

বার্ষিক কর্মসম্পাদন চুক্তির তথ্য অধিকার বিষয়ে কর্মপরিকল্পনার অগ্রগতি প্রতিবেদন উর্কতন কার্যালয়ে প্রেরণের হুক

সংস্থাঃ বাংলাদেশ পানি উন্নয়ন বোর্ড

কর্মসম্পাদন ক্ষেত্র	ক্ষেত্রের মান	কার্যক্রম	সূচক	সূচকের মান	লক্ষ্যমাত্রা (অসাধারণ)	একক	১ম ত্রৈমাসিকে অগ্রগতি	২য় ত্রৈমাসিকে অগ্রগতি	অর্ধবার্ষিক অগ্রগতি (১ম+২য়)	৩য় ত্রৈমাসিকে অগ্রগতি	৪র্থ ত্রৈমাসিকে অগ্রগতি	বার্ষিক চূড়ান্ত অগ্রগতি	দাবীকৃত নম্বর	প্রদত্ত প্রমাণক
প্রাতিষ্ঠানিক	০৬	[১.১] তথ্য অধিকার আইন অনুযায়ী নির্ধারিত সময়ের মধ্যে তথ্য প্রাপ্তির আবেদন নিষ্পত্তি	[১.১.১] নির্ধারিত সময়ের মধ্যে তথ্য প্রাপ্তির আবেদন নিষ্পত্তি	০৬	১০০%	%	১০০%							সংযোজনী-১
সক্ষমতা বৃদ্ধি	১৯	[২.১] স্বতঃপ্রণোদিতভাবে প্রকাশযোগ্য সকল তথ্য হালনাগাদ করে ওয়েবসাইটে প্রকাশ	[২.১.১] হালনাগাদকৃত তথ্য ওয়েবসাইটে প্রকাশিত	০৪	০১-১২-২০২৩ হতে ০১-১২-২০২৩ ও ০১-০৫-২০২৪ হতে ০১-০৫-২০২৪	তারিখ								
		[২.২] বার্ষিক প্রতিবেদন প্রকাশ	[২.২.১] নির্ধারিত সময়ে বার্ষিক প্রতিবেদন প্রকাশিত	০৫	১৫-১০-২০২৩	তারিখ								
		[২.৩] তথ্য অধিকার আইন ও বিধিবিধান সম্পর্কে জনসচেতনতা বৃদ্ধিকরণ	[২.৩.১] প্রচার কার্যক্রম সম্পন্ন	০৬	৩	সংখ্যা								
		[২.৪] তথ্য অধিকার আইন, ২০০৯ ও এর বিধিমালা, প্রবিধানমালা, স্বতঃপ্রণোদিত তথ্য প্রকাশ নির্দেশিকাসহ সংশ্লিষ্ট বিষয়ে কর্মকর্তা/কর্মচারীদের প্রশিক্ষণ আয়োজন	[২.৪.১] প্রশিক্ষণ আয়োজিত	০৪	২	সংখ্যা	৩							সংযোজনী-২

Shamul
৩০ আগস্ট ২০২৩

Shamul
৩০ আগস্ট ২০২৩
(টি, এম, রাশিদুল কবীর)
তত্ত্বাবধায়ক প্রকৌশলী (পূর্ব)
প্রসেসিং পরিদপ্তর
বাগউবো, ঢাকা।

(সৌরভ কুমার দাস)
নির্বাহী প্রকৌশলী (পূর্ব) (গণিত দপ্তর)
প্রসেসিং পরিদপ্তর
বাগউবো, ঢাকা।

২০২২-২৩ অর্থ-বছরে তথ্য অধিকার আইন, ২০০৯ অনুযায়ী তথ্য প্রদান কার্যক্রম

দপ্তরঃ প্রসেসিং পরিদপ্তর ও বাপাউবো'র প্রধান কার্যালয়ের পক্ষে তথ্য প্রদান ইউনিট

ক্রঃ নং	তথ্য আবেদনকারী (নাম ও ঠিকানা)	তথ্য আবেদন প্রাপ্তির তারিখ	তথ্য সংশ্লিষ্ট ইউনিটে তথ্য চেয়ে পত্র প্রেরণের তারিখ	তথ্য প্রদানের তারিখ (টাকা জমা দেয়ার অনুরোধপত্র প্রেরণ)	তথ্য প্রদানযোগ্য না হলে তা আবেদনকারীকে অবহিতকরণের তারিখ	আপীল আবেদন প্রাপ্তির তারিখ (আপীল কর্তৃপক্ষের দপ্তরে)	আপীলের প্রেক্ষিতে তথ্য প্রদানের তারিখ	তথ্য কমিশনে অভিযোগ দায়ের এর তারিখ	সমনের তারিখ	তথ্য আবেদনের নিষ্পত্তির স্ট্যাটাস	সংগৃহীত তথ্য মূল্য (টাকায়)
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১	১২
১	মোঃ নুরে হেলাল পরিচালক, প্রকল্প মূল্যায়ন পরিদপ্তর, বাপাউবো, ঢাকা	০৬/০৬/২০২৩	১২/০৬/২০২৩	১১/০৭/২০২৩						নিষ্পত্তিকৃত	১১১/-
২	জনাব সাফায়েত হোসেন সহকারী সম্পাদক, দৈনিক সোনারী খবর, ৬০/১, পুরানা পল্টন (৪র্থ তলা) ঢাকা-১০০০	০৭/০৬/২০২৩	১৯/০৬/২০২৩	০৯/০৭/২০২৩						নিষ্পত্তিকৃত।	- (ইমেইলে প্রেরিত)
৩	জনাব মোঃ ইমরান হোসেন বর্তমান ঠিকানাঃ ২নং চান্দী ইউনিয়ন, হাতিয়া, নোয়াখালী	০২/০৭/২০২৩	০৩/০৭/২০২৩	১০/০৭/২০২৩						নিষ্পত্তিকৃত	- (ই- মেইলে প্রেরিত)
৪	জনাব মোঃ শফিউল আজম, প্রধান সম্পাদক, দৈনিক বাঙ্গালীর কণ্ঠ, বর্তমান ঠিকানাঃ ২৩/১৫, আরামবাগ, মতিঝিল, ঢাকা					১৬/০৭/২০২৩ (০৭/০৬/২০২৩ তারিখে প্রকল্প পরিচালক, BWCSR বরাবর তথ্য প্রাপ্তির আবেদন করেন)	১৬/০৮/২০২৩			নিষ্পত্তিকৃত	২০/-
৫	জনাব মোঃ আবু মাসির (তুষার), বর্তমান ঠিকানাঃ সেইলর, জরীপ ও সমীক্ষা বিভাগ, বাপাউবো, ঢাকা	০২/০৭/২০২৩	১০/০৭/২০২৩	২৫/০৭/২০২৩						নিষ্পত্তিকৃত	১০৬/-

