BBTA

Academic Calendar 2025

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Bangladesh Bank Training Academy

BANGLADESH BANK TRAINING ACADEMY

Bangladesh Bank Training Academy

ACADEMIC CALENDAR 2025

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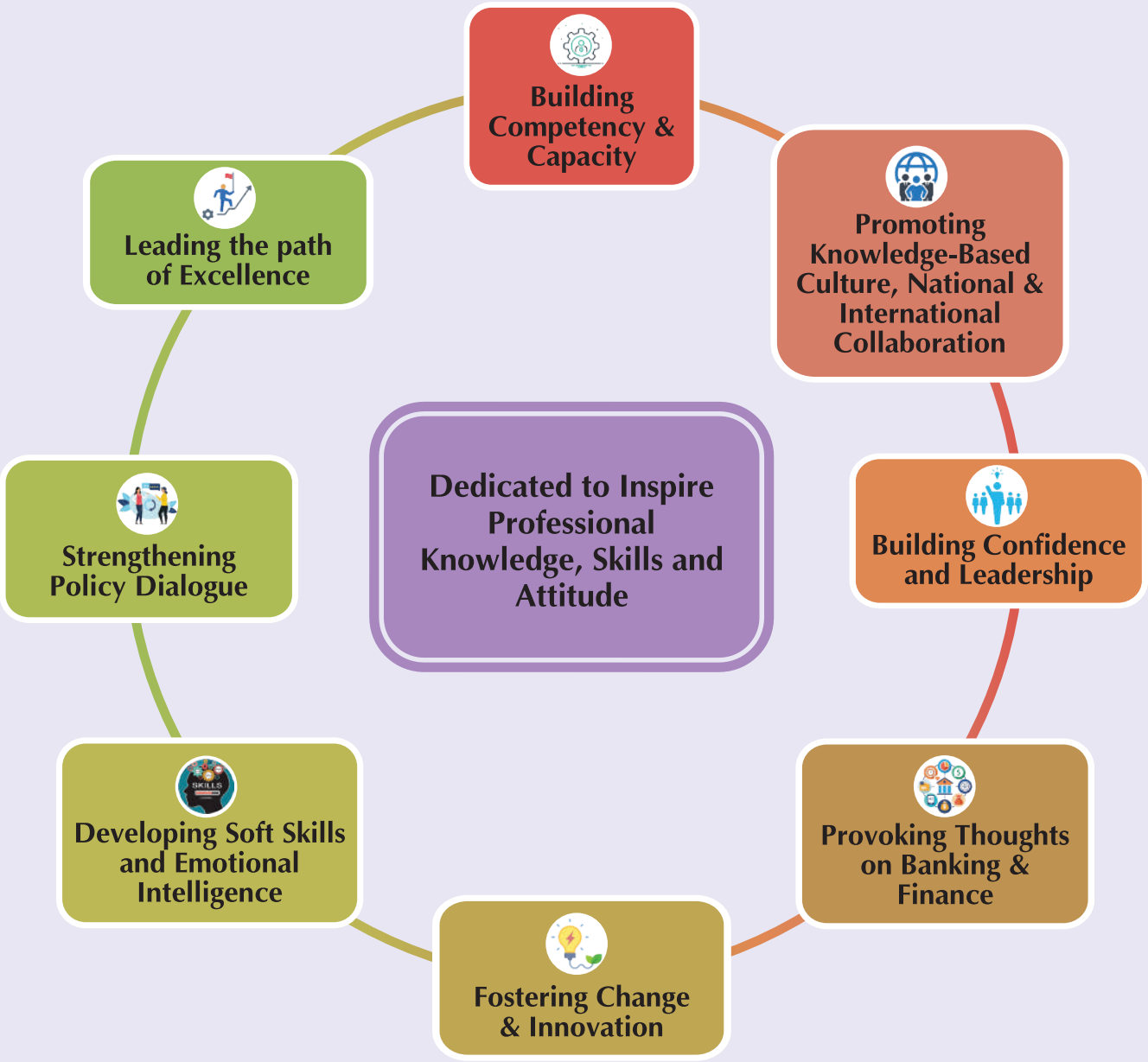

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BBTA: Vision & Mission

Vision of BBTA

Attaining excellence in imparting training, education and research with a view to developing the officials of Bangladesh Bank and other stakeholders of the country continually in parallel with the central banks of the developing countries of the world with a forward-looking approach.

Mission of BBTA

Arranging robust foundation training for the newly recruited Assistant Directors and Officers of Bangladesh Bank; conducting beneficial training course, workshops, seminars, lecture series, conferences, e-learning, professional diploma courses in line with the Training Need Assessment (TNA) for the officials of Bangladesh Bank and other stakeholders; undertaking research; and publishing the BBTA Journal regularly.

BBTA: Mandate and Strategic Objectives

Bangladesh Bank Training Academy (BBTA), the training department of Bangladesh Bank (The central bank of Bangladesh), is entrusted with the responsibility of capacity building and human resources development for both the employees of central bank and commercial banks & financial companies with a view to contributing towards ensuring corporate governance and bringing stability in the financial system. To achieve this assigned goal, BBTA organizes different training courses, workshops, seminars, conferences focusing on the regulatory issues, economics, banking and finance, human resources, macroeconomic management and any other issues directly or indirectly related to banking activities.

Mission of BBTA

BBTA, established in 1977, has been operating its activities at Mirpur campus from 2006. Its main objective is to impart training to the personnel of central bank, scheduled banks and other financial institutions and make them equipped with the latest knowledge of all regulatory issues, economic, financial, banking etc. As a training academy, BBTA wants to be a centre of excellence and upholds its standard to the international level. In this regard, BBTA, being a knowledge management centre, regularly publishes a journal titled "Thoughts on Banking and Finance" to collect and disseminate information throughout the financial system. It is also continuing its endeavor to upgrade and modernize its training modules.

Strategic Objectives

BBTA has been assigned, vide Bangladesh Bank's five years Strategic Plan 2020-2024, with the responsibilities to implement effective training policy, exert its maximum/ utmost efforts to become a 'Centre of Excellence', attain global standard in training and development, upgrade and modernize training modules to impart skill based knowledge.

In order to achieve the above mentioned strategies, BBTA has taken the following initiatives:-

- Prepare bank-wide TNA based on the experience and information collected from all departments regarding individual training requirements;
- Revisit training policy to streamline nomination process and selection criteria;
- Institutionalize the training outcome into regular business functionality;
- Prepare academic calendar incorporating training plan and programs in line with TNA of BB officials and other stakeholders in the financial sector;
- Improve the physical and logistic facilities of BBTA;
- Involve as many participants as possible under the umbrella of yearly training plan by utilizing the full capacity of BBTA infrastructure; and
- Upgrade the skill of faculty members through arranging Training-of-Trainer (ToT) program in collaboration with the internationally reputed organization so as to provide better service.

Message

I am delighted to know that Bangladesh Bank Training Academy (BBTA) is going to publish its Academic Calendar 2025. It is crucial to invest extensively in human capacity and skill development for achieving the challenges of the rapidly transforming global financial system. BBTA is making an excellent effort in arranging extensive trainings, seminars, and workshops to tackle these challenges under its Annual Training Plan (ATP).

Certain reforms are highly required in Bangladesh's banking sector to strengthen confidence in the economy and ensure sustainable growth. Reforms are needed to tackle high levels of non-performing loans, poor governance, corruption, inadequate risk management, and regulatory weaknesses in the banking sector. Strengthening transparency, enhancing regulatory oversight, and ensuring sound financial practices are vital for restoring confidence in the financial system. To implement such reforms, we need a capable workforce. I expect that the training planned under Academic Calendar 2025, will succeed in facilitating the banking sector's reform mission.

My compliments to the BBTA faculty members for their immense contributions towards designing and finalizing this year's ATP. I am hopeful that BBTA will successfully implement intensive training courses targeting to the contemporary issues in banking and financial sector. These inclusive trainings will enhance the knowledge and skills of the participants from the central bank, scheduled banks, finance companies and other stakeholders from home and abroad.

I congratulate BBTA on its publication of the Academic Calendar 2025 and wish all the best in its dynamic and productive endeavor to impart quality training and develop human resources.

Ahsan H. Mansur
Governor
Bangladesh Bank

Message

As we embark on another academic year, I am pleased to announce the forthcoming publication of 'Academic Calendar 2025' by the Bangladesh Bank Training Academy (BBTA). Continuous training and capacity building is a cornerstone for knowledge enrichment and skill development of the officials of the Bangladesh Bank as well as the financial industry. BBTA, since its inception in 1977, has been contributing toward this end by undertaking trainings, seminars and research works. Therefore, the 'Academic Calendar 2025' will serve as a guide for BBTA management, faculty members and other stakeholders ensuring a smooth and successful year ahead.

The 'Academic Calendar 2025' offers a comprehensive overview of the training courses, workshops, seminars and conferences to be conducted by BBTA. It also outlines the academy's facilities, catalogs of past training courses, and highlights profiles of faculty members. While Foundation Training Courses (FTCs) for Officers and Assistant Directors remain central to BBTA's agenda, the academy also offers a diverse range of other tailored training courses and workshops to meet the needs of the officials and executives of Bangladesh Bank along with the financial sector. I am also delighted to see the inclusion of training programs for Bangladesh Bank's support staff this year which is a praiseworthy initiatives of BBTA.

In light of the diverse challenges and risks faced by the local and global financial system, it is imperative that executives within the Bangladesh's financial sector required to pose strong professional acumen and staying abreast of contemporary issue to navigate effectively the emerging challenges and BBTA has admirably fulfilled this mandate by grooming and enhancing the skills of financial sector's officials including Bangladesh Bank. Furthermore, BBTA has continued its efforts to foster productive collaborations with local and foreign training institutions.

I hope that BBTA will be able to accomplish its academic activities outlined in the 'Academic Calendar 2025'. Finally, I would like to express my sincere gratitude and thanks to the officials of BBTA and department of communications and publications, whose heart and soul efforts have been instrumental for the publication of this calendar. I wish success of BBTA's endeavor to become a center of excellences as a training institute and look forward to a year full of learning, growth, and achievement.

Nurun Nahar
Deputy Governor
Bangladesh Bank

Message

It is with great pleasure that I announce the publication of the 'Academic Calendar 2025' of Bangladesh Bank Training Academy (BBTA). This calendar provides an overview of the Annual Training Plan (ATP) for 2025, detailing the diverse array of courses, seminars, and workshops that BBTA will conduct in the upcoming year. The academy's mission to serve as a 'Centre of Excellence' continues to guide our training initiatives, with a focus on equipping the officials of Bangladesh Bank (BB), as well as those from commercial banks and financial companies, with the knowledge and skills needed to meet the demands of a dynamic financial sector.

The training programs for 2025 have been thoughtfully developed through our established "Training Needs Assessment (TNA)" process, in collaboration with the Human Resources Department and thorough discussions in the Academic Council. This year, particular emphasis is being placed on strengthening foundational training for newly recruited Officers and Assistant Directors to support their growth from the starting of their careers.

BBTA takes pride in its capacity to conduct international programs, and in recent years, we successfully hosted courses such as the "Centre for International Cooperation and Training in Agricultural Banking (CICTAB)" program on our premises. Such programs reflect our commitment to building a learning environment that meets global standards and fosters cross-border knowledge sharing.

Bangladesh Bank Training Academy successfully introduced the 'Certified Supervision Specialist (CSS) Course' in 2024, designed to enhance the capacity of Bangladesh Bank employees involved in bank supervision activities. The course aims to improve supervisory practices and further strengthen regulatory oversight of the financial sector. Building on its positive impact, we plan to continue offering this course in 2025.

In 2025, BBTA will expand on its digital initiatives, improving accessibility to training information and online registration through our web portal. We are also exploring collaborative ventures with national and international training institutions to broaden our reach and impact.

I extend my deepest gratitude to our honorable Governor, Dr. Ahsan H. Mansur, and Deputy Governor, Ms. Nurun Nahar, for their support and guidance. I would also like to thank the faculty members of BBTA, the Research, Publications and Library Wing, ATP Wing, and the Department of Communications and Publications for their invaluable contributions to this academic calendar.

BBTA welcomes suggestions from all stakeholders, as these insights are essential for the continuous enhancement of our programs and services. Together, let us look forward to a productive and transformative year in training and development at BBTA.

Md. Hanif Miah
Executive Director
Bangladesh Bank Training Academy (BBTA)

Editorial

Since its establishment in 1977, Bangladesh Bank Training Academy (BBTA), the training arm of the country's central bank, has been dedicated to enhancing the skills and capacity of human resources for the central bank, scheduled banks, financial companies, and other key stakeholders. The Academy's primary goal is to support good governance and promote stability within the country's financial system.

BBTA is entrusted with the design, development, delivery, and evaluation of combined Foundation Training Courses for newly recruited Assistant Directors and Officers, covering both the general and specialized sides of Bangladesh Bank for ninety working days. This Academy includes 17 new training programs in the Annual Training Program (ATP) 2025 to adopt the new challenges. The Academy also conducts a variety of specialized programs, including Training-of-Trainers (ToT) courses, international training, executive development seminars, workshops and policy dialogues. In addition, BBTA organizes outreach programs across the country through ten branch offices, addressing contemporary and emerging issues in the banking and financial sectors.

Academy's training initiatives are carefully crafted based on a Training Need Assessment (TNA) conducted across all departments and offices of Bangladesh Bank, followed by thorough discussions within the Academic Council. This strategic approach ensures that BBTA's programs remain relevant and aligned with the evolving needs of the financial sector.

In addition to its extensive training programs, Bangladesh Bank Training Academy (BBTA) consistently publishes its half-yearly peer-reviewed journal, 'Thoughts on Banking and Finance'. The journal covers a broad spectrum of topics, including empirical and theoretical papers, policy analysis, contemporary and historical case studies, conference reports, and book reviews, all focused on economics, banking, and finance. BBTA aims to attract high-quality research that addresses key policy issues, contributing valuable insights to policymakers, researchers and academicians both home and abroad.

BBTA provides a wide range of facilities for its trainees, including modern classrooms, comfortable accommodations, fully equipped computer labs, an extensive library and a contemporary auditorium. The Academy also ensures all necessary resources in place to support the smooth delivery of its training programs.

We express our gratitude for the visionary guidance and strong leadership provided by our Honorable Governor, Dr. Ahsan H. Mansur, and Deputy Governor, Ms. Nurun Nahar. Their supports have been instrumental in our pursuit to make BBTA, a center of excellence for developing highly capable human resources for the 21st century. We also extend our thanks for the support and feedback from officials of Human Resources Department, Department of Communications and Publications along with other Departments and Offices of Bangladesh Bank in successfully conducting various training courses at BBTA and other offices.

Finally, I would like to acknowledge the hard work and dedication of all the officials who have contributed, both directly and indirectly, to the successful completion of the Academic Calendar for 2025.

Md. Jasim Uddin
Director (Research)
Bangladesh Bank Training Academy (BBTA)

Group Photo of BBTA Faculty Members with Governor

First Row (From Left): Anwar Aftab Ahmed, Mohammad Mahmudul Hasan, Md. Mamun Hossain, Abdus Salam Mahmud, Md. Abdul Wahab, Md. Shabbirul Alam Chowdhury, Md. Hanif Miah, Dr. Ahsan H. Mansur, Nurun Nahar, Muhammad Zakir Hasan, Sheikh Nasreen Sultana, Md. Aminur Rahman Chowdhury, Probir Kumar Sarker, Md. Jasim Uddin, Md. Atiqur Rahman.

Second Row (From Left): Ayatun Nesa, Faila Saberin, Mujtuba Kabir, Sawad Bin Shahid (Parvez), Md. Rokon-Uz-Zaman, Khairul Alam Chowdhury Tutul, Md. Jashim Uddin Sarker, Sarder Arif Mahmud, Iqbal Ahmed, Md. Shahidul Islam, Muhammad Maruf Alam Sufiany, Dr. Md. Arif-Ur-Rahman, Shakil Ezaz, A.B.M. Anisuzzaman, Farzana Akhter, Tania Mustafiz, Nasrin Sultana, Shahida Sultana, Md. Motior Rahman, Shahjalal Hossain, Miss. Shahanaj Parvin, Most. Sadika Khatun, Sonjib Kumer Singha.

Bangladesh Bank Training Academy Infrastructure

Bangladesh Bank Training Academy (BBTA) is the premier training academy in the banking sector of Bangladesh. It is owned by Bangladesh Bank, the central bank of the country. BBTA primarily provides training to the officials of Bangladesh Bank, scheduled banks, and NBFIs. It also organizes a limited number of training programs for other organizations. The academy has been located in Mirpur-2, Dhaka-1216, since 2006, although it began its operations in 1977. The academy is well-equipped with various facilities for conducting its training programs. The distribution of infrastructure in the BBTA complex is as follows:

Academic Building

The academic building is an eight-story structure with modern facilities, centrally air-conditioned, and equipped with backup generator. It offers the following facilities:

Classrooms and Teaching Aids

- Six (06) classrooms, each equipped with modern teaching aids, including multimedia systems; and
- Audio-visual systems and Internet facilities.

Computer Labs

- Two computer labs;
- Labs are equipped with high-speed internet connectivity;
- Each lab contains thirty (30) desktop computers;
- Air-conditioning system; and
- Audio-visual systems.

Library

BBTA features a comprehensive library with a diverse collection of textbooks, reference books, newspapers, magazines, reports, and archival resources. It also provides access to e-news clippings and a vast range of e-resources, including e-books and e-journals under the Library Consortium of Bangladesh (LiCoB).

Additionally, the library offers a dedicated Research Support Desk equipped with Grammarly facilities to assist trainees and researchers. The library has been successfully transformed into an advanced e-Library system, ensuring seamless digital access to resources.

Conference Room

BBTA General Conference Room Facilities:

- Equipped with audio-visual and multimedia systems, internet access, and video conferencing capabilities; and
- Seats up to 60 people with full air-conditioned.

Dining Room

BBTA has the following three types of dining rooms

- A well-furnished dining room on the ground floor, with a capacity to accommodate 100 people;
- Another well-furnished dining room on the 6th floor; and
- A third well-furnished dining room on the 5th floor, reserved for high-level officials.

Hostel Building

There is a six-story hostel building behind the academic building for training participants. The facilities available in the hostel include:

- A total of 104 single rooms (26 rooms per floor);
- One floor is reserved for female participants, with proper security;
- A TV room, three indoor game rooms, a magazine room, a house tutor and office room, a canteen management room, a spacious kitchen, and dining area;
- A well-maintained prayer room on the ground floor of the BBTA hostel; and
- Wi-Fi connectivity

Recreational and Fitness Facilities

BBTA provides well-equipped recreational and fitness facilities for trainees. The academy features a dedicated gym with modern exercise equipment, along with indoor game facilities such as Carrom, Badminton, Chess, Dart, and Table Tennis. These amenities offer trainees a balanced environment to relax and rejuvenate alongside their training sessions.

Automobile Parking Facilities

There is a spacious and well-organized automobile parking area at the BBTA premises for the vehicles of faculty members and participants.

BBTA Mosque

A mosque is available at BBTA, with a capacity to accommodate approximately 100 people for prayers at a time. The mosque is fully air-conditioned.

A. K. N. Ahmed Auditorium

The academy features an auditorium, named the A. K. N. Ahmed Auditorium, with the following facilities:

- Seating capacity: 450;
- Air-conditioned; and
- Equipped with audio-visual systems.

Training and Programs Arranged by BBTA in 2024

Foundation Training Course

BBTA conducted six (6) foundation training programs for 335 newly joined officials in 2024. Among them, 239 were recruited as Assistant Directors and 96 were recruited as Officers. To enhance the effectiveness of the foundation training courses, changes were implemented in the 2024 schedule. The program now includes 10 modules, compared to 9 in previous years, of which 8 are core modules and the remaining 2 are specialized modules. Moreover, the marks distribution for the modules has also been revised.

