Welcome to the Presentation on Administration of Bangladesh

By
Md. Mahadi Mahamud Akanda
On behalf of PPG, NSU, Bangladesh
A green country
Border of Bangladesh
Basic info about Bangladesh

- Area: 147,570 km² / 56,977 sq mile
- Population: 170 million
- Capital: Dhaka
- Language: Bangla

- Life expectancy: Male 70.6, Female 73.1
- Literacy rate: 61.5%
Composition of population by religious identity:

- Muslim 90.4%
- Hindu 8.6%
- Christian 0.3%
- Buddhist 0.6%
- Others 0.1%
Economic condition

- Currency: Taka (US$1 = 81 BDT)
- GDP: 1,72,95,665 million taka
- GDP growth rate: 7.05%
- Per capita GDP: 1384 US$
- Inflation rate: 5.92%
The People’s Republic of Bangladesh

- Unitary parliamentary constitutional republic.
- The President: Head of the State: His Excellency Mr. Md. Abdul Hamid
3 organ of the state

- Executive>>>Prime Minister, Head of the govt.
- Legislative>>>350 MPs in the National Parliament.
- Judiciary>>> Higher Court, Lower Court.
Executive Branch of the Government…

- Unitary Government
- Secretariat (Policy formulation)
- Ministries/Divisions
- Departments/subordinate offices
- Divisions
- Districts
• Assistant Secretary 1292
• Senior Assistant Secretary 1482
• Deputy Secretary 1282
• Joint Secretary 857
• Additional Secretary 434
• Secretary 75
Operation of the government

- Ministries>>>Policy level
- Attached departments
- Subordinate offices
Cont...

- Field administration >>> Implementation level
- Local government
Administrative Unit

- Division (8 Divisions)
- District/Zila (64 Districts)
- Upazila (490 Upazilas)
- Union (4554 Unions)
# Government officials and chief executives

<table>
<thead>
<tr>
<th>Administrative unit</th>
<th>Representative of the central government</th>
<th>Representative of the local government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Divisional Commissioner</td>
<td>N/A</td>
</tr>
<tr>
<td>District</td>
<td>Deputy Commissioner</td>
<td>Administrator, Zilla Parishad</td>
</tr>
<tr>
<td>Upazilla</td>
<td>Upazilla Nirbhahi Officer</td>
<td>Upazilla Chairman</td>
</tr>
<tr>
<td>Union</td>
<td>N/A</td>
<td>Union Parishad Chairman</td>
</tr>
</tbody>
</table>
Classifications of officials

• Cadre officials (1st class)
• Non-Cadre officials
  » 1st class
  » 2nd class

3rd class
4th class

At present introduced by Grade (Total 20 grade)
Bangladesh Civil Service (BCS)

- Bangladesh Public Service Commission (BPSC) (Recruits officials).
- Ministry of Public Administration (MOPA) (Deals with personnel matters).
- 28 Cadres.
  - General cadres
  - Professional cadres
General Cadres

- 1. BCS (Administration): Assistant Commissioner
- 2. BCS (Foreign Affairs): Assistant Secretary
- 3. BCS (Taxation): Assistant Commissioner of Taxes
- 4. BCS (Police): Assistant Superintendent of Police
- 5. BCS (Audit & Accounts): Assistant Accountant General
- 6. BCS (Customs & Excise): Assistant Commissioner of customs
- 7. BCS (Cooperatives): Assistant Registrar
- 8. BCS (Economic): Assistant Chief
Cont...

- 9. BCS (Food): Assistant Controller of Food
- 10. BCS (Information): Information Officer
- 11. BCS (Family Planning): Family Planning Officer
- 12. BCS (Postal): Assistant Post Master General
- 13. BCS (Railway): Assistant Traffic Superintendent
- 14. BCS (Ansar): Assistant District Commandant
- 15. BCS (Trade): Assistant Controller of Import & Export
Professional cadres

- 1. BCS (Roads & Highways): Assistant Engineer
- 2. BCS (Public Works): Assistant Engineer
- 3. BCS (Telecommunications): Assistant Divisional Engineer
- 4. BCS (Public Health Engineering): Assistant Engineer
- 5. BCS (Forest): Assistant Conservator of Forest
- 6. BCS (Health): Assistant Surgeon / Medical Officer
- 7. BCS (Railway Engineering): Assistant Engineer
- 8. BCS (Livestock): Veterinary Surgeon / Upazilla Livestock Officer
Cont...