০১/০৭/২০২৩ হতে ৩০/০৯/২০২৩ পর্যন্ত সময়কালে নিষ্পত্তিযোগ্য তথ্য আবেদন সংখ্যা- ৫টি

তথ্য সরবরাহের মাধ্যমে নিষ্পত্তিকৃত আবেদন সংখ্যা- ৫টি

বিশি মোতাবেক অনুরোধকৃত তথ্য সরবরাহ না করে নিষ্পত্তিকৃত আবেদন সংখ্যা- নাই

তথ্য আবেদনের প্রেক্ষিতে নির্ধারিত সময়ে তথ্য প্রদান প্রক্রিয়াধীন- নাই

এমতাবস্থায়, ২০২৩-২৪ অর্থ-বছরের ১ম কোয়ার্টার পর্যন্ত- তথ্য অধিকার আইন অনুযায়ী নির্ধারিত সময়ের মধ্যে তথ্য প্রদানকৃত- ১০০%।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পানি সম্পদ মন্ত্রণালয়
বাংলাদেশ পানি উন্নয়ন বোর্ড

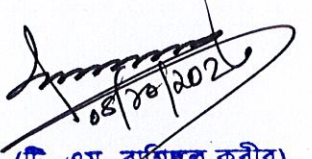
সূত্র নং:

তাং: ০৪/১০/২০২৩ ইং

বিষয়: তথ্য অধিকার সংক্রান্ত কর্মপরিকল্পনার ১.১ কার্যক্রম (তথ্য অধিকার আইন অনুযায়ী নির্ধারিত সময়ের মধ্যে তথ্য প্রাপ্তির আবেদন নিষ্পত্তি)-এর প্রতিবেদন ছক।

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বিবেচ্য সময়ের (অর্থবছর) মধ্যে প্রাপ্ত সর্বমোট আবেদন সংখ্যা	বিবেচ্য সময়ের মধ্যে নিষ্পত্তিযোগ্য আবেদন সংখ্যা	আবেদন সংখ্যা ও নিষ্পত্তি না করার কারণ	নিষ্পত্তিকৃত আবেদন সংখ্যা	দাবীকৃত নম্বর
(১)	(২)	(৩) = (১)-(২)	(৪)	(৫) = (৪)/(২)*৬
৫	৫	-	৫	৬


(টি. এম. রাশিদুল কবীর)
তত্ত্বাবধায়ক প্রকৌশলী (পুর)
প্রসেসিং পরিদপ্তর
বাপাউবো, ঢাকা।

মোবাইল নম্বরঃ ০১৭১১১৫৭২৫৪



পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, বিউবো-পাউবো, কাপ্তাই,
রাঙ্গামাটি পার্বত্য জেলা।

Tel: - 03529-56393; Mobile: 0181142473521
e mail # dea.kaptai@gmail.com; deakaptai@yahoo.com



Memo No.-27.11.8436.203.04.012.23. 729

Date :- 30/07/2023

In pursuance of the Director General, BWDB, Dhaka's diary No. 215 dated: 18/07/2023 detailed Course Schedule is furnished below:

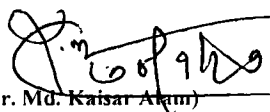
Course Title : **APA, NIS, GRS, Citizen Charter, Right to Information, e-Governance & Innovation**
Duration : 06/08/2023 to 13/08/2023.
Participants : Officers of BWDB.
Nos. of participants 20 (Twenty) persons.

Session Schedule	Group Discussion & Review on Previous Class	09.00 hr to 09.30 hr
1 st Session	09.31 hr to 10.50 hr	3 rd Session
Tea Break	10.51 hr to 11.00 hr	Prayer & Lunch
2 nd Session	11.01 hr to 12.20 hr	4 th Session
		(Including Tea break 14.01 hr to 14.10 hr)
	Library work (Optional) : 15.31 hr to 17.00 hr; Preparation of Presentation & Practice : 17.01 hr to 18.00 hr	
Course Director	: Engr. Md. Kaisar Alam, Director, Engineering Academy, Kaptai. (01811424735)	
Course Coordinator	: Mr. Md. Giash Uddin, DD, Engineering Academy, Kaptai (M 01717160535)	
Asst. Course Coordinator	: Mr. Shajadul Islam, SAE, Engineering Kaptai. (01859237563)	

Date & Day	Session	Subject	Resources Person
06/08/2023 Sunday	09:00 hr to 9:30 hr	Registration, Opening & course Inauguration	Hon'ble DG, BWDB, Dhaka. Director, Jt. Director, Engg. Academy, Course Coordinators. All Academy Officers.
	1 st -2 nd	Introduction & briefing about the course contents, Importance of this Training, Pre-course evaluation Group formation	Hon'ble DG, BWDB, Dhaka. Director & Course Director EE& Course Coordinator, E.A., Kaptai.
	3 rd -4 th	National Integrity Strategy (NIS) Cabinet Division's Instruction 2022-23 for NIS. Preparation of Documents of NIS for APA purposes.	Mr. Dr. Sarfaraz Banda CSO to DG BWDB, Dhaka.
07/08/2023 Monday	1 st -4 th	Discussion on Annual Performance Agreement (APA) Components & Importance of APA Performance of BWDB in APA in previous years. Cabinet Division's instruction 2022-23 for implementation, monitoring and evaluation of APA.	Mr. T. M. Rashidul Kabir SE, Processing BWDB, Dhaka.
08/08/2023 Tuesday	1 st -4 th	Discussion on APA on Field level (70 marks oriented) Preparation of Documents & Reports for Field level APA (70 marks oriented) Discussion on Right to Information (R2I) , Preparation of Documents of R2I for APA purposes.	Mr. Sourav Kumar Das EE, Processing BWDB, Dhaka.
09/08/2023 Wednesday	1 st -2 nd	Discussion on digital nothi as per Bangladesh Secretariat Instruction 2014. Introduction to D-Nothi Software System; Concept of e-Filling.	Mrs. Nasrin Sultana Sr. System Analyst, ICT Directorate BWDB, Dhaka.
	3 rd -4 th	D-Nothi System Login, Password & profile management; How to upload, store & send official/citizen Dak (document, application, report etc). Creation and submission of Nothi with respect to the Dak. Creation and submission of Nothi with self-required. Write paragraph note, sent to next recipient of d-Nothi;	
10/08/2023 Thursday	1 st -4 th	Citizen Charter of BWDB Cabinet Division's Instruction 2022-23 for Citizen Charter. Preparation of Documents of Citizen Charter for APA purposes. Grievance Redress System (GRS) , Cabinet Division's Instruction 2022-23 for Grievance Redress System (GRS).	Mr Md. Moinul Islam AD, THRD BWDB, Dhaka.