Seminar

A seminar on "Growth, Prospects and Challenges of Islamic Banking in Bangladesh" was held at BBTA, with Ms. Nurun Nahar, Deputy Governor of Bangladesh Bank, as the chief guest. The event was chaired by BBTA Director, Mr. Mohammad Mahmudul Hasan, with special guests including Mr. Md. Hanif Mia, Executive Director of the Academy, and Mr. Mohammad Zakir Hasan, Executive Director (ICT) and resource person of BBTA. The keynote paper was presented by Mr. Abdul Awal Sarkar, former Executive Director (Research) of Bangladesh Bank. Panel discussions featured prominent figures including, Dr. Golzare Nabi, Director (Research) of Bangladesh Bank; Mr. Nurul Islam Khalifa, Director of Global Islami Bank PLC. and Mr. Md. Mohabbat Hossain, Assistant Professor of Bangladesh Institute of Bank Management (BIBM). Participants included officials from Bangladesh Bank, scheduled banks, finance companies, and the Academy.

International Training Program (CICTAB)

BBTA has been a vital partner in the regional exchange of knowledge and expertise in agricultural banking through its collaboration with the Centre for International Cooperation and Training in Agricultural Banking (CICTAB). Since its involvement in 2011, BBTA has hosted several international training programs aimed at enhancing the capacity of professionals working in rural and agricultural finance. Notably, in March 2024, BBTA hosted the CICTAB Training Program No. 402, titled "Sustainable Agriculture and Socially Responsible Rural Financing." This event was a joint effort between Bangladesh Bank, the Bangladesh Milk Producers' Cooperative Union (Milk Vita), the Cooperative Credit Union League of Bangladesh Ltd. (CCULB), and CICTAB, India. In the program there were 29 professionals from Bangladesh, Nepal, Indias and Sri Lanka, including mid to senior-level officials from central banks, commercial banks, cooperatives, and other rural financing institutions.

The training methodology combined classroom lectures, case studies, field visits, and paper presentations, offering a well-rounded learning experience. Participants engaged in active discussions, sharing their experiences and insights on sustainable agriculture and rural financing, thus enriching their understanding through peer learning. Field visits to CCULB and Milk Vita in Bangladesh further deepened their practical knowledge. This hands-on approach combined with expert-led sessions, helped participants gain a deeper understanding of the latest trends in agricultural finance and the importance of socially responsible financing. BBTA's continued involvement in hosting such programs underscores its commitment to fostering knowledge exchange and professional development in the critical area of rural and agricultural financing across the South Asian region.

Training-for-Trainers (ToT) Program

Bangladesh Bank Training Academy has been actively implementing the **Training for Trainers (ToT)** program since July 2024, aimed at enhancing the professional capabilities of its faculty members.

As part of this initiative, the following distinguished sessions have been conducted by the Academy's leadership throughout 2024:

- **Mr. Md. Hanif Miah, Executive Director**, led the ToT session on *"Art of Presentation"* in July 2024.
- **Mr. Anwar Aftab Ahmed** conducted the session on *"Research Methodology"* in August 2024.
- **Mr. Md. Abdul Wahab** delivered the training on *"Inflation Management: Recent Inflation Scenario in Bangladesh and the Role of Bangladesh Bank in Controlling it"* in September 2024.
- **Mr. Shakil Ezaz** led the session on *"Connecting the Dots"* in November 2024.
- **Mr. Md. Masud Rana** facilitated the ToT on *"How to Conduct an Effective Training Session?"* in December 2024.

This program has contributed significantly to the professional development of the Academy's faculty, ensuring the delivery of high-quality training for the future leaders of Bangladesh's banking sector.

Annual Training Plan 2025

(Annexure-1)

Program No	Course ID	Training Course	Level of Participants	Duration	Frequency	Total No. of Participants	Venue
(i)		(ii)	(iii)	(iv)	(v)	(vii)	(viii)
1	1001	**A) Foundation Training Course**	Newly Recruited Officers and Assistant Directors	180 days	4	(55x4=220 approx.)	BBTA
		B) Banking					
2	1067	Islamic Finance and Banking	AD/DD/JD of BB HO and Br. Offices	5 days	1	30	BBTA
		C) Macro-Economics, Monetary Policy & Financial Markets					
3	1009	Monetary Policy Formulation and Implementation	AD/DD/JD/Addl. Director of BB HO(15), Officials of Banks (10) & Finance Companies (5)	4 days	2	30x2=60	BBTA
			AD/DD/JD/Addl. Director of BB Br. Offices(5) and Officials of Banks & Finance Companies(35) (Chattogram, Rajshahi)	3 days	2	40x2=80	Br. Offices
4	1138	Public Debt Management	AD/DD/JD/Addl. Director of BB HO & Br. Offices	3 days	1	30	BBTA
5	1011	Understanding Economic Indicators	AD/DD/JD/Addl. Director of BB HO(15), Officials of Banks(10) & Finance Companies (5)	3 days	1	30	BBTA
		D) Supervision, Risk Management & Regulatory Framework					
6	1098	Capital Adequacy for Banks under Basel III	AD/DD/JD/Addl. Director of BB HO and Mid-Level Officials of Banks	5 days	2	30x2=60	BBTA
7	1173	Capital Adequacy for Finance Companies under Basel II*	AD/DD/JD/Addl. Director of BB HO and Mid-Level Officials of Finance Companies	3 days	1	30	BBTA
8	1017	Techniques of Inspection and Report Writing	AD/DD/JD/Addl. Director of BB HO & Br. Offices	5 days	1	30	BBTA
9	1174	Onsite Supervision Guidelines 2015*	AD/DD/JD/Addl. Director of BB HO & Br. Offices	5 days	1	30	BBTA
10	1140	Inspection Techniques of Islamic Banks and Finance Companies	AD/DD/JD/Addl. Director of BB HO & Br. Offices	3 days	1	30	BBTA
11	1143	Identification of Systemic Risk & Its Mitigation	AD/DD/JD/Addl. Director of BB HO & Br. Offices	3 days	1	30	BBTA
12	1144	ISS Reporting	AD/DD/JD of BB Br. Offices(5) & Officials of Banks(35) (Bogura, Mymensingh)	2 days (1 day per batch)	2	40x2x2=160	Br. Offices
13	1019	Credit Risk Management	AD/DD/JD of BB HO and Br. Offices(5) & Mid-level Officials of Banks & Finance Companies (25)	5 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices(5) and Officials of Banks & Finance Companies(35) (Barisal, Mymensingh, Sylhet)	3 days	3	40x3=120	Br. Offices
14	1175	Prompt Corrective Action (PCA) Framework & Recovery Plan*	AD/DD/JD of BB HO and Officials of Banks	2 days	1	30	BBTA

Program No	Course ID	Training Course	Level of Participants	Duration	Frequency	Total No. of Participants	Venue
15	1176	Risk Management in Banks & Finance Companies*	AD/DD/JD of BB and Officials of Banks & Finance Companies	3 days	1	30	BBTA
16	1177	Operational Risk Management in Banks*	AD/DD/JD of BB and Officials of Banks & Finance Companies	2 days	1	30	BBTA
17	1178	Treasury Management in Banks*	AD/DD/JD of BB and Officials of Banks & Finance Companies	3 days	1	30	BBTA
18	1179	Open Position and Foreign Exchange Risk Management*	AD/DD/JD of BB and Officials of Banks	3 days	2	30x2=60	BBTA
19	1180	Credit Guarantee Scheme*	AD/DD/JD of BB and Officials of Banks	2 days	1	30	BBTA
20	1181	International Accounting Standard (IAS) & International Financial Reporting Standard (IFRS)*	AD/DD/JD/Addl. Director and Officials of Banks & Finance Companies	3 days	1	30	BBTA
		E) Foreign Exchange & International Trade					
21	1071	International Trade Finance & Offshore Banking	AD/DD/JD of BB HO & Br. Offices	3 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices (5) and Officials of AD Branches of Banks(35) (Chattogram, Khulna)	3 days	2	40x2=80	Br. Office
		F) Regulatory Reporting					
22	1022	Foreign Exchange Transactions Reporting	Officials of Banks (AD Branches for Dhaka)	2 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices (5) & Officials of Banks(35) (one each in Bogura, Rajshahi, Rangpur)	2 days	3	40x3=120	Br. Offices
23	1146	CIB Business Rules & Online Reporting Systems	Officials of Banks and Finance Companies (One day per batch)	2 days	1	30x2=60	BBTA
			AD/DD/JD of BB Br. Offices(5) and Officials of Banks and Finance Companies(35) (one each in Barisal, Rangpur, Sylhet)	2 days	3	40x3=120	Br. Offices
24	1025	Money and Banking Data Reporting	Officials of Banks and Finance Companies	3 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices(5) and Officials of Banks and Finance Companies(35) (one each in Bogura, Chattogram, Khulna, Rajshahi)	3 days	4	40x4=160	Br. Offices
25	1024	FDI & External Debt Reporting	AD/DD/JD of BB HO and Officials of Banks	2 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices(5) and Officials of Banks of Br. Office(35) (Chattogram)	2 days	1	40	Br. Office
			AD/DD/JD of BB HO (5) and Officials of Banks (AD Branches-25)	3 days	1	30	BBTA
			Officials of Finance Companies & Others	2 days	1	30	BBTA
			AD/DD/JD of BB HO and Officials of Banks	2 days	1	30	BBTA
26	1182	Online Foreign Exchange Transaction Reporting*	AD/DD/JD of BB HO (5) and Officials of Banks (AD Branches-25)	3 days	1	30	BBTA
27	1183	Integrating FCS-1, FCS-2 and FCS-3 Data Reporting for Comprehensive Oversight*	Officials of Finance Companies & Others	2 days	1	30	BBTA
28	1184	E-banking and E-commerce Data Reporting*	AD/DD/JD of BB HO and Officials of Banks	2 days	1	30	BBTA

Program No	Course ID	Training Course	Level of Participants	Duration	Frequency	Total No. of Participants	Venue
		G) Research & Library Management					
29	1023	Research Methodology	AD/DD/JD of BB HO & Br. Offices	5 days	1	30	BBTA
30	1185	Library and Document Management: Automation, Digitization & Usage of Artificial Intelligence (AI)*	AD/DD/JD of BB HO & Br. Offices& Others	2 days	1	30	BBTA
		H) Payment & Settlement System					
31	1186	Cashless Banking, Fintech & Digital Financial Services (DFS)*	AD/DD/JD of BB HO and Br. Offices & Officials of Banks	3 days	2	30x2=60	BBTA
		I) Human Resources Development					
32	1187	Effective Communication and Presentation Skill*	Officer/AD/DD/JD of BB HO and Br. Offices	3 days	2	30x2=60	BBTA
33	1153	Leadership, Teambuilding and Negotiation Skill	JD/Addl. Director of BB HO and Br. Offices	3 days	1	30	BBTA
34	1188	Emotional Intelligence (EI) and Productivity*	JD/Addl. Director of BB HO and Br. Offices	3 days	1	30	BBTA
35	1194	Office Decorum, Rules & Regulations for BB Staff (B,C&D)*	B,C &D Category Staff of BB HO and Br. Offices	2 days	1	30	BBTA
36	1041	Safety, Security and Disaster Management	B,C &D Category Staff of BB HO and Br. Offices	2 days	1	30	BBTA
		J) IT Security & IT Skill Development					
37	1156	IT Security and Awareness	Officer/AD/DD/JD of BB HO & Br. Offices, Officials of SPCBL	3 days	2	30x2=60	BBTA
			Officer/AD/DD/JD of BB Br. Offices and Officials of Banks & Finance Companies (Chattagram, Khulna, Rajshahi, Sylhet)	3 days	4	30x4=120	Br. Offices
38	1158	Information System (IS) Audit	AD/DD/JD of BB HO (5) and Officials of Banks(25)	2 days	2	30x2=60	BBTA
39	1044	Guidelines on ICT Security for Banks and Finance Companies	AD/DD/JD of BB HO and Officials of Banks & Finance Companies	3 days	1	30	BBTA
			AD/DD/JD of BB Br. Offices(5) and Officials of Banks & Finance Companies (35)(one each in Barisal, Bogura, Khulna)	3 days	3	40x3=120	Br. Offices
40	1189	Guidelines on Cloud Computing*	AD/DD/JD of BB HO & Br. Offices and Officials of Banks & Finance Companies	3 days	2	30x2=60	BBTA
41	1190	Core Banking Solution (CBS) Features and Controls*	AD/DD/JD of BB HO and Officials of Banks & Finance Companies	3 days	2	30x2=60	BBTA
42	1150	Artificial Intelligence (AI) in Banking	AD/DD/JD of BB HO and Mid-Level Officials of Banks	1 day	1	30	BBTA
		K) Anti Money Laundering & Combating Financing of Terrorism					
43	1047	Prevention of Money Laundering and Combating Financing of Terrorism	AD/DD/JD of BB HO and Br. Offices, Officials of Banks & Finance Companies	2 days	2	30x2=60	BBTA
44	1161	Trade and Credit Backed Money Laundering	AD/DD/JD of BB HO and Br. Offices Banks & Finance Companies	2 days	2	30x2=60	BBTA

Program No	Course ID	Training Course	Level of Participants	Duration	Frequency	Total No. of Participants	Venue
		L) Miscellaneous Program					
45	1084	Procurement Management & e-GP Training	AD/DD/JD from procurement related departments of BB HO & Br. Offices, Officials of SPCBL	5 days	2	30x2=60	BBTA
46	1162	Internal Audit and Regulatory Compliance	Officials of Banks & Finance Companies	2 days	1	30	BBTA
47	1163	SAP Training on FICO Module	Officer/AD/DD/JD of BB HO and Br. Offices	4 days	1	20	BBTA
48	1191	SAP Training on MM Module	Officer/AD/DD/JD of BB HO and Br. Offices	4 days	1	20	BBTA
49	1192	SAP Training on HRM Payroll	Officer/AD/DD/JD of BB HO and Br. Offices	4 days	1	20	BBTA
		M) International Course					
50	1105	Agricultural Financing & Rural Development (CICTAB)	Domestic Participants-15, Foreign Participants-15	5 days	1	30	BBTA
		N) Workshop/Seminar					
51	1106	Current Issues and Challenges in Banking (Seminar)	Director/ Executive Director of BB HO & Br. Offices and AMD/DMD/MDs Banks & Finance Companies	1 day	2	200x 2= 400 (Approx.)	BBTA
52	1165	Executive Development Seminar (Topics on Contemporary Issue to be Selected by Higher Management)	Director/ Executive Director of BB HO & Br. Offices	1 day	2	200x 2= 400 (Approx.)	BBTA
53	1193	Cyber Crime and Data Breaches in Financial Sector*	Addl. D/ Director of BB HO & Br. Offices and Head of IT/IT Security of Banks & Finance Companies	1 day	1	200 (Approx.)	BBTA
		O) ToT Program					
54	1171	ToT for BBTA Faculties/ Trainer(Training Techniques/ Methods and Contemporary Issues)	BBTA Faculties(20), BB HO (5), BB Br. Office(5)	3 days	4	30x4=120	BBTA/ Elsewhere
		Total			**100**		

New Courses

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* New Courses.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 01 (ID: 1001)
Course Name: Foundation Training Course

Learning Objective

Upon completion of the course, the participants will be able to:

- Understand the fundamentals of economies, financial system and banking activities;
- Understand the fundamentals of banking supervision and regulations.
- Develop and maintain proper manners and etiquette on workplace.

Course Contents

- Module-1: Central Banking and Financial System of Bangladesh;
- Module-2: Office Management and Human Resources Management of Bangladesh Bank;
- Module-3: Basic Economics;
- Module-4: Monetary Policy;
- Module-5: Accounting and Finance;
- Module-6: Commercial Banking and Activities of Finance companies;
- Module-7: Foreign Exchange;
- Module-8: Supervision;
- Module-9: ICT in Bangladesh Bank;
- Module-10: Basic Statistics.

Methodology

Lecture, assignment, group discussion, presentation, study tour.

Evaluation Method

Module based exam (Quiz, written), individual and group assignment and presentation, viva-voce.

Target Group

Newly recruited official of Bangladesh Bank.

Duration

90 days

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 02 (ID: 1067)
Course Name: Islamic Finance and Banking

Learning Objective

Upon completion of the course, the participants will be able to:

- Understand the fundamentals of Islamic finance and banking;
- Identify the features of Islamic banking products & services; and
- Have comprehensive knowledge about AAOIFI & IFSB standards.

Course Contents

- Introduction to Islamic banking & its products;
- Deposit mobilization under Shariah principles;
- Investment operation under Shariah principles;
- Fund management in Islamic banking;
- Foreign exchange operations of Shariah-based banks in Bangladesh; and
- AAOFI and IFSB standards on Islamic banking:
  - Murabaha (SS-8);
  - Musharaka (SS-12),
  - Mudaraba (SS-13),
  - Ijarah(SS-9),
  - Istisna (SS-11),
  - Bai-Salam (SS-10);
  - Loan (SS-19);
  - Sukuk (SS-17),
  - IFSB standards (brief overview).

Methodology

Lecture, assignment, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB Head Office and Branch Offices.

Duration	Frequency	No. of Participants
5 days	1 (BBTA)	30X1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 03 (ID: 1009)
Course Name: Monetary Policy Formulation and Implementation

Learning Objective

- After Completion of this course the participants will have detailed understanding about Monetary Policy Formulation & Implementation process by Bangladesh Bank.

Course Contents

- Theories of money & multiple deposit creation by the banking system;
- Calculation of money supply by Bangladesh Bank;
- Monetary Policy in Bangladesh: objectives, tools, and strategies;
- Monetary transmission mechanism in Bangladesh;
- Overview on latest Monetary Policy Statement (MPS) by Bangladesh Bank;
- Overview on latest Economic Indicators: money & credit developments, reserve money development , liquidity situation, inflation & wage index, industrial production etc. (from BB Monthly Major Economic Indicators);
- Liquidity forecasting & management ;
- Brief discussion on interest rate corridor (IRC), policy rate, SLF & SDF rate, Bank rate, open market operations;
- Monetary Policy vs Fiscal Policy: linkages in terms of public finance, deficit budget, domestic and external borrowing;
- Balance of payment, exchange rate & foreign exchange reserve: linkages with monetary policy in Bangladesh; and
- Towards inflation targeting regime.

Methodology

Lecture, case study, group discussion.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO, officials of banks & finance companies (BBTA)
AD/DD/JD/Addl. Director of BB Br. Offices and officials of banks & finance companies (Chattogram, Rajshahi).

Duration	Frequency	No. of Participants
4 days	02 (BBTA)	30x2=60
3 days (Shorter Syllabus)	02 (Br. Offices)	40x2=80

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 04 (ID: 1138)
Course Name: Public Debt Management

Learning Objective

Upon the completion of the course the participants will be able to:

- Describe the public debt management systems & procedures in Bangladesh; and
- Explain the implications of government budget deficit financing from different sources.

Course Contents

- Government budget: brief overview (revenue, expenditure & financing);
- Public borrowing (domestic & foreign): recent trends & impact on the economy
- Public debt management: definition, functions and objectives;
- Government debt securities in Bangladesh: an overview on issuance procedure & management;
- Treasury bills & bond: types and valuation (marketable and non-marketable)
- Islamic Shariah-based instruments (government SUKUK & others) in Bangladesh: roles & prospects; and
- External debt (public sector) management & its sustainability.

Methodology

Lecture, case study, question and answer.

