course includes lecture and discussion, assignment, feedback workshop, group discussion etc.

iii) Medium of Instruction:

The medium of instruction will be English and Bangla. However, use of English will be emphasized. The center encourages the participants to develop their oral and written English skills. It is expected that they engage themselves in free conversation in English as much as possible during the entire period of their stay at BIAM Foundation.

iv) Course Contents:

To meet the training needs of the participants and set objectives of the training programs following topics has been identified:

1. Overview of General Financial Rules, Subsidiary Rules and Treasury Rules (Session 1);
2. Overview of General Financial Rules, Subsidiary Rules and Treasury Rules (Session 2);
3. Duties and Responsibilities of Drawing and Disbursing Officers, Re-appropriations of Funds, Procedure for Sending Proposal for Additional Allocation;
4. Delegation of Financial Power, Sub- Delegation of Financial Power;
5. Concept of Development Planning, Project Appraisal & Selection of Project, Preparation of TPP/DPP and Project Approval;
6. Administrative and Practical Issues on Development Planning, Project Appraisal & Selection of Project, Preparation of TPP/DPP and Project Approval;
7. Long and Medium term planning, Perspective Plan, Seventh fifth year plan, Sectoral plan;
8. Procedures for Preparation and approval of Development Projects/Programs;
9. Deputation and Lien: Financial Implication and Responsibilities/ Financial Advances & Charge Allowances;
10. Financial issues of safety net programme of Bangladesh;
11. Overview of Vat and Tax Rules;
12. TA/DA Rules with Exercise;
13. Project Implementation: Land Acquisition, Fund Release, Purchase of Works & Goods and Payment of Bill;
14. Duties and responsibilities of DC and UNO in project implementation and monitoring;
15. Maintaining Financial Integrity at Field Administration;
16. Basic Concepts of Public Procurement;
17. Financial aspect of Tender Evaluation;
18. Macro Economic Indicators & Contemporary Economic issues;
19. Concept and legal framework of Government budgeting;
20. Overview of MTBF;
21. Audit objection & it's Financial Implication;
22. Group Work and Group Presentation;
23. Course Evaluation;
24. Open Discussion.

D. Discipline to be followed:

A strict conformity with the rules of the Institute is important for successful completion of the course. Violation of any rules, activities subversive to discipline or code of conduct, unauthorized absence by any participant will render him/her liable to disciplinary action. The course authority may visit the class room at any time and check the presence of the participants.

i) No smoking or Taking Drugs and Alcohol:

The Institute has been declared as a Non-Smoking Area. No participant is allowed to smoke in the campus. Drugs and alcohol taking is strictly prohibited and any participant found violating these norms would be seriously dealt with.

ii) Dress Code:

In classrooms and other formal sessions, the male participants will have to wear light-colored full-sleeve shirts, full pants, shoes and the tie. Female participants will wear three pieces or sharees. The male participants, who will not wear ties because of religion, will have to wear sherwani, pajama and shoes. All participants must wear the name badge in all occasions.

E. Miscellaneous:

Interpersonal Relations:

One of the objectives of the Public Financial Management Training Course is to develop interpersonal relations and foster team spirit among the officers through interactions. This will help to generate an atmosphere of cooperation and fellow feelings among the participants.

F. Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

- Meet and complete all standards and formalities inside the classroom, such as academic exercises, seminars, group discussion, etc.;
- Attend all instructional sessions regularly and other activities punctually, preferably at least five minutes earlier than the scheduled time;
- Abide by the rules of the Institute; maintain strict discipline and service code of conduct.

Success or failure in meeting the above requirements will be reflected in the pen-picture of the participants.