12/08/2023S Saturday	1 st - 4 th	Discussion on <i>e-Governance</i> and its components Discussion on innovation and its components Example of innovation, learning Journey map. Innovation idea design & presentation etc. Preparation of Documents of e-Governance & innovation for APA purpose.	Mr. Arif Ikramul Azim System Analyst HRD Directorate BWDB, Dhaka.
13/08/2023 Sunday	1 st - 2 nd	Computer Based Presentation on selected subjects by the Trainees.	Mr. S. M. Ajiar Rahman ADG (Admin), BWDB, Dhaka. Director & Course Director, E.A., Kaptai. Jt. Director, E.A., Kaptai. Director, Training, BWDB, Dhaka.
	3 rd - 4 th	Post-Course Evaluation, Review of the course Open discussion, Problem Solving Issues	Mr. S. M. Ajiar Rahman ADG (Admin), BWDB, Dhaka. Director & Course Director, E.A., Kaptai. Director, Training, BWDB, Dhaka. Course Coordinator, Engg. Academy, Kaptai.
	After 15.30 hrs.	Closing Ceremony	Guest of Honour, ADG (Admin.), BWDB, Dhaka. Director, Joint Director, Director, Training, BWDB, Dhaka. Course Coordinator & Asst. Course Coordinator All Academy Officers.
Course Supporting Staff		Mr. Md. Jahangir Alam, Office Secretary, E.A. Kaptai. 01643881485	

N.B. Guest Lecturers are requested to send handout (soft copy) & Objective type Questionnaire before start the course. They are also requested to send their respective e-TIN no. along with name of related circle and zone for tax deduction purpose.

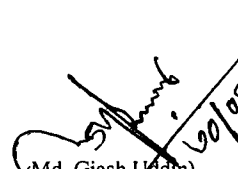

 (Engr. Md. Kaiser Alam)
 Director
 Engineering Academy,
 BPDB-BWDB, Kaptai.

Memo No.-27.11.8436.203.04.012.23. 729

Date :- 30/07/2023

Copy forwarded for information & necessary action to (Not seniority basis): -

01. Chief Engineer, Training & Human Resource Development BWDB, Dhaka
02. General Manager, Training, BPDB, Dhaka.
03. Chief Financial Officer, Ministry of Water Resources, Bangladesh Secretariat, Dhaka.
04. Secretary, BWDB, Dhaka.
05. Director, Training BWDB, Dhaka.
06. Superintending Engineer/Director/.....
07. Joint-Director, Engg. Academy, BPDB, Kaptai
08. C.S.O. to DG, BWDB, Dhaka.
09. Executive Engineer/Deputy Director.....
10. Dy. Director (Accounts), RAO, BPDB, Kaptai.
11. Course Coordinator/ Asstt.-Course Coordinator of this Course, Engg. Academy, Kaptai.
12. Mr.....
13. P.A. to ADG (Admin.)/ ADG (Finance), BWDB, Dhaka.
14. SAA/Camp Supervisor/Librarian, Engg. Academy, BPDB, Kaptai.


 (Md. Giash Uddin)
 Deputy Director (Admin.)
 Engineering Academy,
 BPDB-BWDB, Kaptai.



পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, কাপ্তাই, রাঙ্গামাটি পার্বত্য জেলা।

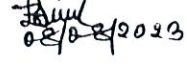
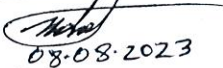
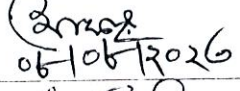
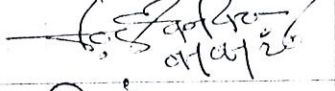
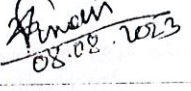
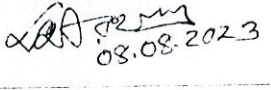
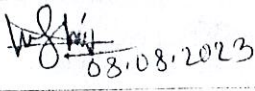
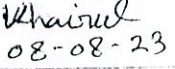
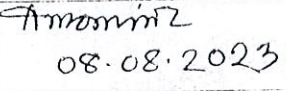
Mobile: 01811424735
e mail # dea.kaptai@gmail.com : deakaptai@yahoo.com



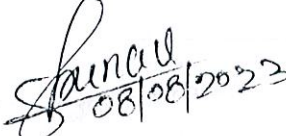
Attendance Sheet

Course Title	:	APA, NIS, GRS, Citizen Charter, Right to Information, e-Governance & Innovation
Duration	:	06/08/2023 to 13/08/2023.
Participants	:	Officers of BWDB.
Date	:	08/08/2023 Session : 1st-2nd / 3rd-4th