Evaluation Method

Quiz/written test/group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, finance division (ministry of finance) and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 05 (ID: 1011)
Course Name: Understanding Economic Indicators

Learning Objective

Upon completion of this course the participants will be able to:

- Recognize and relate different economic indicators to different sectors of the economy; and
- Explain the importance and coordination between monetary and fiscal policies.

Course Contents

- An overview of economic indicators and different sectors of the economy;
- Measures of economic growth and development;
- Monetary policy framework and its linkages with fiscal policy;
- Various indicators of macro-economic status ;
- Various indicators of financial sector;
- Various indicators of external sector; and
- Balance of payments, its components and linkages with Monetary and Exchange Rate Polices.

Methodology

Lecture, case study, scenario analysis.

Evaluation Method

Quiz, group assignment & presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO and officials of banks & finance companies.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 06 (ID: 1098)
Course Name: Capital Adequacy for Banks under Basel III

Learning Objective

Upon the completion of the course the participants will be able to:

- Explain Basel III framework, Basel accord and its implementation process in Bangladesh; and
- Apply the knowledge in day to day operation.

Course Contents

- Overview on Basel framework;
- Constituents of capital and minimum requirement, limits, regulatory adjustments & leverage ratio;
- Discussion on credit risk and method of calculating capital against credit risk;
- Role of ECAIS in bank's credit risk management;
- Discussion on capital buffers for addressing counter cyclicality in the economy;
- Discussion on liquidity framework under Basel III;
- Discussion on market risk and method of calculating capital against market risk;
- Discussion on operational risk and method of calculating capital against operational risk;
- Practical sessions (4 sessions): detailed calculation (risk weighted assets, minimum capital requirement, capital to risk weighted assets (CRAR) etc.);
- Identifying and assessment of additional capital under Pillar II;
- Discussion on supervisory review process and supervisory review evaluation process (SRP-SREP);
- Discussion on pillar III: market discipline and disclosures;
- Criteria for inclusion of instruments in regulatory capital (focus on bond); and
- Role of corporate governance in risk management under RBCA.

Methodology

Lecture, individual & group exercise, group discussion.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO and mid level officials of banks.

Duration	Frequency	No. of Participants
5 days	2(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 07 (ID: 1173)
Course Name: Capital Adequacy for Finance Companies under Basel II (New Course)

Learning Objective

Upon the completion of the course the participants will be able to:

- Explain Basel framework, Basel accord and its implementation process in Bangladesh; and
- Apply the knowledge in day to day operation.

Course Contents

- Overview on Basel framework;
- Introduction, constituents of capital & organization structure;
- Discussion on credit risk and method of calculating capital against credit risk;
- Discussion on market risk and method of calculating capital against market risk;
- Discussion on operational risk and method of calculating capital against operational risk;
- Practical sessions (4 sessions) : detailed calculations;
- Discussion on supervisory review process; and
- Market discipline & reporting format.

Methodology

Lecture, individual & group exercise, practical sessions, group discussion.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO and mid level officials of finance companies.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 08 (ID: 1017)
Course Name: Techniques of Inspection & Report Writing

Learning Objective

Upon completion of the course participants will be able to:

- Comprehend the basic framework and tools & techniques of onsite inspection of banks and finance companies;
- Analyze and usage of various techniques for detecting different types of irregularities & fraud-forgeries during field level inspection in banks/finance companies; and
- Explain the procedures of writing inspection report.

Course Contents

- On-site supervision guideline, December 2015 with major instructions for the supervisors;
- Policy, procedure and techniques of comprehensive inspection (with inspection report samples);
- Techniques of identifying irregularities in vault cash, interbank/inter-branch accounts and reconciliations etc. (with case study);
- Understanding financial statements of banks/finance companies (with case study);
- Important circulars/policies regarding asset quality, loan classification, rescheduling, restructuring, provisioning, write-off & off-balance sheet exposures (with case study/ inspection report samples);
- Techniques of identifying credit risk, market risk, operation risk & fraud and forgeries in banks/finance companies (with case study);
- Techniques of foreign exchange inspection (with inspection report samples);
- Techniques of identifying trade and credit based money laundering (with case study) ;
- Techniques of identifying irregularities in cash incentives, offshore banking operation, UPAS LC/buyers'/suppliers' credit; foreign guarantee, foreign exchange refinancing schemes of BB (incl. EDF) (with case study);
- Capital adequacy under Basel III and calculation of risk-weighted assets (RWA), minimum capital requirement as per BB format, capital to risk-weighted asset ratio (CRAR) with examples;
- Techniques of special inspection (with case study);
- Good governance & board/management assessment; and
- Report writing: (a) comprehensive inspection on head office and bank branch (b) foreign exchange inspection (c) finance companies inspection (format discussion) (based on Appendix, On-Site Supervision Guideline, 2015).

Methodology

Lecture, case study, inspection report samples, group discussion.

Evaluation Method

Quiz, assignment & group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
5 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA and experienced professionals from central bank.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 09 (ID: 1174)
Course Name: Onsite Supervision Guidelines, December 2015 (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Conduct inspection of banks/finance companies/branches covering the areas/sections like credit portfolio management, security for loans and advances, classification of credits, keeping provision according to loan classification status, other assets, vault cash, interbank/ inter-branch accounts and reconciliations;
- Review of liabilities (deposits), financial statements (balance sheet, profit and loss account etc.), anti money laundering, counter terrorism financing, other liabilities, internal audits, and management capability, activities of board; and
- Inspection of payment systems, SME supervision, supervision of Shariah-based bank, green banking and CSR, complaint based supervision, response/report/early-alarm-based supervision etc.

Course Contents

- Bangladesh Bank inspection & inspection approach;
- Pre-inspection issues & inspection procedure;
- Executive summary: matters requiring attention of board and senior management;
- Internal audit and internal controls;
- Risk based capital adequacy assessment (with examples);
- Asset quality: extensions of credit, vault cash, interbank/finance companies lending and depositing, investment securities, premises and other fixed assets, other assets, letters of guarantee and other off-balance sheet credit exposure (6 sessions with case study/examples);
- Inter-branch accounts & reconciliations;
- Liabilities and funds management & other liabilities;
- Management assessment (with case study);
- Earning, liquidity & sensitivity to market risk assessment;
- Operational risk management;
- Inspection of foreign trade & foreign exchange transaction;
- Anti Money Laundering and Combating the Financing of Terrorism;
- Supervision of financial infrastructure: payment systems;
- Supervision of Shariah-based bank/wing;
- Supervision for CMSME/agri-financing, financial inclusion, sustainable finance & CSR; and
- Inspection of finance companies.

Methodology

Lecture, case study, group discussion.

Evaluation Method

Quiz, assignment & group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
5 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA and experienced professionals from central bank.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 10 (ID: 1140)
Course Name: Inspection Techniques of Islamic Banks and finance companies

Learning Objective

Upon completion of the course, the participants will be able to:

- Comprehend different laws, regulations, guidelines and circulars related to Shariah-based banking and inspection of Shariah-based banks and finance companies;
- Understand the ways to make onsite inspection of Shariah-based banks and finance companies more efficient and well timed;
- Analyze and use various techniques of inspection in detecting different types of irregularities during the field level inspection in Shariah-based banks & finance companies; and
- Understand writing of inspection report of Shariah based banks and finance companies.

Course Contents

- Overviews on laws, regulations, guidelines and circulars related to Islamic banking and Islamic banking inspection in Bangladesh;
- Fundamentals of Shariah-based banking;
- Techniques of inspection of major deposit products of Shariah-based banks/finance companies;
- Techniques of inspection of major investment products of Shariah-based banks/finance companies in Bangladesh;
- Techniques of inspection of major foreign exchange/trade finance products of Shariah-based banks in Bangladesh;
- Shariah governance framework (Shariah supervisory board, Shariah review, internal control and compliance, etc.) of Shariah-based banks/finance companies with reference to Shariah governance standards of AAOIFI;
- Accounting and financial reporting for Shariah-based banks prescribed by Bangladesh Bank;
- Capital adequacy requirements for Islamic banks and related inspection;
- Comprehensive onsite inspection of Shariah-based banks/finance companies-branch and head office;
- Major irregularities, fraud-forgeries and Shariah non-compliance issues in Shariah-based banking/ financing operations in Bangladesh with case study;
- Major challenges in Shariah compliance issues with reference to Shariah banking operations in Bangladesh; and
- Techniques of writing of inspection report on inspection of Shariah-based banks/finance companies in Bangladesh (branch & head office) with example.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA and experienced professionals from central bank.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 11 (Code: 1143)
Course Name: Identifications of Systemic Risk and Mitigation

Learning Objective

Upon completion of the course participants will be able:

- Understand the concept of systemic risk, its sources and mitigation techniques;
- Learn the techniques of measuring systemic risk;
- Learn the techniques of stress testing for banks and finance companies;
- Understand the tools and techniques currently used by Bangladesh Bank to identify and address systemic risk; and
- Familiarize themselves with the background of various economic and financial crises and their recovery.

Course Contents

- Concept of systemic risk: an overview;
- Global financial crisis (GFC) 2008 & major changes in regulations after GFC 2008 (Basel III & others);
- Systemic risk assessment: measurement of systemic risk-balance sheet approach, market-based approach, identification of systemically important banks;
- Stress testing: practical sessions;
- Systemic risk: Bangladesh perspective
  - Macro-prudential policy and analysis,
  - Composite financial stability index (CFSI),
  - External sector risk analysis,
  - Bangladesh perspective-assets structure of banks & finance companies,
  - Central database of large credit (CDLC) & top-20 borrowers' credit risk assessment
  - Systemic risk dashboard in Bangladesh,
  - Interbank transaction matrix. and
- Managing systemic banking crises: containment, restructuring & resolution.

Methodology

Lecture, group discussion, case study, question and answers.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
4 days	1 (BBTA)	30x1=30

Resource Person

Faculty members of BBTA and experienced professionals from central bank.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 12 (ID: 1144)
Course Name: ISS Reporting

Learning Objective

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

- Interpret the importance and background of ISS reporting;
- Interpret the ISS From 1 and 2;
- Determine the sources of data for correction of report; and
- Identify and rectify errors.

Course Contents

- Overview of Integrated Supervision System (ISS);
- Process of ISS Reporting;
- Detailed discussions and practical demonstration of Form 1, 2, 3 & 4; and
- Discussion on errors and irregularities on ISS reporting and difficulties faced by bankers and officials of ISMD and DBIs of BB.

Methodology

Lecture, case study, practical session, group exercise.

Evaluation Method

Quiz, question and answer, individual assignment (worksheet filling, finding errors in filled forms etc.).

Target Group

AD/DD/JD of BB Br. Offices & officials of banks (Bogura, Mymensingh).

Duration	Frequency	No. of Participants
2 days (1 day per batch)	02 (Br. Offices).	40X2X2=160

Resource Person

Faculty members of BBTA and experienced professionals from central bank.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 13 (Code: 1019)
Course Name: Credit Risk Management

Learning Objective

Upon completion of the course the participants will be able to:

- Describe the basics of credit risk management framework in banks;
- Analyze the financial statements and non-financial issues;
- Apply the CRM system and procedures in managing credit risk; and
- Identify the legal issues in credit management.

Course Contents

- Overview of credit risk management (CRM) and Bangladesh Bank Guidelines on CRM for bank 2016;
- Borrower selection, credit documentation and compliance;
- CRM in line with Bank Company Act 1991 (amended 2023), Risk Management Guidelines for Banks 2018 and Guidelines for Risk Based Capital Adequacy 2014;
- Credit analysis and evaluation: financial statement analysis and internal credit risk rating system (ICRRS);
- Primary visit report, security valuation, major deviations and working capital assessment;
- Legal issues in credit management: prudential regulation, BB circulars on loan classification, provisioning and rescheduling;
- Credit risk management tools and techniques and use of it in CRM (MIS designing and monitoring report line);
- Causes of NPL creation and managing problem credit;
- Credit diversion, concentration and related party loan (case study);
- Credit based fraud and money laundering (case study);
- Trade finance based money laundering (case study); and
- Legal issues of credit recovery – Money Loan Court Act 2003, Transfer of Property Act 1882 (case study).

Methodology

Lectures, assignments, practical sessions, group discussion, question & answer.

Evaluation Method

Quiz, individual assignment, group presentation.

Target Group

AD/DD/JD of BB HO and Br. Offices & mid-level officials of banks & finance companies (BBTA) AD/DD/JD of BB Br. Offices (5) and officials of banks & finance companies (35) (Barisal, Mymensingh, Sylhet).

Duration	Frequency	No. of Participants
5 days	1(BBTA)	30x1=30
3 days (Shorter Syllabus)	3(Br. Offices)	40x3=120

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 14 (Code: 1175)
Course Name: Prompt Corrective Action (PCA) Framework & Recovery Plan (New Course)

Learning Objective

Upon completion of the course the participants will be able to:

- Define the PCA framework and its key components;
- Understand the importance and benefit of implementing PCA framework;
- Identify the measures to be taken by banks for recovery under PCA framework; and
- Aspects of BRPD circular no-17/2023 in regards to PCA framework.

Course Contents

- Introduction to the PCA framework: general overview;
- Evolution of PCA framework: global practice;
- PCA framework in the context of Bangladesh Bank in relation to BRPD circular no-17/2023;
- Introduction to the recovery plan: general overview, legal background, laws and regulations;
- Evolution of recovery plan: global practices;
- Recovery plan in the context of Bangladesh Bank: core business lines, critical economic functions, risks, recovery triggers, recovery options, governance, escalation, communication etc. In relation to BRPD circular no-03/2022; and
- Stress testing in the context of recovery plan.

Methodology

Lecture, interactive discussion, case study analysis, exercises, presentation by participants.

Evaluation Method

Quiz, written exam, individual presentation.

Target Group

AD/DD/JD of BB HO and officials of banks.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 15 (ID: 1176)
Course Name: Risk Management in Banks and finance companies (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Understand the basics of risk management;
- Understand how identify and measure different types of risk;
- Understand how to manage different types of risk; and
- Understand how to use different types of tools for risk management.

Course Contents

- Overview of risk in commercial banks and finance companies ;
- Credit risk in commercial banks and finance companies, related guidelines and regulations, how to identify, measure, monitor and control credit risk in commercial banks and finance companies ;
- Market risk in commercial banks and finance companies, related guidelines and regulations, how to identify, measure, monitor and control market risk;
- Liquidity risk in commercial banks and finance companies, related guidelines and regulations, how to identify, measure, monitor and control liquidity risk;
- Operational risk in commercial banks and finance companies, related guidelines and regulations, how to identify, measure, monitor and control operational risk;
- Interest rate risk in the banking book (IRRBB); and
- Control mechanism of risk, capital adequacy vs. adequate capital.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB and officials of banks & finance companies.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 16 (ID: 1177)
Course Name: Operational Risk Management in Banks (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Understand the basics of risk management;
- Understand how identify and measure operational risk;
- Understand how to manage operational risk; and
- Understand how to use different types of tools for operational risk management.

Course Contents

- Overview of operational risk in commercial banks, related guidelines and regulations, how to measure the impact of operational risk;
- ICT related operational risk in banks and how to identify, measure, monitor and control such risk;
- AML risk in banks and how to identify, measure, monitor and control such risk; and
- Importance of internal control and compliance of banks to mitigate operational risk.

Methodology

Lecture, case study, group discussion, question and answer

Evaluation Method

Quiz, group presentation

Target Group

AD/DD/JD of BB and officials of banks.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 17 (ID: 1178)
Course Name: Treasury Management in Banks (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Understand the basics of treasury management;
- Understand how to manage liquidity;
- Understand how to manage asset and liability sides of bank; and
- Understand how to measure and manage risk in treasury operation.

Course Contents

- Overview, organogram, objective and function of TD;
- Liquidity management in treasuries – cash forecasting;
- Fund transfer pricing (FTP);
- Investment and risk management policy, risk appetite;
- Risk management tools in treasury management: duration and VAR analysis, stress test, sensitivity and funding gap analysis;
- Valuation of fixed income securities;
- Derivatives: future, forward, swap, option; use of derivatives for managing risk; and
- Asset-liability management.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB and officials of banks.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 18 (ID: 1179)
Course Name: Open Position and Foreign Exchange Risk Management (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Understand the risk management issues & measurement tools in foreign exchange in line with the Bangladesh Bank Guidelines & Circulars; and
- Theoretical & practical idea about open position & its reporting in RIT to Bangladesh Bank.

Course Contents

- Introduction to foreign exchange risk management;
- Basic idea of open position;
- Foreign exchange risk measurement;
- Foreign exchange risk management;
- Bangladesh bank guidelines and circulars regarding open position;
- Rationalized input template (RIT) of open position reporting;
- Understanding open position reports -1 [asset, liabilities];
- Understanding open position reports -2 [spot, forward, long, short];
- Analysis of open position reports -1 [decomposed by accounts];
- Analysis of open position reports -2 [decomposed by transactions];
- Detecting irregularities from open position reports -1;
- Detecting irregularities from open position reports -2 [case studies]; and
- Introduction to foreign exchange risk management.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB and officials of banks.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 19 (Code: 1180)
Course Name: Credit Guarantee Scheme (New Course)

Learning Objective

Upon completion of the course participants will be able:

- Understand the concept principles and mechanisms of Credit Guarantee Schemes (CGS);
- The impact of CGS on SMEs and financial institutions;
- Evaluate different CGS models and their effectiveness;
- Explore the role of government and stakeholders in implementing CGS; and
- Learn how CGS support small and medium enterprises (SMEs) and promote economic growth.

Course Contents

- Introduction to credit guarantee schemes;
- Types of guarantees and eligibility criteria for borrowers and lenders;
- Role of government, public institutions and private financial institutions;
- Benefits of credit guarantee schemes;
- Challenges and limitations including risks associated with CGS;
- Examination of successful national and international CGS & comparative analysis of different models;
- Policy framework and implementation including designing effective CGS; and
- Future trends and innovations including technology in CGS (e.g., Fintech solutions), evolving financial landscapes and their implications, sustainable and inclusive finance through CGS.

Methodology

Lecture, group discussion, case study, question and answers.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB and officials of banks.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 20 (Code: 1181)
Course Name: International Accounting Standards (IAS) and the International Financial Reporting System (IFRS) (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Comprehensive understanding of International Accounting Standards (IAS) and the International Financial Reporting Standards (IFRS), focusing on their development, application, and impact on global financial reporting; and
- Explore the principles and frameworks that guide financial reporting across different jurisdictions. Understand the concept of systemic risk, its sources and mitigation techniques.

Course Contents

- Introduction to International Accounting Standards and the International Financial Reporting System (IFRS);
- Conceptual framework for financial reporting;
- IAS & IFRS: relevant standards for Bangladeshi banks/finance companies (IAS 1, IAS 7, IAS 32, IFRS 7, IFRS 9, IFRS 13, IFRS 16 etc.);
- Compliance and reporting requirements – disclosure requirements under IFRS; and
- Emerging trends and issues in international financial reporting – impact of globalization on accounting standards – technological advancements (e.g., Blockchain, AI) and their implications – sustainability reporting and integration with IFRS.

Methodology

Lecture, group discussion, question and answers.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD/Addl. Director of BB HO & Br. Offices and officials from banks & finance companies.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30X1=30

Resource Person

Faculty Members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 21 (ID: 1071)
Course Name: International Trade and Finance & Offshore Banking

Learning Objective

Upon completion of the course participants will be able to:

- Define various domestic and international legal framework and related guidelines in international trade & offshore banking operations;
- Understand the trade financing & OBO products and their usages;
- Familiarized with basic techniques, laws, practices, principles, documents and procedures in payment and finance of international trade & OBO; and
- Identify opportunities and risks in international trade finance & OBO.

