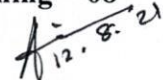


গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিদর্শন ও নিরীক্ষা অধিদপ্তর, শিক্ষা মন্ত্রণালয়
শিক্ষা ভবন, ২য় ব্লক, ১৬ আঃ গনি রোড, ঢাকা-১০০০।
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Training Plan of DIA (July 2021 – June 2022)
In-House Training Plan for Officers

Training Name	Duration, Date & Time	Type of Participants	No. of Participants	Batch no.	Total Hour	Comments
Foundation Training	4 days 23.8.21 - 26.8.21 9.00 am to 5.00 pm	Officer (New)	10	1	24	
Training on Automation Software	4 days 4.10.21-7.10.21 9.00am to 6.00pm	Officer (New)	10	2	24	
Refreshers Training on Computer Applications	2 Days 8.11.21 - 9.11.21 9.00 am – 5.00 pm	Officer	30	3	12	
Training on Service Rules & Regulations	2 days 6.12.21-7.12.21, 9.00 am to 5.00pm	Officer	30	4	12	
Innovation Training	1 Day 17.1.22-18.1.22 (9.00 am to 5.00 pm)	Officer	30	5	06	
Training on Office & e- File Management	2 days 7.2.22-8.2.22, 9.00am to 5.00pm	Officer	30	6	12	
Training on Qualitative Inspection Report Preparation	1 Day 9.3.22-10.3.22 (9.00 am to 5.00 pm)	Officer	30	7	06	
Innovation Training	2 Days 16.5.22-19.5.22 (9.00 am to 5.00 pm)	Officer	30	8	12	

Note: Total Hour for all Officer = 60; Total Hour for New Officers = 108 hours; Types of Training = 08


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Director
Directorate of Audit and Inspection, Dhaka

In-House Training Plan for Office Staff (3rd & 4th Class Employees)

Training Name	Duration, Date & Time	Type of Participants	No. of Participants	Batch no.	Total Hour	Comments
Foundation Training	3 days 01.09.21-05.09.21 9.00am to 5.00pm	Office Staff (New)	33	1	18	3.9.21 Holiday
Training on Manners and Etiquette	2 Days 12.09-13.09.2021 9.00am to 5.00pm	Driver, MLSS and Security Guard	16	2	12	
Training on Office & e-File Management	2 days 19.09-21 - 22.09.2021 9.00am to 5.00pm	Office Staff (New)	33	3	12	
Training on Automation Software	4 days 9.10.21-12.10.21 9.00am to 5.00pm	Office Staff	50	4	24	
Training on File Management and Disposal	1 day 06.11.21 - 07.11.21 9:00 am -5.00 pm	Office Staff	50	5	06	
Training on Service Rules & Regulations	1 day 11.12.2 – 12.12.21 9:00 am-5.00 pm	Office Staff	50	6	06	
Training on Basic Computer Applications & Apps	2 Days 19.3.22 - 20.3.22 9.00 am – 5.00 am	Office Staff	50	7	12	
Innovation Training	2 Days 25.5.22 (9.00 am to 5.00 pm)	Office Staff	30	8	12	

Note: Total Hour for all Office Staff = 60; Total Hour for New Office Staff = 102; Driver+4th class Employees = 12; Types of Training = 08

A-12-8-21
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Director

Directorate of Audit and Inspection, Dhaka

Local Training Plan June 2021 – July 2022 (Proposed)

Training Name	Training Provider	Type of Participants	No. of Participants	Duration	Comments
Training on Procurement of Goods, Works and Service	CPTU, Bangladesh/ Engineering Institute/ BIM, Dhaka	Officer and Office Staff	6+2	03 weeks	
Training on PPA-2006 & PPR-2008	CPTU, Bangladesh/ Engineering Institute/ BIM, Dhaka	Officer and Office Staff	6+2	03 days	
Financial Management Training	BIM / MoF / Planning Academy, Dhaka	Officer and Office Staff	6+2	02 weeks	
Budget Management Training	BIM/ MoF / Planning Academy, Dhaka	Officer and Office Staff	16+2	01 week	
Training on project planning & management on Monitoring/Inspection & Audit	BIM / MoF / Planning Academy, Dhaka	Officer		04 weeks	
Innovation Training	MoE	Officer	10	02 Days	
Policy and Planning Management	BIM/ MoP/Planning Academy, Dhaka	Officer	10	04 weeks	
National Integrity Strategy (NIS)	MoE	Officer	10	02 Days	
Leadership Training	NAEM, Dhaka	Officer	10	04 weeks	
Office Management	NAEM, Dhaka	Officer	10	04 weeks	
Change Management Training	BIM/ MoP/Planning Academy, Dhaka	Officer	10	02 weeks	
ICT Training for Government Officials	BCC (Bangladesh Computer Council) Agargaon, Dhaka	Officer	10	04 weeks	
English Language related Training (Skills Dev./Intermediate/General etc.)	British Council, Dhaka	Officer	25	04 weeks	
Research Methodology Training	NAEM, Dhaka	Officer	10	04 weeks	
Project Planning and Management	NAEM, Dhaka	Officer	10	04 weeks	

A. W. S. Z.

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