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
1.	Mr. B.M.Abdullah Id No: 861101001	Assistant Director	
2.	Mr. Prem Hari Roy Id No: 830909001	Assistant Director	
3.	Mr. A.H.M. Abdus Salam Chowdhury. Id No: 840101006	Assistant Director	Abdus Salam
4.	Mr. Nusrat Islam Id No: 840310001	Assistant Director	Nusrat 08.08.2023
5.	Mr. Nurun Nahar Id No: 850902001	Assistant Director	 08.08.23
6.	Mr. Md. Abdul Mazed Id No: 820402001	Assistant Director	Mmuly 08.08.23
7.	Mr. Aktara Banu Id No: 861105001	Assistant Director	Aktara 08/08/2023
8.	Mr. Tushar Kanti Das Id No: 811230002	Assistant Director	 08.8.23
9.	Mr. Kamrun Nahar Id No: 831015004	Assistant Director	Kamrun 08.08.23
10.	Mr. Mitun Kumar Bhusan Id No: 841208001	Assistant Director	 08.08.23
11.	Mr. Md. Manjur Alahi Id No: 900615001	SAE (Civil)	 08/08/2023
12.	Mr. Md. Mijanur Rahman Id No: 900402001	SAE (Civil)	Mijanur 08-08-23
13.	Mr. Kamal Uddin Khan Id No: 920512001	SAE (Civil)	 08/08/2023
14.	Mr. Md. Mizanur Rahman Id No: 860102003	SAE (Civil)	

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
15.	Mr. ^{md.} Shafiul Alim I I No: 911111001	SAE (Civil)	 08/08/2023
16.	Mr. Sohel Rana I I No: 900421001	SAE (Civil)	 08-08-2023
17.	Mr. Md. Akhtaruzzaman I I No: 880905001	SAE (Civil)	 06/08/2023
18.	Mr. Md. Rezaul Kabir I I No: 900215002	SAE (Civil)	 08/08/2023
19.	Mr. Md. Toffazal Hossain I I No: 910815001	SAE (Civil)	 08.08.2023
20.	Mr. Md. Ashikur Rahman I I No: 901215002	SAE (Civil)	 08.08.2023
21.	Mr. ^{md.} Mosfiqur Rahman I I No: 890310001	SAE (Civil)	 08.08.2023
22.	Mr. S.M. Khairul Islam I I No: 950103001	SAE (Civil)	 08-08-23
23.	Mr. Md. Abdul Momin I I No: 840504001	SAE (Civil)	 08.08.2023

Course Coordinator


08/08/2023

Signature of Resource Person

Name: Sourav Kumar Das

Designation: Executive Engineer (e. e)

Address: Processing Directorate



পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, বিউবো-পাউবো, কাপ্তাই,
রাঙ্গামাটি পার্বত্য জেলা।

Tel: - 03529-56393; Mobile: 0181142473521
e mail # dea.kaptai@gmail.com ; deakaptai@yahoo.com



Memo No.- Memo No.-27.11.8436.203.04.012.23.851

Date :- 30/08/2023

Course Schedule

In pursuance of the Director General, BWDB, Dhaka's e-Nothi Approval No.Para 1.2 dated: 23/08/2023 detailed Course Schedule is furnished below:

Course Title	:	Foundation Training for Research Officer & Assistant Extension Officer			
Duration	:	05/09/2023 to 15/09/2023			
Participants	:	Research Officer & Assistant Extension Officer of BWDB.			
No. of Participants	:	20 (Twenty)			
Session Schedule	Group Discussion & Review on Previous Class			09.00 hr to 09.30 hr	
	1 st Session		09.31 hr to 10.50 hr	3 rd Session	12.21 hr to 13.40 hr
	Tea Break		10.51 hr to 11.00 hr	Prayer & Lunch	13.41 hr to 14.10 hr
	2 nd Session		11.01 hr to 12.20 hr	4 th Session	14.11 hr to 15.30 hr
				(Including Tea break 14.01 hr to 14.10 hr)	
Library work (Optional) : 15.31 hr to 17.00 hr; Preparation of Presentation & Practice : 17.01 hr to 18.00 hr					
Course Director	:	Engr. Md. Kaiser Alam, Joint Director, Engineering Academy, Kaptai. (01912044239)			
Course Coordinator	:	Mr. Md. Giash Uddin, DD (C.C.), Engineering Academy Kaptai. (01717160535)			
Asst. Course Coordinator	:	Mr. Kazi Md. Ayub Iqbal, AE, EA, BPDB, Kaptai (M 01624681676)			

Date & Day	Session	Subject	Resources Person
05/09/2023 Tuesday	09:00 hr to 9:30 hr	Registration, Opening & course Inauguration Rules and Responsibilities of Training – what to do and What Not to do, Group formation	Hon'ble DG, BWDB, Dhaka. Course Director, Jt. Director, Course Coordinators. All officers of Academy.
	1 st -2 nd	Introduction & briefing about the course contents, Importance of the Training, Importance of Projects. Pre-course evaluation,	Hon'ble DG, BWDB, Dhaka. Director. DD & Course Coordinator, E.A., Kaptai.
	3 rd -4 th	Project Management; Concept of Project & Project Cycle.	Engr. Md. Kaiser Alam Joint Director, Engg. Academy, Kaptai.
06/09/2023 Wednesday		Govt. Holiday	
07/09/2023 Thursday	1 st -2 nd	Procedure of Land acquisition and Digital Land Management	Mr. Md. Abdur Rashid Mollah DD, Land & Revenue, BWDB, Dhaka.
	3 rd -4 th	Meaning of soil water. Role of soil water for crop cultivation. Role of soil water conservation. Functions of water in soil. Different types of soil water. The relation between soil & soil water. Significance of soil water relationship. Crop water requirement.	Mr. Md. Mominul Islam Bhuya Deputy Chief Extension Officer, DCEO Office, BWDB, Feni
08/09/2023 Friday	1 st -4 th	Study tour to Cox's Bazar & Demonstration on Cox's Bazar Town Protection Project.	EE, Cox's Bazar O & M Division, BWDB, Cox's Bazar.
09/09/2023 Saturday	1 st -4 th	Study tour & Demonstration on Bandarban Town Protection Project.	EE, Bandarban O & M Division, BWDB, Bandarban Guide from Engg. Academy, Kaptai.
10/09/23 Sunday	1 st -2 nd	Project Planning Type including approach in water resources management and development project planning. Pre-work/ Activities need to undertake before project preparation; Preparation of Project documents;	Mr. A.H. Monjur Morshed Joint Chief, Office of the Chief Engineer (Planning) BWDB, Dhaka
	3 rd -4 th	Project Approval Procedure; (Inclusion of projects in ADP/RADP; DPP & RDPP Preparation with cost benefit analysis, rational with Other Plans. DPP Preparation; PDPP; etc.) Inter item cost adjustment/No cost extension; TAPP/Study Project/Self Finance Project; Project Monitoring (PIC/PSC and other Committees); Project Revision; Preparation and appraisal Project Completion Report (PCR)	