Course Contents

- Introduction to international trade & foreign exchange;
- Regulatory framework: FERA 1947, Offshore Banking Act 2024, GFET-2018, FE circulars, import policy order, export policy, relevant ICC publications etc;
- Major regulations on import operations in Bangladesh;
- Major regulations on export operations in Bangladesh;
- Major international trade finance & OBO products: pre-shipment/post-shipment, funded/non-funded; buyers/suppliers credit/UPAS etc.;
- ICC regulations in trade finance & offshore banking: UCP-600 & Incoterms-2020 etc.;
- Online foreign exchange transaction monitoring system;
- Trade-based money laundering (case study);
- Major irregularities and malpractices (fraud- forgeries) in international trade with case studies; and
- Common irregularities in disbursement of cash incentives against export (case study).

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB Head Office & Branch Offices;
AD/DD/JD of BB Br. Offices and officials of AD branches of banks (one each in Chattogram, Khulna).

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30
3 days	2 (Chattogram, Khulna)	40x2=80

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 22 (ID: 1022)
Course Name: Foreign Exchange Transactions Reporting

Learning Objective

Upon completion of the course participants will be able to:

- Explain the importance of overall foreign exchange transactions related to export, import, invisible receipts, invisible payments, wage earners' remittance and sales & purchase of foreign currencies and the country's balance of payment;
- Describe the techniques of foreign exchange transactions' reporting clearly; and
- Identify mistake/miscoding in the FX returns in the operational level and rectify it.

Course Contents

- Foreign exchange transactions reporting and balance of payment: an overview;
- Reporting procedures for compilation of summary statements S-1, S-2, S-4 with exercise;
- Reporting procedures for compilation of summary statements S-5, S-6, FCS-7, EFCS-8 and S-9, S-10, S-11, S-12 and S-13 with exercise;
- Reporting procedures of export and imports related schedules with exercise;
- Procedures and problems of encoding of FX transactions reporting;
- Discussion on major irregularities found in FX transactions reporting through RIT; and
- Reporting procedure of invisible receipts and payments related schedules, buyer's credit and supplier's credit, export bill discounting & import freight with exercise.

Methodology

Lecture, assignment, practical session, group discussion, question and answer.

Evaluation Method

Quiz/written test.

Target Group

Officials of Banks (AD branches for Dhaka);
AD/DD/JD of BB Br. Offices & officials of banks (one each in Bogura, Rajshahi, Rangpur).

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30
2 days	03 (Br. Offices)	40x3=120

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 23 (ID: 1146)
Course Name: CIB Business Rules and Online Reporting System

Learning Objective

Upon completion of the program the participants will be able to:

- Describe the CIB: data uploading and online reporting system;
- Demonstrate the procedure of report generating for credit; and
- Gain in depth knowledge about the function and importance of CIB database and acquire the necessary reporting skills needed to minimize the default case.

Course Contents

- Role of CIB in credit management and importance of CIB data reporting;
- Subject data form;
- Contract data form;
- On-line search & CIB report download;
- Policies on correction of subject and contract data; and
- Understanding CIB report.

Methodology

Lecture, assignment, practical session, group discussion

Evaluation Method

Quiz/written test, group presentation.

Target Group

Officials of banks and finance companies (BBTA)
AD/DD/JD of BB Br. Offices and officials of banks and finance companies

Duration	Frequency	No. of Participants
2 days (1 day per batch)	1(BBTA)	30x1=30
2 days (1 day per batch)	03 (Barisal, Rangpur, Sylhet)	40x3=120

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 24 (ID: 1025)
Course Name: Money and Banking Data Reporting

Learning Objective

Upon completion of the course participants will be able to:

- Explain the sectoral balance sheet, different sectors, economic purpose, deposit & loan products, securities and identify the codes allocated for them;
- Describe the procedures of submitting returns of SBS-1, SBS-2 & SBS-3; and
- Identify and correct the mistakes usually found in the operational level.

Course Contents

- Overview of money and banking data reporting;
- Monetary survey and its impact on economy;
- Importance, significance and characteristics of SBS returns;
- Discussions about different institutional sectors and tables used in SBS-1 reporting;
- Procedures for completing return SBS-1 (assets side);
- Procedures for completing return SBS-1 (liability side);
- Matching of different codes (sector, deposit type, economic purpose, SME, security, product, bill, classification etc.);
- Business rules for completing return SBS-2;
- Business rules for completing return SBS-3; and
- Major irregularities found in SBS return reporting & validation check rules of deposits and advances.

Methodology

Lecture, assignment, practical session, group discussion.

Evaluation Method

Quiz/written test.

Target Group

Officials of banks and finance companies (BBTA);
AD/DD/JD of BB Branch Offices and officials of banks and finance companies for outside Dhaka.

Duration	Frequency	No. of Participants
3 days	01 (BBTA)	30x1=30
3 days	04 (One each in Bogura, Chattogram, Khulna, Rajshahi)	40x4=160

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 25 (ID: 1024)
Course Name: FDI and External Debt Reporting

Learning Objective

Upon completion of the course participants will be able to:

- Explain the concept, definition and importance of foreign direct investment (FDI) in Bangladesh and make them updated with the current status;
- Interpret the rules, regulations and guidelines for transactions regarding FDI in Bangladesh, Bangladeshi investment abroad, portfolio investment and private sector external debt; and
- Describe the reporting procedures of FDI returns (FI-1 & FI-2), portfolio investment return (PI) and private sector external debt returns (ED-1 and ED-2) with hands-on training based on practical examples.

Course Contents

- Foreign direct investment (FDI) in Bangladesh: an overview;
- Policies, importance & significance of inward & outward FDI of Bangladesh;
- Conceptual framework and core accounting principles with reporting procedures of FDI;
- Reporting procedures of inward FDI returns (FI-1) & outward FDI returns (FI-2) with exercise;
- Reporting procedures of inward and outward FDI returns (FI-1 and FI-2) in RITs;
- Concepts, definition, policies & importance of private sector external debt (PSED): short-term, medium & long-term debt of Bangladesh;
- Reporting procedures of short-term and long-term private sector external debt (ED-1, ED-2) returns with exercise;
- Reporting procedures short-term and MLT private sector external debt in RITs;
- Concepts, definition and importance of portfolio investment; and
- Reporting procedures portfolio investment (PI) return forms with exercise in RIT.

Methodology

Lecture, assignment, group exercise, group discussion.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD of BB HO and officials of banks;
AD/DD/JD of BB Br. Offices and officials of banks of br. office.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30
2 days	1(Chattogram)	40x1=40

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 26 (ID: 1182)
Course Name: Online Foreign Exchange Transaction Reporting (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- To have clear idea about online foreign exchange transactions reporting system related to export, import, inward remittance, market monitoring, TM form, international cards, etc. and the country's balance of payment;
- Describe the techniques of online foreign exchange transactions' reporting clearly; and
- Identify mistake/miscoding in the FX returns in the operational level and rectify it.

Course Contents

- Introduction to foreign exchange transaction monitoring dashboard;
- Online export monitoring system (practical session);
- Online import monitoring system (practical session);
- Online inward remittance monitoring system (practical session);
- Online foreign exchange market monitoring system (practical session);
- International card monitoring system (practical session); and
- Other.

Methodology

Lecture, practical lab session, simulation, question and answer.

Evaluation Method

Quiz, written.

Target Group

AD/DD/JD of BB HO and officials of banks (AD branches).

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 27 (ID: 1183)
Course Name: Integrating FCS-1, FCS-2 and FCS-3 Data Reporting for Comprehensive Oversight (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Explain the sectoral balance sheet, different sectors, economic purpose, deposit & loan products, securities and identify the codes allocated for them;
- Describe the procedures of submitting returns of FCS-1, FCS-2 and FCS-3; and
- Identify and correct the mistakes usually found in the operational level.

Course Contents

- Overview of finance company data reporting;
- Importance, significance and characteristics of FCS returns;
- Discussions about different institutional sectors used in FCS returns;
- Procedures for completing return (asset side) with exercise;
- Procedures for completing return (liability side) with exercise;
- Importance and implications of different codes (sector, deposit type etc.) related to FCS-2 returns.
- Importance and implications of different codes (economic purpose, security, SME, product, classification, bills etc.) related to FCS-3 returns;
- Business rules for completing FCS-2 & FCS-3 return with exercise;
- Major irregularities found in FCS-1, FCS-2 and FCS-3 returns; and
- Procedure of preparing monthly spread of finance companies.

Methodology

Lecture, assignment, practical session, group discussion.

Evaluation Method

Quiz, written test, individual presentation.

Target Group

Officials of finance companies & others.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from banking and related field.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 28 (ID: 1184)
Course Name: E-banking and E-commerce Data Reporting (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Understand the concept of SDGs and financial inclusion that influence the whole economy of Bangladesh;
- Recognize the current issues of e-money transactions to access to basic services;
- Understand the overall payment systems of Bangladesh;
- Familiarized with the concept of e-commerce and e-banking; and
- Policies/guidelines of e-banking and e-commerce transactions.

Course Contents

- Overview of e-banking and e-commerce data reporting;
- Importance and significance of e-banking and e-commerce returns;
- SDGs and financial inclusion that influence the whole economy of Bangladesh;
- Overview of payment systems in Bangladesh;
- Reporting procedures of all card transactions, Internet banking;
- Fund transfer procedures (BEFTN, RTGS, NPSB etc);
- Reporting procedure of mobile financial services (MFS) operations; and
- Reporting procedure of agent banking operations by commercial banks.

Methodology

Lecture, assignment, practical session, group discussion.

Evaluation Method

Quiz, written test.

Target Group

AD/DD/JD of BB HO and officials of banks.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30X1=30

Resource Person

Faculty members of BBTA and experienced professionals from banking and related field.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 29 (ID: 1023)
Course Name: Research Methodology

Learning Objective

Upon completion of the course the participants will be able to:

- Define the fundamental concepts of research methodology;
- Run regression analysis of time series data with E-views;
- Identify the limitations of research findings;
- Learn the standard conventions of writing interpretation and conclusion of an empirical research paper; and
- Appreciate how to approach research papers in order to understand and utilize them in writing a research paper.

Course Contents

- Introduction of research methodology and types of research;
- Research problem identification & research design;
- Steps in writing a research paper with limitations of research findings, citation and referencing style;
- Data: sources and types;
- Sample survey & sampling methods;
- Descriptive statistics: measures of central tendency and dispersion;
- Probability distributions;
- Hypothesis testing;
- Correlation & regression; and
- Practical session with Excel/R/E-views/Matlab/Stata/Python/other software:
  - Linear regression,
  - Time series analysis: data robustness test,
  - ARMA model with time series data,
  - VAR & VEC model with time series data,
  - ARDL model with time series data.

Methodology

Lecture, poster walk, lab exercise, simulation, group assignment.

Evaluation Method

Quiz, group assignment on research proposal & presentation.

Target Group

AD/DD/JD of BB Head Office and Branch Offices.

Duration	Frequency	No. of Participants
5 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 30 (ID: 1185)
Course Name: Library and Document Management: Automation, Digitization and Usages of AI in Library (New Course)

Learning Objective

After Completion of this course the participants will be able to:

- To equip the library professionals of banking community with the skills necessary for managing bank libraries, focusing on resource processing, circulation, automation and document digitization.

Course Contents

- Fundamentals of library management;
- Overview of cataloging and classification systems;
- Development of library collections and document preservation strategies;
- Reference services and information retrieval techniques;
- Circulation management (manual and automated);
- Library automation systems (e.g., Koha or Slim or Excel);
- Records and resource disposal policies;
- Techniques for file/record management, preservation, and retrieval;
- Digitizing internal documents and publications;
- Electronic document records management systems;
- Managing institutional repositories and archives; and
- Usages of artificial intelligence in library and handling library user queries.

Methodology

Lecture, group discussion, practical assignments.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD of BB HO & Br. Offices & Others.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Bangladesh Bank library experts, information science and library management, faculties from public universities, and renowned professionals with experience in library automation and digitization.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 31 (ID: 1186)
Course Name: Cashless Banking, Fintech & Digital Financial Services (DFS) (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Define digital financial services and different modes of DFS;
- Describe role of DFS in sustainable development, financial inclusion and payment ecosystem; and
- Describe the regulatory responses for digital innovations in financial services.

Course Contents

- Digital financial services an overview;
- Digital financial inclusion and sustainable development;
- Cashless banking, opportunities and challenges;
- Payment eco-system;
- Mobile financial services: emerging business model and best practices;
- Fintech revolution and new challenges;
- New technologies: Blockchain, Biometrics, Artificial Intelligence, Big Data and EFTN;
- Agent banking;
- Digital financial services and e-commerce/e-wallet, e-remittance, deposit and savings, documentation, loan application, processing and sanctions etc;
- Safetynet programs and other government services through digital financial services; and
- Regulations and supervisions in digital finance: consumer protection scheme, anti-fraud and anti-money laundering regulations, RegTech and regulatory sandboxes.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Quiz/written test.

Target Group

AD/DD/JD of BB HO and Br. Offices & officials of banks.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 32 (ID: 1187)
Course Name: Effective Communication and Presentation Skill (New Course)

Learning Objective

Upon completion of the course the participants will be able:

- To improve the overall communication skill and compliancy (both in Bangla and English); and
- To have more confidence in communication and presentation professionally and effectively.

Course Contents

- Basics of communication : ethos-pathos-logos;
- The value of public speaking;
- Bio mechanics of communication;
- Communication and emotional intelligence;
- Introduction to toastmasters international;
- Prepared speech;
- Impromptu speech; and
- Evaluation of speech.

Methodology

Lecture, role-play, individual presentation.

Evaluation Method

Quiz, speech contest, group activity.

Target Group

Officer/AD/DD/JD of BB HO and Br. Offices

Duration	Frequency	No. of Participants
3 days	02 (BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 33 (Code: 1153)
Course Name: Leadership, Team building and Negotiation skill

Learning Objective

Upon completion of the course the participants will be able to:

- Understand the role of leadership and the importance of team work ;
- Identify priorities and be able to acquire skills to improve leadership capability; and
- Demonstrate leadership role in the work place.

Course Contents

- Leadership, trains, attributes and theories;
- People centric leadership : emotional intelligence;
- Understanding your leadership style and personal growth;
- Diversity and inclusion: motivation and collaboration;
- Pedagogic approach to communication skill and team building;
- Strategic planning for organizational development : vision, mission and action;
- Mind management and continuous improvement (KIZEN); and
- Leading the change : innovation and creativity.

Methodology

Lectures, group discussion, case studies.

Evaluation Method

Quiz, group presentation.

Target Group

JD/Addl. Director of BB HO and Br. Offices.

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 34 (Code : 1188)
Course Name: Emotional Intelligence (EI) and Productivity (New Course)

Learning Objective

Upon completion of the course the participants will be able to:

- Understand the need for emotional intelligence in work place;
- Identify necessary skills to acquire for EI and productivity; and
- Develop effective leadership and foster productivity.

Course Contents

- Why emotion matters;
- Need for human intelligence and 4IR;
- Self-awareness;
- Self management;
- Social awareness;
- Relationship management;
- Self motivation; and
- EI (emotional intelligence) and personal productivity.

Methodology

Lectures, group discussion, case studies.

Evaluation Method

Quiz, group presentation.

Target Group

JD/Addl. Director of BB HO and Br. Offices.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 35 (ID: 1194)
Course Name: Office Decorum, Rules & Regulations for BB Staff (B, C & D) (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Have comprehensive knowledge about rules, regulations & office decorum of BB;
- Effectively operate daily official activities assigned by the superior official at desk level; and
- Maintain proper etiquette & manner in office premises.

Course Contents

- Overview on Bangladesh Bank Staff Regulation 2003 & manual of Office Procedure;
- Overview on Performance Management System (PMS);
- Overview on Bangladesh Bank Leave Rules & online leave management system;
- Overview on office correspondence & online document management system (DMS);
- Office decorum, manners and etiquette at workplace;
- Formal & informal communication at/outside workplace (telephone/mobile, e-mail, usage of internet/social networking sites); and
- Basic computer operation: MS Word/Excel (2 Practical sessions at lab).

Methodology

Lecture, practical demonstration, simulation, video presentation, lab practice.

Evaluation Method

Quiz, presentation.

Target Group

B, C & D Category staff of BB Head Office and Branch Offices.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 36 (ID: 1041)
Course Name: Safety, Security and Disaster Management

Learning Objective

Upon completion of the course participants will be able to:

- Define safety, security, natural calamities and the measures;
- Describe the first aid & its necessity in their personal & official life ; and
- Demonstrate the uses of fire extinguisher.

Course Contents

- Safety & security requirement and security arrangements in Bangladesh Bank;
- Identification of undesirable persons, problems, crisis & threats, remedial measures;
- Fire fighting management: types of fire, policy procedures & required precautions in case of fire & practical use of fire extinguisher;
- Fire fighting & earthquake;
- First aid at crisis moment in office premises; and
- Video exhibition of safety, security & traffic indicators.

Methodology

Lecture, practical demonstration, simulation, video presentation.

Evaluation Method

Quiz, practical demonstration.

Target Group

B, C & D Category staff of BB Head Office and Branch Offices.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30X1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 37 (ID: 1156)
Course Name: IT Security and Awareness

Learning Objective

Upon completion of the course the participants will be able to:

- Increase awareness among employees about the importance of cyber security and the potential risks associated with cyber threats;
- Understand the role they play in maintaining a secure environment and be aware of the consequences of security breaches by employee;
- Alert participants about common cyber threats, such as phishing, malware, social engineering, and ransom ware attack;
- Foster safe web browsing habits and awareness of potential online risks;
- Raise awareness about the security risks associated with mobile devices and apps;
- Improved incident response capabilities and a quicker containment of security breaches; and
- Understand legal and compliance requirements related to cyber security.

Course Contents

- Overview of cyber security;
- Discussion on common cyber threats;
- Cyber crime and data breaches in financial sector;
- Email security, phishing awareness and email security best practices;
- Safe internet practices (browsing security) and social engineering security;
- Data protection and ransom ware protection;
- Mobile device security;
- Wireless network security;
- Compliance and legal aspects; and
- Incident response and reporting.

Methodology

Lecture, video and case study.

Evaluation Method

Written exam and quiz.

Target Group

Officer/AD/DD/JD of BB HO & Br. Offices, officials of SPCBL (BBTA);
Officer/AD/DD/JD of BB Br. Offices and officials of banks & finance companies (each in Chattogram, Khulna, Rajshahi, Sylhet).

Duration	Frequency	No. of Participants
3 days	02(BBTA)	30x2=60
3 days	04 (Br. Office)	40x4=160

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 38 (ID: 1158)
Course Name: Information System (IS) Audit

Learning Objective

After Completion of this course the participants will be able to:

- Evaluating the systems and processes currently in place that work to secure bank/finance companies data;
- Obtaining guideline for auditing critical areas of information system of bank and finance companies;
- To apply the IS audit planning, fieldwork and reporting process;
- To determine the appropriate assessment and management of the risks and underlying internal controls; and
- Ensure that information management processes are in compliance with IT-specific laws, policies, and standards.

Course Contents

- Laws, regulations & standards related to information systems used in bank and finance companies;
- Business applications used in bank & finance companies;
- Information system maintenance and control;
- Planning the audit;
- Risks, risk identification, evidence, evidence gathering techniques, sampling, risk evaluation and communication of results;
- Information technology management;
- Information technology governance;
- Information security policy, Information security policy documentation;
- Business continuity plan;
- Disasters and events that cause disruptions;
- Business impact analysis;
- Information security management system;
- Computer crimes;
- Information system risk assessment and internal controls; and
  - IS risk assessment process;
  - Data integrity system, disaster recovery and breaches;
  - Internal control in the is environment;
  - IS audit process.
- Introduction to the auditing process.
  - Conducting the IS audit;
  - Design and operating effectiveness of general and application control;
  - The IS audit report.