- 09. BCS (Fisheries): Upazilla Fisheries Officer
- 10. BCS (Statistics): Statistical Officer
- 11. BCS (General Education): Lecturer
- 12. BCS (Technical Education): Lecturer
- 13. BCS (Information), Technical: Assistant Radio Engineer (This cadre has both general and technical category posts)
- 14. BCS (Agriculture): Agricultural Extension Officer
- 15. BCS (Food): Assistant Maintenance Engineer.
Bangladesh Public Administration Training Centre (BPATC)

- BPATC, the apex training institute in the Public Sector, emerged as an autonomous organization in 1984. It provides compulsory foundation course to new entrants, Advanced course on administration and development (ACAD) (for mid-level) and Senior Staff Course (SSC) for senior civil servants.

- Bangladesh Public Administration Training Centre Ordinance 1984
The Board of BPATC

• A cabinet minister nominated by the Government: Chairperson
• Cabinet Secretary;
• Rector, BPATC;
• Secretary, Ministry of Public Administration
• Secretary, Finance Division;
• Secretary, Ministry of Education;
• A Vice-Chancellor of a University nominated by the Government;
• Commandant, Defence Services Command and Staff College;
• Chairman, Federations of Bangladesh Chamber of Commerce and Industries;
• Chairman, Department of Public Administration, University of Dhaka, Chittagong, Rajshahi or Jahangirnagar by rotation in that order;
• Two elites including one woman nominated by the Government.
Core courses offered by BPATC

- Policy Planning & Management Course (PPMC)
- Senior Staff Course (SSC)
- Advanced Course on Administration and Development (ACAD)
- Foundation Training Course (FTC)
Special courses

• Special Foundation Training Course for Election Commission Officials
• Special Foundation Training Course for 40+ Aged Officers
• Special Foundation Training Course for BTRC Officials
• Special Foundation Training Course for BCSIR Officials
• Lunch Time/Dinner Time Training Course
Short courses

- Training of Trainers Course
- Improving Public Services through Total Quality Management
- Project Management Course
- Course on Trade and Aid: Planning Negotiations Techniques
- Human Resource Planning Course
- Financial Management Course
- Environmental Management and Sustainable Development Course
- Modern Office Management Course
- Course on Information Technology and E-Governance
- Course on Communicative English
- Gender and Development Course
Bangladesh Civil Service Administration Academy (BCSAA)

- Attached Department of Ministry of Public Administration.
- Rector: Administrative head of BCSAA.
Courses at BCSAA

• Law and Administration Training Course.
• Courses for Executive Magistrates.
• Courses for UNOs.
• Anti corruption course.
• English Language course
• Computer training course
• Post graduate course etc.
Other training institutions

• National Academy for Educational Management (NAEM).
• Financial Management Academy (FIMA)
• Foreign Service Academy.
• National Institute of Mass Communication (NIMC).
• Bangladesh Police Academy.
• Bangladesh Academy for Rural Development (BARD) etc.
Career tenure and progression of Civil Servants

• Serve two years of probation
• Undertake training in respective departmental training institutes
• Pass departmental exams and complete other trainings before a civil servant is made permanent
• Transfer and postings are done by MoPA for BCS Admn. Respective Ministries do the personnel work of posting and transfers of respective cadre officers.
• Three years is the maximum period an officer can remain in a position before he may be transferred.
Examples of career progression:
For BCS (Administration) cadre

- Assistant Commissioner/ AC (land)
- UNO
- ADC
- DC
- Additional Divisional Commissioner
- Divisional Commissioner
Performance Management of civil servants

ACR
For Ministries
APA(Annual Performance Agreement)
Relevant Rules for civil servants

Conduct Rules 1979
Discipline and Appeal Rules 1985, Leave Rules and other rules

For disposal of business of the ministries

Allocation of Business among Ministries and Divisions
Rules of Business
Secretariat Instructions
Innovation and modernizations schemes

National web portal

Union Digital Information Centre (UDIC)

E-ticketing/e-learning/e-tendering etc.

Digitalization

etc
Invitation to a beautiful country
Thank You