11/09/2023 Monday	1 st -2 nd	Discussion on National Integrity Strategy (NIS) Discussion on Grievance Redress System (GRS)	Mr. T. M. Rashidul Kabir SE, Processing, BWDB, Dhaka.
	3 rd -4 th	Discussion on Annual Performance Agreement (APA), Right to Information & Citizen Charter (CC).	
12/09/2023 Tuesday	1 st -2 nd	Feasibility Study; Feasibility Report or Technical Report;	Mr. Shafat Hosen Assistant Chief (Env. & Forest) Office of the Chief Engineer, South Eastern Zone, BWDB, Chattogram. shafat.bwdb@gmail.com 01969077437
	3 rd -4 th	Social Impact Assessment (SIA), Environmental pollution? Solution of environmental problem in Bangladesh	
13/09/2023 Wednesday	1 st -2 nd	Discussion on Disaster Management & Climate Change	Dr. Md. Anwar Zahid Director, Ground Water Hydrology, BWDB, Dhaka.
	3 rd -4 th	Impact of climate change on ground water hydrology Risk of surface and ground water contamination by saline water intrusion, Arsenic and other organic/ inorganic pollutants. Water pollution and degradation of river ecosystem, source of water pollutants.	
14/09/2023 Thursday	1 st -2 nd	Discussion on PERT & CPM. Project Appraisal procedure- Sensitivity Analysis, Project Risk Management.	Dr. Sarfaraz Banda CSO to DG BWDB, Dhaka. 01724708905 cso.dg@bwdb.gov.bd
	3 rd -4 th	Economic and Financial Analysis; IRR, Benefit-Cost (B-C) Ratio, NPV; Cost of Project; Concept of Benefit computation of Water Resources Management Projects - countable and un- countable	
15/09/2023 Friday	1 st -2 nd	Computer Based Presentation on selected subjects by the Trainees. Expecting Comments, Discussion and Questions from other Groups while presenting by one Group.	Mr. S.M. Ajior Rahman ADG (Admin), BWDB, Dhaka. Director, E.A. Kaptai. Director, Training, BWDB, Dhaka. Jt. Director & Course Director, E.A. Kaptai.
	3 rd -4 th	Post-Course Evaluation, Review of the course Open discussion, Problem Solving Issues	Mr. S.M. Ajior Rahman ADG (Admin), BWDB, Dhaka. Director Director, Training, BWDB, Dhaka. DD & Course Coordinator, E.A., Kaptai.
	After 15.30 hrs.	Closing Ceremony	ADG (Admin.), BWDB, Dhaka. Director, Joint Director, Course Coordinator, Co-Course Coordinator & Course Asst. Coordinator & All Academy Officers.
Training Asstt. Staff :		Mr. Md. Sharif, Office Sohayok	- 01689843008

N.B. Guest Lecturers are requested to send handout (soft copy) & Objective type Questionnaire before start the course.
They are also requested to send their respective e-TIN no. along with name of related circle and zone for tax deduction purpose.

(Engr. Mohammad Imam Hossain)
Director
Engineering Academy, Kaptai.

Memo No.- Memo No.-27.11.8436.203.04.012.23.851

Date :- 30/08/2023

Copy forwarded for information & necessary action to: -

01. Chief Engineer, Training & Human Resource Development, BWDB, Dhaka
02. General Manager, Training, BPDB, Dhaka.
03. Secretary, BWDB, Dhaka.
04. Director, Training, BWDB, Dhaka.
05. Superintending Engineer / Director/...../Joint-Director, Engg. Academy, BPDB, Kaptai
06. C.S.O. to DG, BWDB, Dhaka.
07. Executive Engineer / Deputy Director.....
08. Dy. Director (Accounts), RAO, BPDB, Kaptai.
09. Course Coordinator/ Asstt.-Course Coordinator of this Course, Engg. Academy, Kaptai.
10. Mr.....
11. P.A. to ADG (Admin.)/ ADG (Finance), BWDB, Dhaka.
12. SAA/Camp Supervisor/Librarian, Engg. Academy, BPDB, Kaptai.

(Md. Gias Uddin)
Deputy Director
&
Course Coordinator,
Engineering Academy, Kaptai.



পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, কাপ্তাই, রাঙ্গামাটি পার্বত্য জেলা।
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e mail # dea.kaptai@gmail.com ; deakaptai@yahoo.com



Attendance Sheet

Course Title	:	Foundation Trainig Of Research Officer & Assistant Extension Officers.
Duration	:	05/09/2023 to 15/09/2023.
Participants	:	Research Officer & Extension Officers of BWDB.
Date	:	11/09/2023 Session : 1st-2nd / 3rd-4th

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
1.	Dr Mohammad Habib Ullah	Research Officer (Agriculture)	
2.	Mr. Md. Hasan Ali	Research Officer (Agriculture)	
3.	Mr. Md. Zakir Hosen	Research Officer (Agriculture)	
4.	Mr. Md. Badiul Alam Khandakar	Research Officer (S.S)	
5.	Mr.Md. Kamrul Hasan	Research Officer (S.S)	
6.	Mr. Md. Majadul Islam	Research Officer (Economics)	
7.	Mr. Umma Haney Pinke	Research Officer (Soil)	
8.	Mr. Md. Gias Al Hasan	Assistant Extension Officer	
9.	Mr. Md. Ashikuzzaman	Assistant Extension Officer	
10.	Mr. Md. Atiqur Rahman Shaon	Assistant Extension Officer	
11.	Mr.Md. Zahidur Rahman	Assistant Extension Officer	
12.	Mr. Ayesha Siddika Tawhida	Assistant Extension Officer	
13.	Mr. Md. Jahid Hasan Jayson	Assistant Extension Officer	
14.	Mr. Md. Shahriar Rahman	Assistant Extension Officer	
15.	Mr. Mst. Subrin Akter	Assistant Extension Officer	

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
16.	Mr. Md. Nahid Hassan	Assistant Extension Officer	Nahid
17.	Mr. Sumon Bepary	Assistant Extension Officer	Sumon
18.	Mr. Shafiqul Islam	Assistant Extension Officer	S. Islam
19.	Mr. Mst. Zannatun Ferdous	Assistant Extension Officer	Zannatun
20.	Mr. Md. Harun Or Roshid	Assistant Extension Officer	Harun