Methodology

Lecture, experience sharing, question & answer, case study, group discussion.

Evaluation Method

Quiz/written exam, group presentation.

Target Group

AD/DD/JD of BB HO and officials of banks

Duration	Frequency	No. of Participants
2 days	02(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 39 (ID: 1044)
Course Name: Guidelines on ICT Security for Banks and Finance Companies

Learning Objective

Upon completion of the course participants will be able to:

- Describe the guidelines and its different aspects;
- Learn about ICT security management, service delivery management etc.;
- Define business continuity and disaster recovery management; and
- Explain the skills of using alternative delivery channels.

Course Contents

- Organization and management of ICT;
- ICT risk management;
- ICT operation management;
- Infrastructure security management;
- Access control of information system;
- Cyber security management;
- Acquisition and development of information systems;
- Business continuity and disaster recovery management;
- Service provider management; and
- Training and awareness.

Methodology

Lecture, assignment, case study, brainstorming, question and answer.

Evaluation Method

Quiz/written test, group presentation.

Target Group

AD/DD/JD of BB HO and officials of banks & finance companies (For BBTA);
AD/DD/JD of BB Br. Offices and officials of banks & finance companies (one each in Barisal, Bogura, Khulna).

Duration	Frequency	No. of Participants
3 days	1(BBTA)	30x1=30
3 days	03(Br. Office)	40x3=120

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 40 (ID: 1189)
Course Name: Guidelines on Cloud Computing (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Describe the guidelines and its different aspects;
- To ensure proper due diligence while using cloud computing;
- To ensure security and data privacy requirements;
- To ensure the roles and responsibilities of the relevant parties;
- To ensure organizational security, privacy and its computing requirements;
- To ensure business continuity, resilience and recovery capabilities;
- To ensure effective cloud service provider (CSP) management; and
- To ensure the best practices (industry standard) of the usage of technology.

Course Contents

- Cloud architecture;
- Service models;
- Deployment models;
- Cloud data management;
- Cloud deployment/implementation;
- Cloud security;
- Cloud operation and maintenance;
- Business continuity and disaster recovery; and
- Cloud service provider (CSP) management.

Methodology

Lecture, experience sharing, question & answer, case study, group discussion.

Evaluation Method

Quiz/written exam, group presentation.

Target Group

AD/DD/JD of BB HO & Br. Offices and officials of banks & finance companies.

Duration	Frequency	No. of Participants
3 days	02 (BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 41 (ID: 1190)
Course Name: Core Banking Solution (CBS) Features and Controls (New Course)

Learning Objective

Upon completion of the course participants will be able to:

- Ensuring proper due diligence while using core banking solutions;
- Ensuring quicker services at the bank counters for routine transactions like cash deposits, withdrawal, passbooks, statements of accounts, demand drafts, etc.;
- Ensuring anywhere banking by eliminating dependency with branch banking;
- Ensuring provision of banking services 24 x 7;
- Ensuring retention of customers through better customer service;
- Ensuring accuracy in transactions & minimization of errors;
- Ensuring improved management of documentation & records – having centralized databases;
- Results in quick gathering of data & MIS reports;
- Ensuring ease in the submission of various reports to the government & regulatory body;
- Implementing changes in policies (i.e change in interest rates);
- Ensuring security and data privacy requirements;
- Ensuring interoperability and portability of data and services between intra-system environments;
- Ensuring roles and responsibilities of the relevant parties; and
- Ensuring organizational security, privacy and its computing requirements.

Course Contents

- Module: general banking;
- Module: bills and remittance;
- Module: deposits;
- Module: loans/credit/investment;
- Module: trade service; and
- Module: treasury.

Methodology

Lecture, experience sharing, question & answer, case study, group discussion.

Evaluation Method

Quiz/written exam, group presentation.

Target Group

AD/DD/JD of BB HO and officials of banks & finance companies.

Duration	Frequency	No. of Participants
3 days	02 (BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 42 (Code: 1150)
Course Name: Artificial Intelligence (AI) in Banking

Learning Objective

Upon completion of the course participants will be able to:

- Provide an overview of analytical techniques suitable for processing and deriving insights from big data in a banking context;
- Enable participants to understand the relevance and application of big data and analytics in banking operations; and
- Understanding various AI applications that can be implemented in the banking sector.

Course Contents

- Introduction to artificial intelligence, current global trends in AI in banking sector;
- Regulation and supervision of AI;
- Machine learning (supervised and un supervised learning);
- Data analytics, uses of decision tree and business intelligence; and
- Preventing fraud and money laundering by AI.

Methodology

Lecture, group discussion, case study, question and answers.

Evaluation Method

Quiz, group presentation.

Target Group

AD/DD/JD of BB HO and mid-level officials of banks.

Duration	Frequency	No. of Participants
1 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 43 (Code: 1047)
Course Name: Prevention of Money Laundering and Combating Financing of Terrorism

Learning Objective

Upon completion of the course participants will be able to:

- Describe the relevant legal and regulatory framework for the prevention of money laundering and terrorist financing; and
- Identify the obligations of professionals of the financial sector to prevent money laundering and terrorist financing.

Course Contents

- Overview & legal framework of AML/CFT;
- AML/CFT regime of Bangladesh institutional framework; national coordination committee; IINSCR implementation; working committee; role of BFIU;
- Discussion on Money Laundering Prevention Act, 2012 & Anti Terrorism Act , 2009 with all amendments;
- Regulatory requirements on AML/CFT issues;
- BFIU circulars, PEPs/IPs/UBO, risk based transaction monitoring, STRs;
- KYC, KYCC, KYB, CDD & EDD procedure; role of reporting entities;
- BFIU inspections, key areas in AML& CFT inspections, AML rating, common irregularities on AML & CFT issues;
- Credit fraud & money laundering; its vulnerabilities for banks & finance companies;
- Trade based money laundering; and
- Money laundering and terrorist financing: discussion and case study.

Methodology

Lecture, discussion, exercise, video presentation, group discussion.

Evaluation Method

Quiz, group presentation, written exam.

Target Group

AD/DD/JD of BB HO and Br. Offices, officials of banks & finance companies.

Duration	Frequency	No. of Participants
2 days	02(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 44 (Code: 1161)
Course Name: Trade Based and Credit Backed Money Laundering

Learning Objective

Upon completion of the course the participants will be able to:

- Explain trade based and credit backed money laundering;
- Explain the AML risk profile of international trade and credit transactions and identify red flag indicators (alerts for money laundering); and
- Understand the techniques of preventing trade based and credit backed money laundering based on the guidelines issued by Bangladesh Bank and international practices.

Course Contents

- Overview and legal framework of ML & TF;
- Process & techniques of TBML and CBM including red-flags;
- Avenues of trade based money laundering in Bangladesh (export and import facilities) ;
- Risk and vulnerabilities of shell banks, it's existence & detection procedure of shell banks;
- Guidelines for prevention of trade based Money Laundering, 2019;
- Cash incentives and it's vulnerabilities with TBML;
- Credit report analysis special focus on TBML; trade transaction profile, trade related CDD & risk mitigation measures;
- Credit backed money laundering (CBML) concepts, vulnerabilities of credit for money laundering;
- Scope, techniques to detect & red flag of CBML & role of bankers to prevent CBML;
- Case based discussion related to TBML (one case from import finance and another from export finance); and
- Case based discussion related to CBML (special focus on large loans and identification ultimate beneficial owner (UBO) of a credit).

Methodology

Lecture, interactive discussion, case study analysis, exercises, presentation by participants.

Evaluation Method

Quiz, written exam, individual presentation.

Target Group

AD/DD/JD of BB HO and Br. Offices along with banks & finance companies.

Duration	Frequency	No. of Participants
2 days	02(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 45 (ID: 1084)
Course Name: Procurement Management & e-GP Training

Learning Objective

Upon completion of the course participants will be able to:

- Operate e-GP appropriately;
- Knowing procurement management;
- Help others and train them on procurement related works; and
- Ensure the smooth operation of procurement management system in BB.

Course Contents

- Overview of procurement process;
- Bangladesh Bank expenditure regulations, 1977;
- Committee for opening & evaluation and advertisement;
- Procurement method – OTM;
- Procurement method – RFQ & RTM;
- Procurement method – DPM;
- Other procurement methods (two stage, one stage two ENV.);
- Preparation of specifications and confidentiality maintenance;
- Procurement planning and cost estimate;
- Validity and securities;
- Preparation of standard tender documents for RFQ (service & works);
- Preparation of standard tender documents for OTM (works);
- Preparation of standard tender documents for OTM (service);
- Preparation of standard tender documents for RFQ (goods);
- Preparation of standard tender documents for OTM (goods);
- Enlistment & framework contract;
- Tender evaluation;
- Evaluation report preparation;
- Approval procedure, notification of award and award of contract;
- Complain and appeal;
- Introduction of e-GP;
- Tender upload procedure in e-GP;
- Estimation procedure in e-GP;
- Evaluation procedure in e-GP; and
- How to issue NOA (notification of award) in e-GP.

Methodology

Lecture, demonstration, group discussion.

Evaluation Method

Quiz, group demonstration.

Target Group

AD/DD/JD from procurement related departments of BB HO & Br. Offices, officials of SPCBL.

Duration	Frequency	No. of Participants
3 days	02(BBTA)	30x2=60

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 46 (ID: 1162)
Course Name: Internal Audit and Regulatory Compliance

Learning Objective

Upon completion of the course participants will:

- Gather knowledge on internal audit for detection and prevention of errors, irregularities, malpractices, fraud & forgeries;
- Be acquainted with the working procedures & techniques of internal audit for implementation of audit guidelines; and
- Be familiarized with the procedures of remedial measures/follow-up and preparation of compliance reports for audit (internal & external) & inspection (by Bangladesh Bank).

Course Contents

- Internal control & compliance in banks: an overview;
- Internal audit in banks: planning, procedure & reporting;
- Techniques of detecting irregularities through internal audit (with case study);
- Common problems & irregularities found in internal audit (with case study);
- Compliance of different audit (internal & external) : communication, correspondence & documentation;
- Regulatory compliance (BB onsite inspection): duties of ICCD & other officials of banks; and
- Regulatory compliance (BB offsite supervision).

Methodology

Lecture, case study, group discussion.

Evaluation Method

Quiz, group presentation.

Target Group

Officials of banks & finance companies.

Duration	Frequency	No. of Participants
2 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 47 (ID: 1163)
Course Name: SAP Training on FICO Module

Learning Objective

Upon completion of the course participants will be able to:

- Operate the SAP (FICO module) related activities appropriately;
- Solve the SAP (FICO module) related problem;
- Help others and train them on SAP (FICO module) related works; and
- Ensure the smooth operation of SAP (FICO module) system in BB.

Course Contents

- Details of chart of accounts, accounts creation, details of profit center, cost center;
- Voucher park, post, change, reversal etc. ;
- General ledger (GL) mapping and report generation – statement of affairs, trial balance, clean cash etc.;
- Preparation & analysis of statement of profit and loss & other comprehensive income and statement of financial position;
- Budget management and control – analysis of revenue & capital items, preparation of budget, reporting and follow-up; and
- Accounts payable – vendor creation, posting, clearing etc accounts receivable and other special GLs.

Methodology

Lecture, demonstration, group discussion.

Evaluation Method

Quiz, group demonstration.

Target Group

Officer/ AD/DD/JD of BB HO and Br. Offices.

Duration	Frequency	No. of Participants
4 days	1(BBTA)	20x1= 20

Resource Person

Faculty members of BBTA, experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 48 (ID: 1191)
Course Name: SAP Training on MM Module

Learning Objective

Upon completion of the course participants will be able to:

- Operate the MM module related activities appropriately;
- Solve the MM module related problem;
- Help others and train them on MM module related works; and
- Ensure the smooth operation of MM module on SAP system in BB.

Course Contents

- Creation and approval of purchase requisition for stock item, creation of request for quotations (RFQ) for stock item;
- Maintain request for quotations, acceptance and rejection of quotations creation and approval of purchase order;
- Goods receipts for stock item & stock overview (MMBE, MB52);
- Goods issue for stock item (MB1A);
- Goods issue report for stock item (ZMMISSUE); and
- Cancellation of goods issue (MIGO) & view the GI report.

Methodology

Lecture, demonstration, group discussion.

Evaluation Method

Quiz, group demonstration.

Target Group

Officer/AD/DD/JD of BB HO and Br. Offices.

Duration	Frequency	No. of Participants
4 days	1(BBTA)	20x1= 20

Resource Person

Faculty members of BBTA and experienced professionals from central bank and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 49 (ID: 1192)
Course Name: SAP Training on HRM Payroll

Learning Objective

Upon completion of the course participants will be able to:

- Operate the HRM payroll related activities appropriately;
- Solve the HRM payroll related problem;
- Help others and train them on HRM payroll related works; and
- Ensure the smooth operation of HRM payroll on SAP system in BB.

Course Contents

- SAP basics & structures in Human Capital Management (HCM);
- Personnel administration: maintaining employee information;
- Time management: outlining time management basics & recording time data;
- Personnel administration: maintaining personnel actions & maintaining hr master data;
- SAP learning and development: maintaining training information;
- Analytics: analyzing HCM reports;
- Understanding the concepts of HRM payroll ;
- Payroll data maintenance;
- Staff advance, depreciation calculation, interest rate adjustments and provision calculation, report analysis and troubleshooting for financial closing;
- Payroll processing – processing cycle & report verification; and
- Payroll troubleshooting – finding errors (difference previous period, voucher mismatch, negative pay, finding unsuccessful personal ids, cost center mismatch, comparing integration document with vouchers).

Methodology

Lecture, demonstration, group discussion.

Evaluation Method

Quiz, group demonstration.

Target Group

Officer/AD/DD/JD of BB HO and Br. Offices.

Duration	Frequency	No. of Participants
4 days	1(BBTA)	20x1=20

Resource Person

Faculty members of BBTA and experienced professionals from central banks.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 50 (ID: 1105)
Course Name: Agricultural Financing & Rural Development (CICTAB)

Learning Objective

Upon completion of the course, the participants will be able to:

- Understand the sustainable finance policy initiatives and role of central bank;
- Comprehend the international standards and best practices: agricultural financing & rural development; and
- Utilize the standards in framing smart agriculture and rural finance mechanism for banks and financial institutions.

Course Contents

- Smart agriculture and SME for sustainable rural economy;
- Agricultural and rural finance mechanism of the central bank in Bangladesh;
- Role of alternative delivery channels to provide credit to rural farmers for enhancing financial inclusion;
- Access to finance for small farmers: challenges and opportunities;
- Sustainable finance policy initiatives and Bangladesh scenario;
- Planning of a training program and application of suitable techniques for its implementation (case studies);
- Country paper presentation on agricultural financing and rural development by the participants;
- Future action plan; and
- International best practice regarding agricultural financing and rural development.

Methodology

Lecture, case study, group discussion, question and answer.

Evaluation Method

Group presentation.

Target Group

Domestic Participants-15, foreign participants-15.

Duration	Frequency	No. of Participants
5 days	1(BBTA)	30x1=30

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, faculties from public/private universities, experienced professionals from ministry and cooperatives, foreign delegates.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 51 (ID: 1106)
Course Name: Current Issues and Challenges in Banking (Seminar)

Objective of the Seminar

- Comprehending about a current issues in banking sector through comprehensive discussion;
- Identifying the challenges of policy formulation about the current issue under discussion; and
- Analyzing the recommend strategies about the current issue under discussion.

Discussion Topic (Possible Broad Area)

- Contemporary challenges for central bank;
- BB's strategic planning and its implementation;
- Central banks' managerial/operational efficiency, development of office procedures and HR;
- Challenges of governance in the banking sector; and
- Macroeconomic issues and challenges (monetary policy, external sector situation, bank supervision, etc).

Methodology

Paper presentation, lecture, video clips, question & answer.

Target Group

Director/Executive Director of BB HO & Br. Offices and AMD/DMD/MDs of banks & finance companies.

Duration	Frequency	No. of Participants
1 days	1(BBTA)	200 X2=400 (Approx.)

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 52 (ID: 1165)
Course Name: Executive Development Seminar (Topics on Contemporary Issue to be selected by Higher Management)

Objective

Comprehensive and analytical discussion on macroeconomic issues in Bangladesh with global and regional perspective.

Discussion Topic (Possible Broad Area)

Macroeconomic issues, real sector & external sector, central banking, banking & financial markets, monetary policy, fiscal policy, financial stability, regulatory framework & supervision, foreign exchange reserve, foreign exchange & exchange rate, balance of payment (bop), anti-money laundering etc.

Methodology

Presentation, panel discussion, lecture, video clips, question & answer.

Target Group

Director/Executive Director of BB HO & Br. Offices.

Duration	Frequency	No. of Participants
1 days	02(BBTA)	200 X2=400 (Approx.)

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 53 (ID: 1193)
Course Name: Seminar on Cyber Crime and Data Breaches in Financial Sector (New Course)

Learning Objective

After attending the seminar, the participants will be able to:

- Identify the different cyber risks and their control measures;
- Learn the procedural task of cyber-governance;
- Understand the activities related to the cyber-resilience standards and guidelines;
- Prepare the cyber-resilience metrics and taxonomy of cyber-risk controls; and
- Manage third parties.

Course Contents

- Overview of cyber crimes;
- ICT risks and scenario analysis of recent ICT threats;
- Approaches to risk management ;
- Cyber resilience standards and guidelines ;
- Cyber governance;
- Vulnerability assessment and penetration testing;
- Communication and sharing of information;
- Interconnections with third parties; and
- Cyber resilience metrics and taxonomy of cyber-risk controls.

Methodology

Presentation, demonstration, video, experience sharing, group discussion and case study.

Target Group

Addl. Director/Director of BB HO & Br. Offices and head of IT/IT security of banks & finance companies.

Duration	Frequency	No. of Participants
1 day	1(BBTA)	200 X1=200 (Approx.)

Resource Person

Faculty members of BBTA, experienced professionals from banking and related fields.

Individual Course Curriculum of Annual Training Program 2025

Program No.: 54 (ID: 1171)
Course Name: ToT for BBTA Faculties/Trainer (Training Techniques/Methods and Contemporary Issues)

Learning Objective

Upon completion of the course the participants will be able to:

- Understating the world of learning and development;
- Develop confidence and techniques to overcome barriers of conducting training session;
- Evaluate personal training strengths and weaknesses;
- Identify factors for effective training and facilitation skills;
- Learn how to communicate effectively;
- Gain techniques for providing encouragement and coaching during the training; and
- Learn techniques for preparing and delivering an effective training session.

Course Contents

- Training fundamentals;
- Understanding the requirements;
- Training design;
- Content development;
- Ensuring effective delivery;
- Monitoring effectiveness; and
- Self-development as a trainer.

Methodology

Lecture, assignment, practical session, group discussion, demonstration.

Evaluation Method

Quiz, demo training delivery.

Target Group

BBTA Faculties, officials BB HO & Br. Office.

Duration	Frequency	No. of Participants
3 days	04(BBTA/Else where)	30x4=120

Resource Person

Faculty members of BBTA, experienced professionals from central bank, banking industry, and related fields.

