



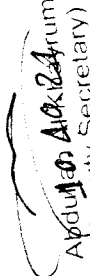
Course Title	:	Sanjivani & In house Training Course
Organized by	:	NGO Affairs Bureau
Participants	:	Officers & staffs of NGOAB
No of participants per batch	:	50 (DG, Director, DD, AD, Assign. officer, Programmer, Assistant Programmer., Audit super, Administrative Officer, Accountant, Accountant (cash), Data entry control operator, office assistant & computer operator, Driver, MLSS, Cleaner)
Total training hour in 2021-22 financial year	:	3168 Hours

Training Calender

Sl.no.	Topic	July/21	Aug/21	Sep/21	Oct/21	Nov/21	Dec/21	Jan/22	Feb/22	Mar/22	April/22	May/22	June/22	Total
1	Sanjivani Training Course (5 days) BRDTI, Sylhet 3 Batch x 20 persons													800 hours
2	Sanjivani Training Course (5 days) BRDTI, Sylhet 3 Batch x 20 persons													296 hours
3	National Integrity Strategy (NIS)													296 hours
4	E- Filing.													296 hours
5	Annual Performance Agreement (APA).													296 hours
6	Right to Information Act (RTI Act)													296 hours
7	File Management.													296 hours
8	Money Laundering & Terrorist Financing.													296 hours
9	Spoken English													296 hours
Total Monthly Training													10 Training	
Total Man Hours													3,168 hours	


 Md. Moinul Hossain
 Accountant
 NGO Affairs Bureau
 Prime Minister's Office


 10/10/2021


 Abdul Karim
 Deputy Secretary
 Deputy Director (General)
 NGO Affairs Bureau
 Prime Minister's Office