Course Coordinator

Signature of Resource Person

Name:

Designation:

Address:



পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, কাপ্তাই, রাঙ্গামাটি পার্বত্য জেলা।

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Memo No.-27.11.8436.203.04.012.23.822

Date :- 22/08/2023

Course Schedule

In pursuance of the Director General, BWDB, Dhaka's e-Nothi Approval No. Para-17.2 dated: 26/07/2023, detailed Course Schedule is furnished below:

Course Title	:	Foundation Training Course For Assistant Engineer				
Duration	:	Part-1: BWDB Training Institute, Bhagyakul, Munshigonj. 01/08/2023 to 08/08/2023; Part-2: Field Tour (09/08/23 to 28/08/23 (Organized by BWDB Training Institute, Bhagyakul, Munshigonj.) Part-3: At Engineering Academy, Kaptai (30/08/23 to 21/09/23) Except Govt. Holyday;				
Participants	:	Newly Recruited Assistant Engineer of BWDB				
Session Schedule		Physical Training (Except Weekly and Govt. Holidays)		06.00 hr to 07. 20 hr		
		Group Discussion & Review on Previous Class		09.00 hr to 09.30 hr		
	1st Session	:	09.31 hr to 10.50 hr	3rd Session	:	12.21 hr to 13.40 hr
	Tea Break	:	10.51 hr to 11.00 hr	Prayer & Lunch	:	13.41 hr to 14.10 hr
	2nd Session	:	11.01 hr to 12.20 hr	4th Session	:	14.11 hr to 15.30 hr
				(Including Tea break 14.01 hr to 14.10 hr)		
		Library work (Optional) : 15.31 hr to 17.00 hr; Preparation of Presentation & Practice : 17.01 hr to 18.00 hr				
Course Director	:	Engr. Md. Kaisar Alam, Joint Director, Engg. Academy, Kaptai (Mob.# 01912044239).				
Course Coordinator	:	Mr. Mohammed Azizur Rahman, DD, Engg. Academy, Kaptai (Mob. 0177760096)				
Assistant Course Coordinator	:	Mr. A. S. M. Azhar, XEN (C.C.), Engineering Academy, Kaptai. (01558314794)				


Date & Day	Session	Subject	Resource Person
30/08/23 Wednesday	8.30 hrs to 9.00 hrs	Registration; Briefing about rules & regulations of Academy; Inauguration of the course.	Hon'ble DG, BWDB, Dhaka. Director, Jt. Director, Engg. Academy, Course Coordinators. All Academy Officers.
	1 st - 2 nd	Introduction & briefing about the course contents, Importance of the Training and this Course, Mission, Vision & Goals of BWDB; Activities of BWDB	Hon'ble DG, BWDB, Dhaka. Director & Course Director DD & Course Coordinator, E.A., Kaptai.
	3 rd - 4 th	Introduction to Disaster Management in Bangladesh; Programs and activities for disaster preparedness; Role of BWDB and Media in Disaster Management;	Dr. Sarfaraz Banda CSO to DG, BWDB, Dhaka. 01724708905
31/08/23 Thursday	1 st - 2 nd	Etiquette, Manner, Conducting official meeting. Discussion on Human Relations. Importance of Human Relations in Office Management.	Mr. Obaidul Islam Director Board, BWDB, Dhaka.
	3 rd - 4 th	Developing Effecting Superior-Subordinate Relationship. Benefit of Human Relations, Managing conflicts through Human Relations, Challenges of Human Relations. Relations between Communication and Human Relation.	
01/09/23 Friday	1 st - 2 nd	Brief discussion on Mechanical activities of BWDB	Mr. Hossain Uddin Siddiquee EE, ME Division, BWDB, Modunaghat, Chittagong. Guide from EA, BPDB, Kaptai.
	3 rd - 4 th	Visit and Demonstration: on Mechanical work shop, ME Division, BWDB, Modunaghat, Chittagong.	
02/09/23 Saturday	1 st - 2 nd	BWDB Act-2000. Rules of procedure-2003 of BWDB. Key Point Installation (KPI).	Mr. Sheikh Masudul Haque Director, Welfare, BWDB, Dhaka. s.masud21@yahoo.com 01917958116;
	3 rd - 4 th	BWDB probidhanmala-2013; General Condition, Job Description; Retirement etc.	
03/09/23 Sunday	1 st - 2 nd	Beneficiary Participation, Policy, Rules & Guidelines related to participatory water management formation & Development of water management Organizations (WMOs) Role and Responsibilities of BWDB and Local Community WMG, WMA & WMF in Operation and Maintenance of Water Management structures.	Mr. Mahfuz Ahmed Chief, Water Management, BWDB, Dhaka. mahfuzdca@gmail.com 01716496668
	3 rd - 4 th	Irrigation service charge Imposition & collection Rule, 2003 and its practice in Irrigation project. Compensation activities towards Socio-economic development of the project affected persons (PAPs).	