Training Program Imparted by BBTA in Last Five Years (2020-2024)

Sl. No.	Subject	Number of Participant				
		2020	2021	2022	2023	2024
01. Foundation Course						
1.	Foundation Course – Assistant Director (General)	199	107	163	169*	110
2.	Foundation Course – Assistant Director (Specialized)	33	40	37	121*	
3.	Foundation Course – Officer (General)	50		76	65*	96
4.	Foundation Course (Cash Officer)		45	30	108*	
02. Other Training Course: (a) For the officials of Bangladesh Bank						
1.	AAOIFI and IFSB Standards					08
2.	Advanced Course on MS Word/Excel/Power Point	40				
3.	Artificial Intelligence (AI) in Banking					20
4.	Banking Laws & Regulation	54				33
5.	Basic Financial Management		17			
6.	Capital Adequacy for Banks under BASEL III					08
7.	Capital Market and Sukuk in Bangladesh					25
8.	Central Banking: Present and Future Challenges	32				
9.	CIB Business Rules and Online Reporting System					08
10.	Communicative English	29				
11.	Core Risk Management	23	29			
12.	Credit Risk Management				29	21
13.	Detection, Disposal of Forged and Mutilated Notes					08
14.	Digital Banking Regulatory Framework					08
15.	Digital Financial Services (DFS)		40			24
16.	Effective Communication Skills for the Workplace					21
17.	English Language Proficiency Course	25	33			
18.	Enterprise Resource Planning (ERP) – MM Module				40	
19.	ERP – MM Module	15				
20.	Ethics in Banking					58
21.	Etiquette and Personal Grooming	60	26			14
22.	Financial Inclusion	35				
23.	Financial Inclusion and Sustainable Finance		15			27
24.	Financing in Agriculture and Rural Development		20			
25.	FinTech and its challenges					10

*Number of Participants is revised as per Release Order for the concerned year.

Sl. No.	Subject	Number of Participant				
		2020	2021	2022	2023	2024
26.	Foreign Exchange Transactions Reporting					13
27.	Foreign Investment and Financing		150			
28.	From Campus to Corporate					25
29.	Guidelines on ICT Security for Banks and NBFIs					19
30.	ICT Security Policy of Bangladesh Bank				29	
31.	ICT Security Policy Version-IV				30	
32.	Identification of Systemic Risk and Mitigation					21
33.	In House Training for BBTA			60		
34.	In Service Training	24				
35.	Information System (IS) Audit					06
36.	Innovation in Public Service		20			
37.	Inspection Techniques of Islamic Banks and NBFIs					22
38.	Integrated Supervision System (ISS) Reporting					10
39.	Internal Audit and Regulatory Compliance					05
40.	Internal Credit Risk Rating System (ICRRS)					31
41.	International Trade and Finance				28	49
42.	International Trade Financing		22			
43.	Islamic Banking and Finance	27				48
44.	ISO 27001		25			
45.	IT Auditing	27				
46.	IT Security and Awareness					26
47.	Leadership Development	23				
48.	Leadership, Team Building and Negotiation Skill					25
49.	Monetary Policy Formulation and Implementation Process in Bangladesh Bank	73	24			23
50.	Money and Banking Data Reporting					02
51.	MS word Application and Fundamentals of Excel (Basic & Advanced Level) Application for Report Preparation and Formatting					27
52.	Network and Hardware Security Awareness	34	19			
53.	Offshore Banking					08
54.	Orientation Course for New Supervisors	119				
55.	Payment and Settlement Systems in Bangladesh	58	25			26
56.	Presentation Skill for Enhancing Managerial Performance	41				
57.	Prevention of Money Laundering and Combating Financing of Terrorism					30
58.	Procurement Management					37
59.	Procurement Management in BB		21			
60.	Public Debt Management					25
61.	Public Debt Management & Government Securities Markets in Bangladesh		21			

Sl. No.	Subject	Number of Participant				
		2020	2021	2022	2023	2024
62.	Reporting Techniques of 'Islamic Financial Transactions'			84		
63.	Research Methodology					23
64.	Residential Property Price Indices					10
65.	Responsibility and Accountability of BB Officials					28
66.	Risk Based Supervision					69
67.	Safety, Security & Disaster Management	29	22			26
68.	SAP Training on FICO, MM Module					23
69.	SMEs Financing: Policies & Strategies and Women Entrepreneurship Development		17			
70.	Strategic planning, Management & Leadership Development		27			
71.	Strategic planning, Management & Leadership Development Course for DGMs	23				
72.	Sustainable Development Goals					08
73.	Techniques of Bank & NBFI Inspection & Report Writing.	23				
74.	Techniques of Bank Inspection				86	
75.	Techniques of Inspection and Report Writing					21
76.	Techniques of Inspection of Banks and Report writing (Including Foreign exchange Inspection & ISS Reporting)	40	17			
77.	ToT on CIB Business Rules & Online Reporting System					04
78.	ToT on Foreign Exchange Transaction Reporting					02
79.	ToT on Money and Banking Data Reporting					04
80.	ToT on Prevention of Money Laundering & Terrorist Financing	32				
81.	ToT on Risk Based Supervision	22				
82.	Trade Based and Credit Backed Money Laundering					27
83.	Training for the Trainers (ToT)				38	
84.	Training on MM Module				10	18
85.	Understanding and Analysis of Financial Statement of Bank	51	40			
86.	Understanding Economic Indicators	27				31
87.	Vulnerability Assessment and Penetration Testing of IT Systems					31
89.	Work in Progress ERP-MM Module		63			
88.	যথাযথভাবে নোট সর্টিং না করে বাংলাদেশ ব্যাংকের ভল্টে জমাদান					10
(b) For the officials of Commercial Banks, Financial Institutions and Other:						
1.	AAOIFI and IFSB Standards					19
2.	Artificial Intelligence (AI) in Banking					39
3.	BATCH (BACPS & NIKASH-BEFTN)					244
4.	Capital Adequacy for Banks according to BASEL III		20			23
5.	CIB Business Rules and Collateral Database	765	173			
6.	CIB Business Rules and Collateral Management		25			
7.	CIB Business Rules and Online Reporting Systems				120	215
8.	Combating Money Laundering and Terrorist Financing and Trade Based Money Laundering	40				

Sl. No.	Subject	Number of Participant				
		2020	2021	2022	2023	2024
9.	Credit Risk Management		58			126
10.	Detection, Disposal of Forged and Mutilated Notes	363	112			21
11.	Digital Banking Regulatory Framework					26
12.	Digital Financial Services (DFS)					02
13.	Environmental Risk Management and Green Financing	31				
14.	Fintech and its challenges					32
15.	Foreign Direct Investment (FDI) Help Desk				450	
16.	Foreign Direct Investment and External Debt Reporting	42	83			32
17.	Foreign Exchange Transaction Reporting	151	60		40	166
18.	Foreign Investment and Financing		177			
19.	Guideline on ICT Security for Banks and NBFIs		25			86
20.	Guidelines on NRB Saving Bonds (Wage-Earner Development Bond, US$ Investment Bond and US$ Premium Bond)	191				
21.	Information System (IS) Audit					23
22.	Integrated Supervision System (ISS) Reporting	119				88
23.	Internal Audit and Regulatory Compliance					24
24.	Internal Credit Risk Rating System (ICRRS)					17
25.	International Trade Finance	120	112			
26.	Islamic Monetary Policy in a Duel Banking System and Dissecting and Correcting Misconceptions in Islamic Banking and Finance				133	
27.	Money and Banking Data Reporting	221	123			157
28.	NBFI (NBDC, NBFI-2 and NBFI-3) Data Reporting			78		
29.	Offshore Banking					24
30.	Orientation Course for Foreign Participant		01	07	12	05
31.	Procurement Management		26			03
32.	Sustainable Development Goals					19
33.	ToT on CIB Business Rules & Online Reporting System					54
34.	ToT on CIB Business Rules and Collateral Database	22				
35.	ToT on Foreign Exchange Transaction Reporting	32				38
36.	ToT on Important Guidelines of BB and ISS Reporting	24				
37.	ToT on Money and Banking Data Reporting	22				57
38.	ToT on NPL Management: Handling Legal Issues, Writ Petition etc.	26				
39.	ToT on Trade Based Money Laundering	27				
40.	Trade Based Money Laundering		27			
41.	Training for the Trainers (ToT)				51	
41.	Training of Trainers (ToT) on Residential Property Price Monitoring Database			16		
42.	Training Program on Online Application for Cash Incentives				101	
43.	Training Program on SDGs	30	23			
45.	যথাযথভাবে নোট সর্টিং না করে বাংলাদেশ ব্যাংকের ভল্টে জমাদান					19

Sl. No.	Subject	Number of Participant				
		2020	2021	2022	2023	2024
03. Workshops/Seminars/Lecture Sessions:						
1.	Executive Development Seminar	80				442
2.	Government Savings Investment Management System (GSIMS)		155			
3.	IMF-SAARTAC Workshop					58
4.	Integrity and Anti-corruption in Financial Sector	119				
5.	Seminar on Growth, Prospects and Challenges of Islamic Banking in Bangladesh					140
6.	Syndicate Financing, Group Lending and Bridge Finance		21			
7.	Workshop on E-refinancing Systems for Covid-19 Emergency and Crisis Response Facility Project			58		
8.	Workshop on In-house CBS Development: Focus on System Integration Process					60
9.	Workshop on Refinancing & Reporting under CECRFP Project				64	
10.	Workshop on Bangladesh Government Investment Sukuk: Issue, Management, Investment and Trading Procedure			60		
11.	Workshop on Reporting Techniques of Islamic Financial Transactions to the Statistics Department of Bangladesh Bank			80		
12.	Workshop on Training Need Assessment (TNA) on Cyber Security					52
04. International Training Courses/Seminars						
1.	Sustainable Agriculture and Socially Responsible Rural Financing Jointly Organized by BBTA, CICTAB(India) and Milk Vita					29
	Grand Total	**3693**	**2106**	**749**	**1724***	**3652**

*Number of Participants is revised as per Release Order for the concerned year.

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Hanif Miah** Executive Director
Qualifications & University	MBA (Finance & Banking), Northern University Bangladesh M.Sc. (Applied Chemistry and Chemical Technology), B.Sc. (Hons. in Applied Chemistry and Chemical Technology) University of Dhaka DAIBB
Areas of Specialization	Foreign Exhange, Islamic Banking, Financial Institutions and Markets.
Number of Publications	4

Name & Designation	**Muhammad Zakir Hasan** Executive Director (ICT)
Qualifications & University	B. Sc. Engineering (EEE), Khulna University of Engineering and Technology (KUET)
Areas of Specialization	ICT

Name & Designation	**Anwar Aftab Ahmed** Director (Research)
Qualifications & University	MBA, IBA, DU; MSS (Economics), and BSS (Economics) (Hons.), DU
Areas of Specialization	Macroeconomic Policy
Number of Publications	4

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Abdul Wahab** Director (Research)
Qualifications & University	B.Sc. (Hons. in Economics) M.Sc. in Economics, Jahangirnagar University, Savar, Dhaka
Areas of Specialization	Microeconomics, Macroeconomics, Central Banking, Monetary Policy and others issues, Banking & Finance, Economic Growth & Development.
Number of Publications	17

Name & Designation	**Probir Kumar Sarker** Director (Statistics)
Qualifications & University	BSc (Hons.), MSc (Statistics) Dhaka University
Areas of Specialization	Statistics, CIB

Name & Designation	**Md. Mamun Hossain** Director
Qualifications & University	MSS (political science) Dhaka University.
Areas of Specialization	AML/CFT And Foreign Exchange

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Jasim Uddin** Director (Research)
Qualifications & University	BSS (Hons.) in Economics, MSS Islamic University, Kustia.
Areas of Specialization	Micro and Macro Economics
Number of Publications	7

Name & Designation	**Khairul Alam Chowdhury Tutul** Director (G)
Qualifications & University	B.Com (Hons.), M.Com, Accounting, University of Dhaka M.A (Film & Media), Stamford University JAIBB
Areas of Specialization	Cultural Affairs, Motivational Speech, Leadership and Organization, Accounting

Name & Designation	**Md. Atiqur Rahman** Director
Qualifications & University	B.Sc, University of Dhaka MA, Asian University of Bangladesh

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Mohammad Mahmudul Hasan** Director
Qualifications & University	BSc (Hons.) Mathematics, DU MSc, Applied Mathematics, DU
Areas of Specialization	Large Loan Monitoring, Repo, Reverse Repo, Foreign Accounts Reconciliation & Monitoring and Bank licensing

Name & Designation	**Abdus Salam Mahmud** Director
Qualifications & University	B.Sc.(Hons.), M.Sc.(Biochemistry, DU); MBM(BIBM); M.A.(Economics, Hiroshima University, Japan) JAIBB
Areas of Specialization	Economics

Name & Designation	**Md. Motior Rahman** Director (ICT)
Qualifications & University	1. M.Sc in Information and Communication Technology (ICT) Bangladesh University of Professionals (BUP) 2. Masters in Governance and Public Policy University of Dhaka 3. B.Sc (Hons.) in Electronics and Computer Science Jahangirnagar University 4. Certification in Information Systems Security (CISS), BUP 5. Information Security Management Systems (ISMS:27001)/ Lead Auditor Certified 6. Business Continuity Management (ISO 22301) Certified
Areas of Specialization	Information Security Management, Business Continuity Management.

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Aminur Rahman Chowdhury** Director
Qualifications & University	BSc.(Hons.), Msc. in Applied Chemistry and Chemical Technology, Dhaka University
Areas of Specialization	Supervision and Risk Management of Commercial banks.

Name & Designation	**Sheikh Nasreen Sultana** Director
Qualifications & University	B.SC. (Hons.) Animal Husbandry BAU, Mymensingh

Name & Designation	**Shakil Ezaz** Director
Qualifications & University	B.Sc (Hons.) M.Sc (Physics) University of Dhaka Masters in Economics for Professionals (MEcon), University of Dhaka
Areas of Specialization	Strategic Planning, Human Resources Management, Communication & Leadership

Faculty Members of Bangladesh Bank Training Academy

Name & Designation **Nasrin Sultana**
Additional Director (ICT)

Qualifications & University BSc (Hons.), MSc (Physics), Jahangirnagar University

Name & Designation **Mohammad Nurul Islam**
Additional Director (Statistics)

Qualifications & University B.Sc. (Hons.), M.Sc(Statistics)
University of Dhaka
PGDCAP, Bangladesh Institute of Bank Management

Areas of Specialization Money and Banking. Monetary Policy, Economics Statistics

Name & Designation **Khandaker Ali Kamran Al Zahid**
Additional Director

Qualifications & University B.Com (Hons.) in Finance and Banking
M.Com in Banking
MBA in Accounting and Information Systems,
University of Dhaka

Areas of Specialization Payment Systems

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Farzana Akhter** Additional Director
Qualifications & University	B.Com (Hons) and M.Com in Finance & Banking University of Dhaka DAIBB
Areas of Specialization	AML/CFT, Finance & Banking, SME

Name & Designation	**A B M Anisuzzaman** Additional Director
Qualifications & University	Bsc (Hons.), Msc, Department of Soil Science University of Dhaka.
Areas of Specialization	Bank inspection, Project Implementation

Name & Designation	**Tania Mustafiz** Additional Director
Qualifications & University	Masters on Bank Management (MBM) from Bangladesh Institute of Bank Management (BIBM), Masters on Social Science (MSS) in Economics from Dhaka University, Bachelor on Social Science (BSS) in Economics from Dhaka University, DAIBB, JAIBB, Diploma course on Macroeconomic Forecasting and Modeling
Areas of Specialization	Economics, Green Banking, Human Resource Management (HRM), Monetary Policy

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Masud Rana** Additional Director
Qualifications & University	- Double Master's in Policing, Intelligence & Counter Terrorism - MBA (Finance & Banking) University of Rajshahi - Post Graduate Diploma (HRM) - Institute of Personnel Management, Dhaka - Certified Anti-Money Laundering Specialist (CAMS) - Certified Digital Finance Practitioner (CDFP)
Areas of Specialization	AML/CFT, Stolen Asset Recovery, Financial Crime Investigation, Digital Financial Services, Trade Based Money Laundering, Good Governance
Number of Publications	Book: AML/CFT Compliance Article:02

Name & Designation	**Muhammad Maruf Alam Sufiany** Additional Director
Qualifications & University	BBA (Accounting), MBA (Accounting Information System), University of Dhaka JAIBB
Areas of Specialization	Inspection, Banking and Law (Act), Accounting, Management of Office Procedure (MOP)

Name & Designation	**Shahida Sultana** Additional Director
Qualifications & University	L.L.M, L.L.B (Hons.), University of Dhaka Masters of Economics, University of Dhaka TOT from RBI, TOT from EU on SME
Areas of Specialization	HR, Economic, SME, Banking & Law

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Iqbal Ahmed** Additional Director
Qualifications & University	B.S.C MA, Shanta Marium JAIBB

Name & Designation	**Mr. Md. Jashim Uddin Sarker** Additional Director
Qualifications & University	BA (Pass), University of Dhaka JAIBB

Name & Designation	**Sawad Bin Shahid (Parvez)** Additional Director
Qualifications & University	MA & BA (Hons.) in Information Science and Library Management, University of Dhaka and MS in Development Studies, University of Dhaka Certified Digital Finance Practitioner (CDFP), JAIBB
Areas of Specialization	Digital Financial Service, Sustainable Development, Information Technology, Database Management
Number of Publications	3

Faculty Members of Bangladesh Bank Training Academy

Name & Designation **Sarder Arif Mahmud**
Additional Director

Qualifications & University BSS (Hons.) Economics, MSS University of Dhaka
JAIBB

Name & Designation **Mujtuba Kabir**
Additional Director

Qualifications & University M.Sc (Applied Statistics), MBA (Finance).
Masters (Economics)

Areas of Specialization Public Debt Management, Forex Reserve Management, Internal Audit compliance

Name & Designation **Md. Shahidul Islam**
Additional Director

Qualifications & University Professional Masters in Banking and Finance, Asian Institute of Technology, Thailand; MBA (Banking), Dhaka University, PMBF, AIT, Thailand

Areas of Specialization Ethics, Inspection, Finance, Banking and Laws, Regulations

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Krishna Proshad Biswas** Additional Director
Qualifications & University	LL B (National University); LL M (Bangladesh University of Professionals); DAIBB (The Institute of Bankers, Bangladesh); B.Sc. in Biotechnology and Genetic Engineering (Khulna University); Master of Science in Disaster Management (Dhaka University); Executive Master of Public Health (North South University; Masters in Bank Management (Bangladesh Institute of Bank Management); Diploma in Islamic Banking (Islamic Bank Training and Research Academy); Diploma in Microfinance (Institute for Inclusive Finance and Development); Diploma in Ayurvedic Medicine and Surgery (Nur Majid Ayurvedic College) Post Graduate Diploma in Personnel Management (Bangladesh Institute of Management); Diploma in Computer Science and Application (Bangladesh Open University); Associate in Bangladesh Insurance Academy (General & Life);
Areas of Specialization	Microfinance, Rural Banking, Financial Inclusion, Sustainable Finance, Health Economics, Healthcare Banking, Central Bank Policy for Climate Change and Disaster Management etc.

Name & Designation	**Hamida Begum** Joint Director
Qualifications & University	BSS (Hons.) in Economics, DU; MSS in Economics, DU; MBA, Green University; Econometric Course, DU; DAIBB
Areas of Specialization	Economics, HRM, BB Leave Rules, BB Medical Attendance Rules, BB Accommodation Allotment Rules, BB Staff Regulations

Name & Designation	**Md. Razaul Karim** Joint Director (ICT)
Qualifications & University	B. Sc Engineering in Computer Science & Engineering, Chittagong University of Engineering & Technology. Certified Digital Finance Practitioner (CDFP), Digital Frontiers Institute and The Fletcher School, Tufts University, USA. Certified Training Professional, Finance Accreditation Agency (FAA), Malaysia. International Diploma on Macroeconomic Modelling and Forecasting, Jointly Organized by Bangladesh Bank Training Academy and The United Nations Department of Economics and Social Affairs (UNDESA)
Areas of Specialization	Information and Communication Technology (ICT)
Number of Publications	1

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Parsa Nazrana** Joint Director
Qualifications & University	Master of Public Policy, The Australian National University; MBA(Finance), BBA, Institute of Business Administration, Jahangirnagar Unviersity; DAIBB
Areas of Specialization	Gender Equality & Women Empowerment, Climate Change, Foreign Investment, Finance & Banking

Name & Designation	**Md. Rokon-Uz-Zaman**, CAMS Joint Director
Qualifications & University	B.Sc (Hons.) in Forestry, Khulna University; Masters of Bank Management (MBM), BIBM, DAIBB, Certified Anti-Money Laundering Specialist from ACAMS, USA; Received Assessor Training from FATF, USA.
Areas of Specialization	AML & CFT Country Assessor, Credit Risk Management, Trade Based Money Laundering, Financial Crimes Investigation, Credit Based Money Laundering, AML & CFT Compliance, Suspicious Transaction and Reporting System, International Trade, Illicit Financial Outflows
Number of Publications	2

Name & Designation	**Ms. Anjuman Ara** Joint Director
Qualifications & University	M.S.S (Economics), B.S.S (Hons.) University of Dhaka, JAIBB

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Dr. Md. Arif-Ur-Rahman** Joint Director
Qualifications & University	Ph.D (Economics) & Masters (Economics), Ritsumeikan University, Japan; MBA (Finance) & BBA (Finance), University of Dhaka; DAIBB; CFA Level-I Passed
Areas of Specialization	Economics, Finance, Accounting, Communication Skills, etc.
Number of Publications	Four (4) in different international journals

Name & Designation	**Sonjib Kumer Singha** Joint Director (ICT)
Qualifications & University	B. Sc. Engg. in Computer Science & Engineering, Bangladesh University of Engineering and Technology (BUET)
Areas of Specialization	ICT Risk Management, Business Continuity Management, Fintech, Digital Financial Services, Information System Auditing, Data Security Management, Emerging Technology Management, Digital Payment Security, ICT Operation Management.

Name & Designation	**Faila Saberin** Joint Director
Qualifications & University	M.Sc. Ag, B.Sc (Ag) (Hons.) Sher-E-Bangla Agricultural University

Faculty Members of Bangladesh Bank Training Academy

Name & Designation **Ayatun Nesa**
Joint Director

Qualifications & University M.B.S (Accounting), B.B.S (Hons.)
National University

Areas of Specialization Accounting

Name & Designation **Most. Sadika Khatun**
Joint Director (ICT)

Qualifications & University B.Sc. Engineering (Computer Science and Engineering),
Dhaka University of Engineering & Technology (DUET)

Name & Designation **Shahjalal Hossain**
Joint Director

Qualifications & University Bachelor of Social Sciences, University of Dhaka
Master of Business Administration, University of Dhaka

Areas of Specialization Monetary Policy, Supervision & Prudential
Regulations, External Sector & Foreign Exchange

Faculty Members of Bangladesh Bank Training Academy

Name & Designation	**Md. Samsur Rahman** Joint Director (Library)
Qualifications & University	Masters of Arts University of Dhaka
Areas of Specialization	Information Science and Library Management
Number of Publications	3

Name & Designation	**Israt Jahan** Joint Director (Library)
Qualifications & University	MA & BA (Hons.) in Information Science and Library Management, University of Dhaka and Masters in Economics (MEcon), University of Dhaka
Areas of Specialization	Information Science and Library Management, Economics
Number of Publications	1

Contact List of BBTA Officials

SL. No.	Name	Designation	E-mail Address	Mobile Number
1	Md. Hanif Miah	Executive Director	hanif.miah@bb.org.bd	01715316230 01313094103
2	Muhammad Zakir Hasan	Executive Director (ICT)	zakir.hasan@bb.org.bd	01780374640
3	Anwar Aftab Ahmed	Director (Research)	anwar.ahmed@bb.org.bd	01715084204
4	Md. Abdul Wahab	Director (Research)	mabdul.wahab@bb.org.bd	01915650133
5	Probir Kumar Sarker	Director (Statistics)	probir.sarker@bb.org.bd	01716434058
6	Md. Mamun Hossain	Director	mmamun.hossain@bb.org.bd	01708929927 01911384157
7	Md. Jasim Uddin	Director (Research)	jasim.uddin@bb.org.bd	01534152004
8	Khairul Alam Chowdhury Tutul	Director	khairul.choudhury@bb.org.bd	01715177228
9	Md. Atiqur Rahman	Director	matiqur.rahman@bb.org.bd	01726130455
10	Mohammad Mahmudul Hasan	Director	mdmahmudul.hasan@bb.org.bd	01716133690
11	Abdus Salam Mahmud	Director	salam.mahmud@bb.org.bd	01710959617
12	Md. Motior Rahman	Director (ICT)	motior.rahman@bb.org.bd	01711141603
13	Md. Aminur Rahman Chowdhury	Director	aminur.chowdhury@bb.org.bd	01914690423 01779433238
14	Sheikh Nasreen Sultana	Director	sk.sultana@bb.org.bd	01819500243 01756104016
15	Shakil Ezaz	Director	shakil.ezaz@bb.org.bd	01819490157
16	Nasrin Sultana	Additional Director (ICT)	nasrin.sultana@bb.org.bd	01715066739
17	Mohammad Nurul Islam	Additional Director (Statistics)	mnurul.islam@bb.org.bd	01734034464 01977603000
18	Khandaker Ali Kamran Al Zahid	Additional Director	k.alikamran@bb.org.bd	01783499631
19	Farzana Akhter	Additional Director	farzana.akhter@bb.org.bd	01818765191
20	A.B.M. Anisuzzaman	Additional Director	abm.anisuzzaman@bb.org.bd	01716314487
21	Tania Mustafiz	Additional Director	tania.mustafiz@bb.org.bd	01769550123
22	Md. Masud Rana	Additional Director	masud.rana@bb.org.bd	01752989127
23	Muhammad Maruf Alam Sufiany	Additional Director	muhd.sufiany@bb.org.bd	01711111610
24	Iqbal Ahmed	Additional Director	iqbal.ahmed@bb.org.bd	01715157486
25	Shahida Sultana	Additional Director	shahida.sultana@bb.org.bd	01714640353
26	Md. Jashim Uddin Sarker	Additional Director	jashim.sarkar@bb.org.bd	01715024824
27	Sawad Bin Shahid (Parvez)	Additional Director	mohammad.shahid@bb.org.bd	01822747756
28	Sarder Arif Mahmud	Additional Director	sardar.mahmud@bb.org.bd	01746018869
29	Mujtuba Kabir	Additional Director	mujtuba.kabir@bb.org.bd	01534152405
30	Md. Shahidul Islam	Additional Director	mdshahid.islam2@bb.org.bd	01746701297
31	Krishna Proshad Biswas	Additional Director	krishna.proshad@bb.org.bd	01740407033
32	Hamida Begum	Joint Director	hamida.begum@bb.org.bd	01912398979
33	Md. Maksudur Rahman	Operation Manager (JD)	mmaksudur.rahman@bb.org.bd	01737021570
34	Md. Razaul Karim	Joint Director (ICT)	razaul.karim@bb.org.bd	01816373671
35	Parsa Nazrana	Joint Director	parsa.nazrana@bb.org.bd	01716900800
36	Aleya Sultana	Joint Director	aleya.sultana@bb.org.bd	01753476148
37	Md. Rokon-Uz-Zaman	Joint Director	md.zaman@bb.org.bd	01766448888

SL. No.	Name	Designation	E-mail Address	Mobile Number
38	Anjuman Ara	Joint Director	ara.anjuman@bb.org.bd	01782485999
39	Dr. Md. Arif-Ur-Rahman	Joint Director	md.arif@bb.org.bd	01717518161
40	Sonjib Kumer Singha	Joint Director (ICT)	sonjib.singha@bb.org.bd	01913328040
41	Faila Saberin	Joint Director	faila.saberin@bb.org.bd	01718166035
42	Ayatun Nesa	Joint Director	ayatun.nesa@bb.org.bd	01941169319
43	Most. Sadika Khatun	Joint Director (ICT)	m.sadika@bb.org.bd	01764831585
44	Shahjalal Hossain	Joint Director	shahjalal.hossain@bb.org.bd	01680664980
45	S A M Tahjib Ferdous	Joint Director	tahjib.ferdous@bb.org.bd	01717247109
46	Miss. Shahanaj Parvin	Joint Director	shahanaj.parvin@bb.org.bd	01675948844
47	Md. Samsur Rahman	Joint Director (Ex cadre-Library)	md.samsur@bb.org.bd	01964288200
48	Israt Jahan	Joint Director (Ex cadre-Library)	israt.jahan7267@bb.org.bd	01711083455
49	Golam Mahbub Rabbani	Deputy Director (ICT)	mahbub.rabbani@bb.org.bd	01717581206
50	Syed M Khalid Hossain	Computer Operation Supervisor (DD)	khalid.hossain@bb.org.bd	01717435385
51	Md. Shamim-Al-Mamun	Deputy Director (ICT)	sa.mamun@bb.org.bd	01739051318
52	Md. Dalowar Jahan	Deputy Director (Electrical)	delowar.jahan@bb.org.bd	01719219411
53	Shah Arafat Hossain	Deputy Director	shah.arafat@bb.org.bd	01711978490
54	Azizur Rahman	Deputy Director (ICT)	aziz.rahman@bb.org.bd	01718370994
55	A. T. M. Ahashanul Haque	Assistant Director(Stat)	ahashanul.haque@bb.org.bd	01557086670
56	Syeed Ahmed Rasel	Assistant Director (Ex-Cadre Library)	syeed.ahmed@bb.org.bd	01914561689
57	Md. Ali Imran	Assistant Director (Engr. Mech)	ali.imran@bb.org.bd	01933579116
58	Marufa Ebnat	Assistant Director	marufa.ebnat@bb.org.bd	01521556231
59	Farhana Rahman	Assistant Director	farhana.rahman@bb.org.bd	01313523906
60	Dipta Palit	Assistant Director (Civil)	dipta.palit@bb.org.bd	01309007509
61	Sudipto Biswas Dipto	Assistant Director		01517024914
62	Md. Habibur Rahman	Officer		01747942051
63	F. M. Kamal Hossein Lemon	Officer	kamallemon@gmail.com	01911808100
64	Md. Mamunur Rashid	Officer	rashid.mamunur@bb.org.bd	01703993933
65	Md. Ripon Mia	Officer		01816378889
66	Tanzima Shakera	Officer		01703803550
67	Md. Farid Hossain	Officer		01761922822
68	Md Jewel Hossain Sheikh	Officer		01756712434
69	Md. Tashriful Islam	Officer		01754210766
70	Ruhul Amin	Data Entry/Control Supervisor (Officer)	ruhulaminshuzon@gmail.com	01765561244
71	Md. Amirul Islam Foysal	Senior Data Entry Control Operator		01712561486
72	Md. Shahanuzzaman	Senior Data Entry Control Operator	shahanuzzamana@gmail.com	01781940991
73	Golam Aktar	Foreman (Mechanic)		01715107878

Photo Album of Bangladesh Bank Training Academy 2024

1st Integrated Foundation Training Course

2nd Integrated Foundation Training Course

1st and 2nd Integrated Foundation Training Course

Photo Album of Bangladesh Bank Training Academy 2024

1st and 2nd Integrated Foundation Training Course

13th Foundation Training Course : Officer (G)

14th Foundation Training Course : Officer (G)

Photo Album of Bangladesh Bank Training Academy 2024

Opening Ceremony of 15th Foundation Training Course : Officer (G)

Opening Ceremony of 47th Foundation Training Course : Assistant Director (G)

48th Foundation Training of Assistant Director (G)

Photo Album of Bangladesh Bank Training Academy 2024

48th Foundation Training of Assistant Director (G)

Closing Ceremony of 48th Foundation Training Course : Assistant Director (G)

Study Visit of 14th and 15th Foundation Training Course : Officer (General)

Photo Album of Bangladesh Bank Training Academy 2024

Orientation Training Programme for Assistant Directors of Bangladesh Bank at NIBM, Pune, India

Orientation Training Programme for Assistant Directors of Bangladesh Bank at NIBM, Pune, India

Closing and Certificate Giving Ceremony of 49th and 50th Foundation Training Course – Assistant Director (General)

Photo Album of Bangladesh Bank Training Academy 2024

Closing and Certificate Giving Ceremony of 49th and 50th Foundation Training Course – Assistant Director (General)

Closing and Certificate Giving Ceremony of 49th and 50th Foundation Training Course – Assistant Director (General)

Closing and Certificate Giving Ceremony of 49th and 50th Foundation Training Course – Assistant Director (General)

Photo Album of Bangladesh Bank Training Academy 2024

Study Visit Program at SPCBL of 50th Foundation Training Course for Assistant Director (G)

Study Visit Program of Integrated Foundation Training Course at The Security Printing Corporation (Bangladesh) Ltd.

Orientation Course on Banking System of Bangladesh for the Foreign Bankers

Photo Album of Bangladesh Bank Training Academy 2024

International Training Program on Sustainable Agriculture and Socially Responsible Rural Finanancing Jointly Organized by BBTA and CICTAB

Study Visit Program of Founadtion Training Course-Assistant Director (General) at Bangladesh Academy for Rural Development (BARD)

Training Course on Capital Adequacy

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on CIB Business Rules and Online Reporting System

Training Course on Credit Risk Management

Training Course on Etiquette & Personal Grooming

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on FDI & External Debt Reporting

Training Course on Foreign Exchange Transactions Reporting

Training Course on Forged Notes

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on ISS Reporting at Bangladesh Bank, Sylhet Office

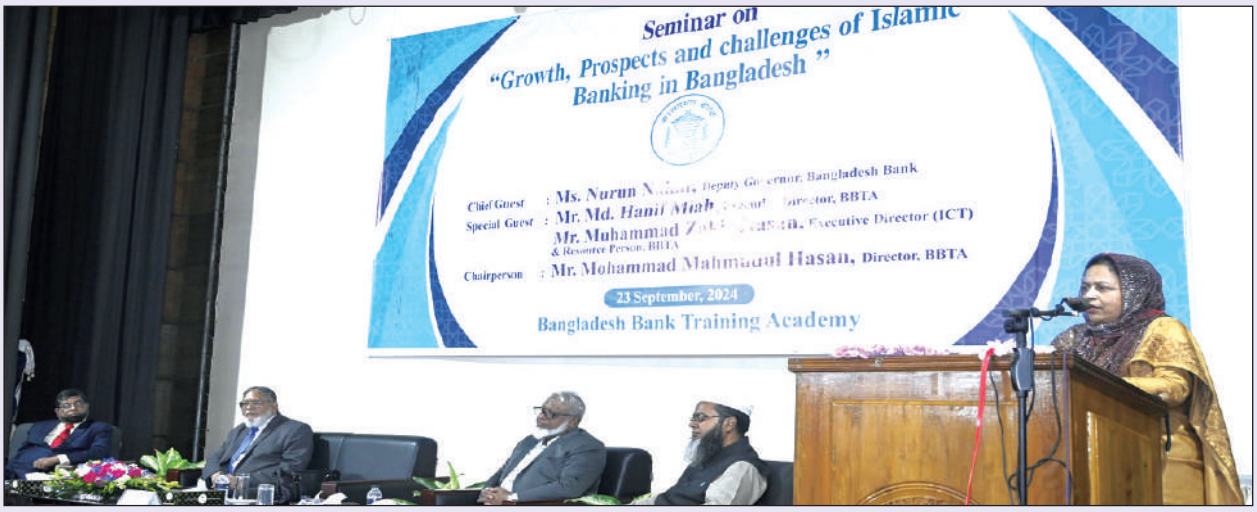
Training Course on Guidelines for ICT Security

Training Course on Guidelines on ICT Security at Bangladesh Bank, Sylhet Office

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on Information System IS Audit

Training Course on International Trade and Finance Workshop at Bangladesh Bank, Chattogram Office



Seminar on Islamic Banking

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on ISS Reporting at Bangladesh Bank, Sylhet Office

Training Course on Leadership, Team Building and Negotiation Skill

Training Course on Money and Banking Data Reporting at Bangladesh Bank, Mymensingh Office

Photo Album of Bangladesh Bank Training Academy 2024

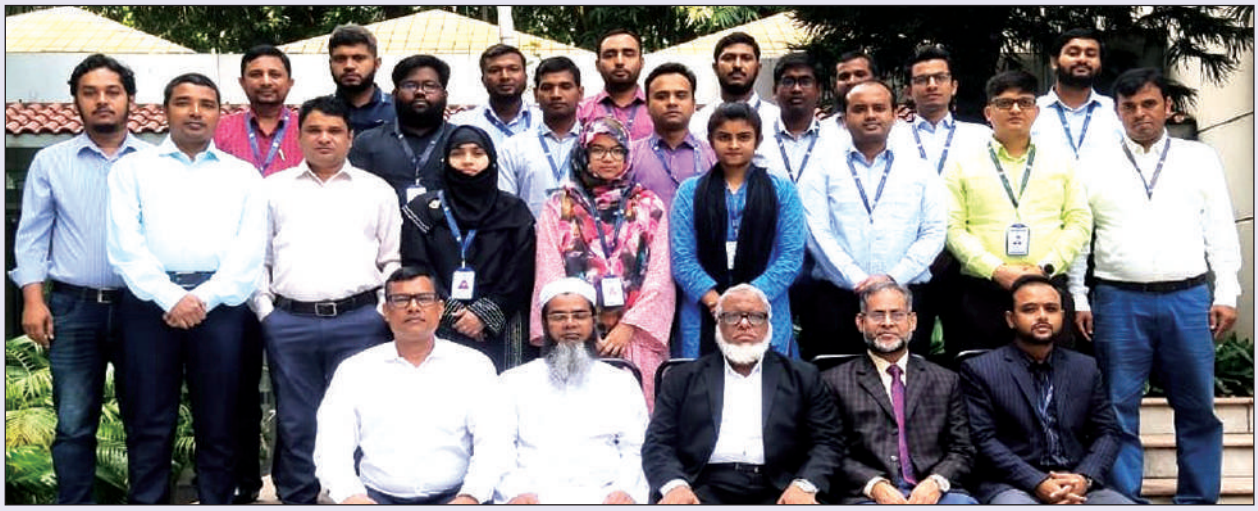
Training Course on Monetary Policy Formulation and Implementation

Training Course on MS Word and Excel (Basic & Advanced) application

Training Course on Offshore Banking

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on Payment & Settlement System



Training Course on Research Methodology

Training Course on Responsibility and Accountability of BB Officials

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on FICO and MM Module

Training Course on Systemic Risk

ToT on Foreign Exchange Transactions Reporting

Photo Album of Bangladesh Bank Training Academy 2024

ToT on Money and Banking Data Reporting

ToT on Money and Banking Data Reporting

Training Course on VAPT

Photo Album of Bangladesh Bank Training Academy 2024

ToT on CIB Business Rules and Online Reporting System

Training Course on Advanced Word & Excel for FSD

Training Course on Campus to Coporate

Photo Album of Bangladesh Bank Training Academy 2024

Training Course on Credit Risk Management at BB Rangpur Office

Workshop on Cyber Security Awareness and Needs Analysis Jointly Organized by JICA-BCC-BASIS TCP and Bangladesh Bank Training Academy

Training Course on Artificial Intelligence in Banking

Photo Album of Bangladesh Bank Training Academy 2024

Opening Ceremony of Foreign Exchange Transaction Reporting Courses at Bangladesh Bank, Rajshahi Office