Date & Day	Session	Subject	Resource Person
04/09/23 Monday	1 st – 2 nd	Discussion on Primary Health, Family Planning, Health Protection; Balance diet; Physical fitness; Food & Food Habit, etc	Dr. Abdullah Al -Mamun Shikalbaha PS, BPDB, Chittagong. 01618027579
	3 rd – 4 th	Office Correspondence; Concept of filing; Selection & Use of appropriate filing system; Type & format of different Letter writing; Type & format of different Reports, Report Writing.	Mr. Khondakar Abu Sayeed DD (Local Training), Dte. of Training, BWDB, Dhaka.
05/09/23 Tuesday	1 st – 2 nd	Procedure of Land acquisition and Digital Land Management	Mr. Md. Rezaul Karim Director (Land & Revenue) BWDB, Dhaka.
	3 rd – 4 th	Leasing, Hostantor, release and eviction procedure of BWDB acquire land.	
06/09/23 Wednesday		Govt. Holiday (Janmastomi)	
07/09/23 Thursday	1 st – 4 th	Demonstration on Bandarban Town Protection Project.	EE, Bandarban O & M Division, BWDB, Bandarban
08/09/23 Friday	1 st – 4 th	Study tour to Cox's Bazar & Demonstration on Cox's Bazar Town Protection Project.	EE, Cox's Bazar O & M Division, BWDB, Cox's Bazar. Guide from Engg. Academy, Kaptai.
09/09/23 Saturday	1 st – 2 nd	Concept of Project and Project Cycle. Project Planning including approach in water resources project planning. Project Management system, Concept on log frame, IMED Forms, Sources of Government Budget; MTBF Selling; ADP/RADP Preparation; Other Plan/Program; Project Concept and Type; Necessity of Project Intake (why the Government undertake project?); Mandate of the Ministry; Feasibility Study/ Technical Committee Report; Pre work/ Activities need to undertake before project preparation; DPP Preparation; PDPP;	Mr. A.H. Monjur Morshed Joint Chief, Office of the Chief Engineer (Planning) BWDB, Dhaka.
	3 rd – 4 th	Project Monitoring (PIC/PSC and other Committees); Project Revision; Re-appropriation/No cost extension; Preparation and appraisal; Project Completion Report (PCR).	
10/09/23 Sunday	1 st – 2 nd	Discussion on Annual Performance Agreement (APA), Preparation of Documents of NIS, Right to Information, GRS and Citizen Charter for APA purposes.	Mr. T. M. Rashidul Kabir SE, Processing, BWDB, Dhaka.
	3 rd – 4 th	Discussion on Monthly Review Meeting Preparation of ADP/RADP Review Meetings & Project Monitoring system of BWDB.	
11/09/23 Monday	1 st – 2 nd	Annual Development Program (ADP), Physical Break-up, Work Authorization & Annual Procurement Plan.	Mr. Liton Kumar Sarker SE, O & M BWDB, Dhaka. Mobile # 01747280604 lksarker75@gmail.com
	3 rd – 4 th	Responsibility & Liability of MoWR & BWDB to the National Parliament. Working procedure for Parliamentary Standing Committee on Water Resources. Answer, Query, Quandaries Supplementary Comments for National Parliament in connection with Water Resources.	
12/09/23 Tuesday	1 st – 2 nd	Delta Plan- 2100. National Water Policy, 1999 & Bangladesh Water Act, 2013. BWDB Water Rules, 2018.	Mr. Md. Arifuzzaman Bhuiyan SE, BTI, BWDB, Munsiganj arif81bwdb@gmail.com 01715040144
	3 rd – 4 th	Hydro-Meteorological Data- BWDB & FFWC Activities Importance of Hydro -Meteorological Data Collection and preservation, carry out by the BWDB. Flood Forecasting tools and teachings of FFWC-BWDB; Flood Early Warning (FEW) Dissemination web sites and Apps; Digitization of Flood Early Warning; Necessity of Community Based FEW; Weather based early warning by BMD.	

Date & Day	Session	Subject	Resource Person
13/09/23 Wednesday	1 st - 2 nd	Schedule of Rates of BWDB Circles, Templates;; Weight age Calculation and Procedure of Rate Analysis; Preparation of Estimates for Earth work and Protective works;	Mr. Md. Aminul Islam SE, Design-2, BWDB, Dhaka. aminul706@yahoo.com 01716320608
	3 rd - 4 th	Technical specification of Civil Works, January, 2019 Brief Discussion on Quality Control of BWDB Works.	
14/09/23 Thursday	1 st - 4 th	Report Presentation on field tour (Part-2) by the Trainees for Trainees Evaluation;	Joint Director & Course Director Director, Training, BWDB, Dhaka. Course Coordinator, E/A, Kaptai.
15/09/23 Friday	1 st - 4 th	Visit and Demonstration on Feni Regulator (Muhuri Project) and Mohamaya Chara Irrigation Project	EE, Feni O & M Division, BWDB, Feni EE, Chittagong O & M Division-2,
16/09/23 Saturday	1 st - 2 nd	General discussion on all necessary steps of Discipline as per BWDB Probidhanmala-2013. Bangladesh Service Rules. Govt. Employees Discipline & Appeal Rule-2018;	Mr. Noman Farid Director, Dte. of Discipline, BWDB, Dhaka. Mobile # 01816935432. nfarbwdb@yahoo.com
	3 rd - 4 th	Right to Information Act (RTI). Leave rule and all other necessary matters of BWDB Probidhanmala-2013	Mr. Md. Shahid Uddin Deputy Director, Office of the CE, South-Eastern Zone, BWDB, Chatteram.
17/09/23 Sunday	1 st - 2 nd	Constitution of the People's Republic of Bangladesh.	Mr. Md. Saiful Islam Deputy Director (Legal) Board's Secretariat, BWDB Dhaka. Mobile #01711987401 dd.legal.bwdb@gmail.com
	3 rd - 4 th	Discussion on Legal Matters of BWDB	
18/09/23 Monday	1 st - 2 nd	PPA-2006; PPR-2008; Delegation of Financial Power-2008 of BWDB.	Mr. Md. Hafizul Alam SE Contract & Procurement Cell, BWDB, Dhaka. Mobile # 01716234225 director_cpc@yahoo.com
	3 rd - 4 th	e-GP; Different types of Tender forms commonly used in BWDB for procuring Goods and Work; Considerations for ITT section of the Form(s); Discussion on Work Authorization and APP; Variation procedure.	
19/09/23 Tuesday	1 st - 2 nd	Accounting Rule followed and practices in the BWDB : Overview of BWDB Accounting System; Brief on Computerized Accounting System of BWDB; Pay fixation, TA/DA rules including foreign TA/DA rules, Role and responsibility for Pre-Audit.	Mr. Md. Kamal Hossain Deputy Director (Accounts), Central RAC, BWDB, Dhaka.
	3 rd - 4 th	Preparation of TA bill, Joining Time; Functions of Regional Accounting Centre (RAC). Different types of bills. Role and Responsibility of RAC for Audit Observation resolving. পেনশন সহজীকরন বিষয়ে বাপাউবো হিসাব বিভাগের মনোভাব এবং করণীয়।	
20/09/23 Wednesday	1 st - 4 th	Discussion on Karnaphuli Hydro Station (Reservoir, Dam, Spillway and Hydro Power Station). Study visit & Practical Demonstration on KHPS.	Engr. Mahmud Hasan, XEN, EMD-1, KHPS, BPDB, Kaptai. 01554009424
21/09/23 Thursday	1 st - 2 nd	Computer based Presentation in English on selected Topics of Group - A, Group-B, Group-C Group-D & Group-E Post-Course Evaluation (Final examination) ;	Mr. S. M. Ajior Rahman ADG (Admin), BWDB, Dhaka. Addl. Chief Engr., Training, BWDB, Dhaka. Director & Joint Director, E/A, Kaptai.
	3 rd - 4 th	Review of the course; Open Discussion; Problem solving issues; Guideline speech.	
			Mr. S. M. Ajior Rahman ADG (Admin), BWDB, Dhaka. Addl. Chief Engr., Training, BWDB, Dhaka. Director, EA, Kaptai. Course Coordinator, EA, Kaptai.