Training on Guidelines on ICT Security for Banks and NBFIs at Bangladesh Bank, Sylhet Office

Photo Album of Bangladesh Bank Training Academy 2024

Training Couse on Islamic Finance and Banking

Training Course on Money and Banking Data Reporting at Bangladesh Bank, Sylhet Office

Incumbents of Bangladesh Bank Training Academy

Executive Director/Principal			
SL. No.	**Name**	**Designation**	**Duration**
1.	Nazir Ahmed Khan	Executive Director	05/10/2006-05/01/2009
2.	Md. Mahabubul Islam	Executive Director	06/01/2009-17/01/2009
3.	Devaki Kumar Saha	Executive Director (In-Charge)	18/01/2009-19/04/2009
4.	Devaki Kumar Saha	Executive Director	19/04/2009-31/12/2009
5.	Dewan Abdus Sultan	Executive Director (In-Charge)	01/01/2010-22/02/2010
6.	Md. Ebtadul Islam	Executive Director	23/02/2010-05/12/2010
7.	Md. Ataur Rahman	Executive Director	06/12/2010-28/09/2014
8.	Sk. Azizul Haque	Executive Director (In-Charge)	29/09/2014-10/01/2015
9.	Md. Golam Mostafa	Executive Director (In-Charge)	11/01/2015-05/04/2015
10.	K. M. Jamshed Uz Zaman	Principal	06/04/2015-05/04/2017
11.	Md. Abdul Hamid	Principal (Incharge)	06/04/2017-21/05/2017
12.	Md. Shafiqul Islam	Executive Director	22/05/2017-02/07/2017
13.	Rokeya Akhter	Executive Director (In-Charge)	03/07/2017-03/01/2018
14.	Laila Bilkis Ara	Executive Director	04/01/2018-25/02/2019
15.	Rokeya Akhter	Executive Director (In-Charge)	26/02/2019-10/06/2019
16.	Nurun Nahar	Executive Director	11/06/2019-03/01/2021
17.	A. B. M. Sadeque	Executive Director (In-Charge)	04/01/2021-28/02/2021
18.	A. B. M. Sadeque	Executive Director	01/03/2021-06/07/2021
19.	Md. Anwar Hossain	Executive Director	12/08/2021-22/03/2022
20.	Dr. Md. Kabir Ahmed	Executive Director	22/03/2022-12/01/2023
21.	Md. Zulkar Nayn	Executive Director	15/01/2023-13/06/2024
22.	Dipankar Bhattacharjee	Executive Director (In-Charge)	19/06/2024-07/07/2024
23.	Md. Hanif Miah	Executive Director	08/07/2024-

গণপ্রজাতন্ত্রী বাংলাদেশের সরকারি ছুটিসহ বর্ষপঞ্জি

২০২৫ খ্রিস্টাব্দ- ১৪৩১-৩২ বঙ্গাব্দ, ১৪৪৬-৪৭ হিজরী

জানুয়ারি

পৌষ - মাঘ ১৪৩১ বাংলা
জমাঃ সানি - রজব ১৪৪৬ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
			১ (১৭ ১)	২ (১৮ ২)	৩ (১৯ ৩)	৪ (২০ ৪)
৫ (২১ ৫)	৬ (২২ ৬)	৭ (২৩ ৭)	৮ (২৪ ৮)	৯ (২৫ ৯)	১০ (২৬ ১০)	১১ (২৭ ১১)
১২ (২৮ ১২)	১৩ (২৯ ১৩)	১৪ (৩০ ১৪)	১৫ (১ ১৫)	১৬ (২ ১৬)	১৭ (৩ ১৭)	১৮ (৪ ১৮)
১৯ (৫ ১৯)	২০ (৬ ২০)	২১ (৭ ২১)	২২ (৮ ২২)	২৩ (৯ ২৩)	২৪ (১০ ২৪)	২৫ (১১ ২৫)
২৬ (১২ ২৬)	২৭ (১৩ ২৭)	২৮ (১৪ ২৮)	২৯ (১৫ ২৯)	৩০ (১৬ ৩০)	৩১ (১৭ ১)	

ফেব্রুয়ারি

মাঘ - ফাল্গুন ১৪৩১ বাংলা
শাবান ১৪৪৬ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
						১ (১৮ ২)
২ (১৯ ৩)	৩ (২০ ৪)	৪ (২১ ৫)	৫ (২২ ৬)	৬ (২৩ ৭)	৭ (২৪ ৮)	৮ (২৫ ৯)
৯ (২৬ ১০)	১০ (২৭ ১১)	১১ (২৮ ১২)	১২ (২৯ ১৩)	১৩ (৩০ ১৪)	১৪ (১ ১৫)	১৫ (২ ১৬)
১৬ (৩ ১৭)	১৭ (৪ ১৮)	১৮ (৫ ১৯)	১৯ (৬ ২০)	২০ (৭ ২১)	২১ (৮ ২২)	২২ (৯ ২৩)
২৩ (১০ ২৪)	২৪ (১১ ২৫)	২৫ (১২ ২৬)	২৬ (১৩ ২৭)	২৭ (১৪ ২৮)	২৮ (১৫ ২৯)	

মার্চ

ফাল্গুন - চৈত্র ১৪৩১ বাংলা
রমজান - শাওয়াল ১৪৪৬ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
৩০ (১৬ ৩০)	৩১ (১৭ ১)					১ (১৬ ১)
২ (১৭ ২)	৩ (১৮ ৩)	৪ (১৯ ৪)	৫ (২০ ৫)	৬ (২১ ৬)	৭ (২২ ৭)	৮ (২৩ ৮)
৯ (২৪ ৯)	১০ (২৫ ১০)	১১ (২৬ ১১)	১২ (২৭ ১২)	১৩ (২৮ ১৩)	১৪ (২৯ ১৪)	১৫ (১ ১৫)
১৬ (২ ১৬)	১৭ (৩ ১৭)	১৮ (৪ ১৮)	১৯ (৫ ১৯)	২০ (৬ ২০)	২১ (৭ ২১)	২২ (৮ ২২)
২৩ (৯ ২৩)	২৪ (১০ ২৪)	২৫ (১১ ২৫)	২৬ (১২ ২৬)	২৭ (১৩ ২৭)	২৮ (১৪ ২৮)	২৯ (১৫ ২৯)

এপ্রিল

চৈত্র - বৈশাখ ১৪৩১-১৪৩২ বাংলা
শাওয়াল - জিলকুদ ১৪৪৬ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
		১ (১৮ ২)	২ (১৯ ৩)	৩ (২০ ৪)	৪ (২১ ৫)	৫ (২২ ৬)
৬ (২৩ ৭)	৭ (২৪ ৮)	৮ (২৫ ৯)	৯ (২৬ ১০)	১০ (২৭ ১১)	১১ (২৮ ১২)	১২ (২৯ ১৩)
১৩ (৩০ ১৪)	১৪ (১ ১৫)	১৫ (২ ১৬)	১৬ (৩ ১৭)	১৭ (৪ ১৮)	১৮ (৫ ১৯)	১৯ (৬ ২০)
২০ (৭ ২১)	২১ (৮ ২২)	২২ (৯ ২৩)	২৩ (১০ ২৪)	২৪ (১১ ২৫)	২৫ (১২ ২৬)	২৬ (১৩ ২৭)
২৭ (১৪ ২৮)	২৮ (১৫ ২৯)	২৯ (১৬ ১)	৩০ (১৭ ২)			

মে

বৈশাখ - জ্যৈষ্ঠ ১৪৩২ বাংলা
জিলকুদ - জিলহজ্ব ১৪৪৬ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
				১ (১৮ ৩)	২ (১৯ ৪)	৩ (২০ ৫)
৪ (২১ ৬)	৫ (২২ ৭)	৬ (২৩ ৮)	৭ (২৪ ৯)	৮ (২৫ ১০)	৯ (২৬ ১১)	১০ (২৭ ১২)
১১ (২৮ ১৩)	১২ (২৯ ১৪)	১৩ (৩০ ১৫)	১৪ (৩১ ১৬)	১৫ (১ ১৭)	১৬ (২ ১৮)	১৭ (৩ ১৯)
১৮ (৪ ২০)	১৯ (৫ ২১)	২০ (৬ ২২)	২১ (৭ ২৩)	২২ (৮ ২৪)	২৩ (৯ ২৫)	২৪ (১০ ২৬)
২৫ (১১ ২৭)	২৬ (১২ ২৮)	২৭ (১৩ ২৯)	২৮ (১৪ ৩০)	২৯ (১৫ ১)	৩০ (১৬ ২)	৩১ (১৭ ৩)

জুন

জ্যৈষ্ঠ - আষাঢ় ১৪৩২ বাংলা
জিলহজ্ব - মহররম ১৪৪৬ - ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
১ (১৮ ৪)	২ (১৯ ৫)	৩ (২০ ৬)	৪ (২১ ৭)	৫ (২২ ৮)	৬ (২৩ ৯)	৭ (২৪ ১০)
৮ (২৫ ১১)	৯ (২৬ ১২)	১০ (২৭ ১৩)	১১ (২৮ ১৪)	১২ (২৯ ১৫)	১৩ (৩০ ১৬)	১৪ (৩১ ১৭)
১৫ (১ ১৮)	১৬ (২ ১৯)	১৭ (৩ ২০)	১৮ (৪ ২১)	১৯ (৫ ২২)	২০ (৬ ২৩)	২১ (৭ ২৪)
২২ (৮ ২৫)	২৩ (৯ ২৬)	২৪ (১০ ২৭)	২৫ (১১ ২৮)	২৬ (১২ ২৯)	২৭ (১৩ ১)	২৮ (১৪ ২)
২৯ (১৫ ৩)	৩০ (১৬ ৪)					

জুলাই

আষাঢ় - শ্রাবণ ১৪৩২ বাংলা
মহররম - সফর ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
		১ (১৭ ৫)	২ (১৮ ৬)	৩ (১৯ ৭)	৪ (২০ ৮)	৫ (২১ ৯)
৬ (২২ ১০)	৭ (২৩ ১১)	৮ (২৪ ১২)	৯ (২৫ ১৩)	১০ (২৬ ১৪)	১১ (২৭ ১৫)	১২ (২৮ ১৬)
১৩ (২৯ ১৭)	১৪ (৩০ ১৮)	১৫ (৩১ ১৯)	১৬ (১ ২০)	১৭ (২ ২১)	১৮ (৩ ২২)	১৯ (৪ ২৩)
২০ (৫ ২৪)	২১ (৬ ২৫)	২২ (৭ ২৬)	২৩ (৮ ২৭)	২৪ (৯ ২৮)	২৫ (১০ ২৯)	২৬ (১১ ৩০)
২৭ (১২ ১)	২৮ (১৩ ২)	২৯ (১৪ ৩)	৩০ (১৫ ৪)	৩১ (১৬ ৫)		

আগস্ট

শ্রাবণ - ভাদ্র ১৪৩২ বাংলা
সফর - রবিঃ আউয়াল ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
৩১ (১৬ ৭)					১ (১৭ ৬)	২ (১৮ ৭)
৩ (১৯ ৮)	৪ (২০ ৯)	৫ (২১ ১০)	৬ (২২ ১১)	৭ (২৩ ১২)	৮ (২৪ ১৩)	৯ (২৫ ১৪)
১০ (২৬ ১৫)	১১ (২৭ ১৬)	১২ (২৮ ১৭)	১৩ (২৯ ১৮)	১৪ (৩০ ১৯)	১৫ (৩১ ২০)	১৬ (১ ২১)
১৭ (২ ২২)	১৮ (৩ ২৩)	১৯ (৪ ২৪)	২০ (৫ ২৫)	২১ (৬ ২৬)	২২ (৭ ২৭)	২৩ (৮ ২৮)
২৪ (৯ ২৯)	২৫ (১০ ১)	২৬ (১১ ২)	২৭ (১২ ৩)	২৮ (১৩ ৪)	২৯ (১৪ ৫)	৩০ (১৫ ৬)

সেপ্টেম্বর

ভাদ্র - আশ্বিন ১৪৩২ বাংলা
রবিঃ আউয়াল - রবিঃ সানি ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
	১ (১৭ ৮)	২ (১৮ ৯)	৩ (১৯ ১০)	৪ (২০ ১১)	৫ (২১ ১২)	৬ (২২ ১৩)
৭ (২৩ ১৪)	৮ (২৪ ১৫)	৯ (২৫ ১৬)	১০ (২৬ ১৭)	১১ (২৭ ১৮)	১২ (২৮ ১৯)	১৩ (২৯ ২০)
১৪ (৩০ ২১)	১৫ (৩১ ২২)	১৬ (১ ২৩)	১৭ (২ ২৪)	১৮ (৩ ২৫)	১৯ (৪ ২৬)	২০ (৫ ২৭)
২১ (৬ ২৮)	২২ (৭ ২৯)	২৩ (৮ ৩০)	২৪ (৯ ১)	২৫ (১০ ২)	২৬ (১১ ৩)	২৭ (১২ ৪)
২৮ (১৩ ৫)	২৯ (১৪ ৬)	৩০ (১৫ ৭)				

অক্টোবর

আশ্বিন - কার্তিক ১৪৩২ বাংলা
রবিঃ সানি - জমাঃ আউয়াল ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
			১ (১৬ ৮)	২ (১৭ ৯)	৩ (১৮ ১০)	৪ (১৯ ১১)
৫ (২০ ১২)	৬ (২১ ১৩)	৭ (২২ ১৪)	৮ (২৩ ১৫)	৯ (২৪ ১৬)	১০ (২৫ ১৭)	১১ (২৬ ১৮)
১২ (২৭ ১৯)	১৩ (২৮ ২০)	১৪ (২৯ ২১)	১৫ (৩০ ২২)	১৬ (৩১ ২৩)	১৭ (১ ২৪)	১৮ (২ ২৫)
১৯ (৩ ২৬)	২০ (৪ ২৭)	২১ (৫ ২৮)	২২ (৬ ২৯)	২৩ (৭ ১)	২৪ (৮ ২)	২৫ (৯ ৩)
২৬ (১০ ৪)	২৭ (১১ ৫)	২৮ (১২ ৬)	২৯ (১৩ ৭)	৩০ (১৪ ৮)	৩১ (১৫ ৯)	

নভেম্বর

কার্তিক - অগ্রহায়ণ ১৪৩২ বাংলা
জমাঃ আউয়াল - জমাঃ সানি ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
৩০ (১৫ ৯)						১ (১৬ ১০)
২ (১৭ ১১)	৩ (১৮ ১২)	৪ (১৯ ১৩)	৫ (২০ ১৪)	৬ (২১ ১৫)	৭ (২২ ১৬)	৮ (২৩ ১৭)
৯ (২৪ ১৮)	১০ (২৫ ১৯)	১১ (২৬ ২০)	১২ (২৭ ২১)	১৩ (২৮ ২২)	১৪ (২৯ ২৩)	১৫ (৩০ ২৪)
১৬ (১ ২৫)	১৭ (২ ২৬)	১৮ (৩ ২৭)	১৯ (৪ ২৮)	২০ (৫ ২৯)	২১ (৬ ৩০)	২২ (৭ ১)
২৩ (৮ ২)	২৪ (৯ ৩)	২৫ (১০ ৪)	২৬ (১১ ৫)	২৭ (১২ ৬)	২৮ (১৩ ৭)	২৯ (১৪ ৮)

ডিসেম্বর

অগ্রহায়ণ - পৌষ ১৪৩২ বাংলা
জমাঃ সানি - রজব ১৪৪৭ হিজরী

রবি	সোম	মঙ্গল	বুধ	বৃহঃ	শুক্র	শনি
	১ (১৬ ১০)	২ (১৭ ১১)	৩ (১৮ ১২)	৪ (১৯ ১৩)	৫ (২০ ১৪)	৬ (২১ ১৫)
৭ (২২ ১৬)	৮ (২৩ ১৭)	৯ (২৪ ১৮)	১০ (২৫ ১৯)	১১ (২৬ ২০)	১২ (২৭ ২১)	১৩ (২৮ ২২)
১৪ (২৯ ২৩)	১৫ (৩০ ২৪)	১৬ (১ ২৫)	১৭ (২ ২৬)	১৮ (৩ ২৭)	১৯ (৪ ২৮)	২০ (৫ ২৯)
২১ (৬ ১)	২২ (৭ ২)	২৩ (৮ ৩)	২৪ (৯ ৪)	২৫ (১০ ৫)	২৬ (১১ ৬)	২৭ (১২ ৭)
২৮ (১৩ ৮)	২৯ (১৪ ৯)	৩০ (১৫ ১০)	৩১ (১৬ ১১)			

সাধারণ ছুটি :- ২১ ফেব্রুয়ারি (০৮ ফাল্গুন) শহীদ দিবস ও আন্তর্জাতিক মাতৃভাষা দিবস। ২৬ মার্চ (১২ চৈত্র) স্বাধীনতা ও জাতীয় দিবস। ২৮ মার্চ (১৪ চৈত্র) জুমাতুল বিদা। *৩১ মার্চ (১৭ চৈত্র) ঈদ-উল-ফিতর। ০১ মে (১৮ বৈশাখ) মে দিবস। *১১ মে (২৮ বৈশাখ) বৌদ্ধ পূর্ণিমা। *৭ জুন (২৪ জ্যৈষ্ঠ) ঈদ-উল-আযহা। ১৬ আগস্ট (০১ ভাদ্র) শুভ জন্মাষ্টমী। *৫ সেপ্টেম্বর (২১ ভাদ্র) ঈদ-ই-মিলাদুন্নবী (সাঃ)। ০২ অক্টোবর (১৭ আশ্বিন) দুর্গাপূজা (বিজয়া দশমী)। ১৬ ডিসেম্বর (০১ পৌষ) বিজয় দিবস। ২৫ ডিসেম্বর (১০ পৌষ) যীশু খ্রীস্টের জন্মদিন (বড় দিন)।

নির্বাহী আদেশে সরকারি ছুটি :- *১৫ ফেব্রুয়ারি (০২ ফাল্গুন) শব-ই-বরাত। *২৮ মার্চ (১৪ চৈত্র) শব-ই-ক্বদর। *২৯ মার্চ ও ০২ এপ্রিল (১৫ ও ১৯ চৈত্র) ঈদ-উল-ফিতর (ঈদের পূর্বের ০২ দিন ও পরের ০২ দিন)। ১৪ এপ্রিল (১ বৈশাখ) বাংলা নববর্ষ। *০৫, ০৬, ০৮, ০৯ ও ১০ জুন (২২ ও ২৭ জ্যৈষ্ঠ) ঈদ-উল-আযহা (ঈদের পূর্বের ০২ দিন ও পরের ০৩ দিন)। ১ জুলাই (১৭ আষাঢ়) ব্যাংক হলিডে। *০৬ জুলাই (২২ আষাঢ়) আশুরা। ০১ অক্টোবর (১৬ আশ্বিন) দুর্গাপূজা (নবমী)। ৩১ ডিসেম্বর (১৬ অগ্রহায়ণ) ব্যাংক হলিডে।

For all Sort of Correspondence:
Executive Director, Bangladesh Bank Training Academy
Mirpur-2, Dhaka-1216, Bangladesh
Phone: +88-02-41001443
E-mail : bbta.respub@bb.org.bd

Published by:
Saeda Khanam, Director (Ex-Cadre Publications)
Department of Communications and Publications
Bangladesh Bank,
Head Office, Motijheel, Dhaka-1000, Bangladesh.
Website: www.bb.org.bd,
Printed by Meghna Printers,
16 Katabon Dhal, Nilkhet, Dhaka-1205,
Mobile: 01819-278541.