Date & Day	Session	Subject	Resource Person
	After 15.30 hrs.	Certificate Giving & Closing Ceremony	Chief Guest, ADG (Admin), BWDB, Dhaka. Director, Joint Director, Course Coordinator, & Asst. Course Coordinator, All officers of E/A, Kaptai.
Training Asstt. Staff		Mr. Md. Mr. Md. Salauddin, Office Sohayok.	01820940592

NB:- Guest Lecturers are requested to bring (i) soft copy and hand out (20 sets) of lecture & question ; (ii) e-TIN with Tax Circle and Zone.

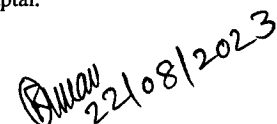

 (Engr. Mohammad Imam Hossain)
 Director,
 Engineering Academy, Kaptai.

Memo No.-27.11.8436.203.04.012.23.

Date :- 22/08/2023

Copy forwarded for information & necessary action please to:-

01. ADG (Admin./Finance), BWDB, Dhaka.
02. Chief, Training & Staff Development, BWDB, Dhaka/G.M. Training, BPDB, Dhaka.
03. Chief Engineer,
04. Director, Training , BWDB/BPDB, Dhaka.
05. SE/Director/Secretary.....
06. SE, Cox's Bazar/Chittagong O&M Circle, BWDB, Cox's Bazar/Chittagong/Feni/Chandpur/Moulvi Bazar/ Bogra. He is requested to arrange accommodation for the trainees in BWDB IB during their visit, brief about the project activities and guide them to visit the Project.
07. Manager, KHPS, BPDB, Kaptai/Jt. Director, Engg. Academy, BPDB, Kaptai.
08. Executive Engineer, Cox's Bazar/Chittagong-1/2/Rangamati/ Feni/Chandpur/Sirajganj O&M Division, BWDB, Cox's Bazar/Chittagong/Kaptai/Chandpur/Feni/Sirajganj is requested to arrange accommodation for the trainees in BWDB IB during their visit, brief about the project activities and guide them to visit the Project.
09. C.S.O. to DG, BWDB, Dhaka.
10. DD-1/2/3/4, Engg. Academy, BPDB, Kaptai.
11. Dy. Director (Accounts), RAO, BPDB, Kaptai.
12. Course Co-ordinator/Co- Course Co-ordinator of this Course, Engg. Academy, BPDB, Kaptai.
13. PA to ADG (Admn.), BWDB, Dhaka.
14. Accounts section/Camp Supervisor/Librarian, Engineering Academy, BPDB, Kaptai.


 (Mohammed Azizur Rahman)
 Deputy Director (Admin.)
 Engineering Academy, BPDB, Kaptai
 & Course Co-ordinator.



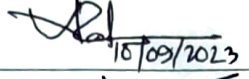



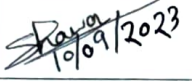
পরিচালকের কার্যালয়
প্রকৌশল একাডেমী, কাপ্তাই, রাঙ্গামাটি পার্বত্য জেলা।
Mobile: 01811424735
e mail # dea.kaptai@gmail.com ; deakaptai@yahoo.com



Attendance Sheet

Course Title	:	Foundation Training Course for Assistant Engineer
Duration	:	30/08/2023 to 21/09/2023.
Participants	:	Newly Recruited Assistant Engineer of BWDB
Date	:	10/09/2023 Session : 1st-2nd / 3rd-4th

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
1.	Mr Uttam Halder	Assistant Engineer (Civil)	
2.	Mr. Md. Shalah Uddin Ahmed	Assistant Engineer (Civil)	
3.	Mr. Sheikh Muijur Rahman	Assistant Engineer (Civil)	
4.	Mr. Modhusuddan Paul	Assistant Engineer (Civil)	
5.	Mr. Md. Billal Hossain	Assistant Engineer (Civil)	
6.	Mr. Sajid Hossain	Assistant Engineer (Civil)	
7.	Mr. Subrata Kumar	Assistant Engineer (Civil)	
8.	Mr. Sazid Haque	Assistant Engineer (Civil)	
9.	Mr. Md. Ataur Rahman	Assistant Engineer (Civil)	
10.	Mr. Md. Mahbubul Alam Pranto	Assistant Engineer (Civil)	
11.	Mr. Irfanul Islam	Assistant Engineer (Civil)	
12.	Mr. Sohel Rana	Assistant Engineer (Civil)	
13.	Mr. Ahasan Ahmed Khan	Assistant Engineer (Civil)	
14.	Mr. Md. Nasir Hossain	Assistant Engineer (Civil)	
15.	Mr. Shadman Mahbub	Assistant Engineer (Civil)	

Sl. No.	Name In Block Letter (জ্যেষ্ঠতার ভিত্তিতে নহে)	Designation	Signature
16.	Mr. Arafat Rahman Rifat	Assistant Engineer (Civil)	 18/09/2023
17.	Mr. Imran Khan	Assistant Engineer (E/M)	 Imran K
18.	Mr. Ahmed Imtiaz Nabil	Assistant Engineer (E/M)	
19.	Mr. Asif Mahmudul Islam	Assistant Engineer (E/M)	 10/09/2023
20.	Mr Shawon Kumar Saha	Assistant Engineer (E/M)	 10/09/2023

Course Coordinator


Signature of Resource Person

Name: T.M. Rashidul Kabir

Designation: Superintending Engineer

Address: 610, Pami Vahan,
72, Gorseen Road,
Dhaka