
MOHAMMAD TOFAZZEL HOSSAIN MIAH

Principal Secretary to HPM

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Mohammad Tofazzel Hossain Miah serves as the Principal Secretary to the Hon'ble Prime Minister in the Prime Minister's Office, Bangladesh. Prior to this, he served in the same office for more than six years holding different capacities like Senior Secretary, Secretary, Director General, and Private Secretary to the Hon'ble Prime Minister. He started his career in Bangladesh Civil Service (BCS) in 1991 and, since then, in his long career he has played an exemplary role in the making of policy, strategy, planning, guideline, and decision of the government by working in several important offices of the government. Besides, working in various capacities at the field level of administration of Bangladesh, he has shown remarkable success in implementing the decisions taken by the government. The offices at the ministerial level that he has served are the Prime Minister's Office, Ministry of Public Administration, Bangladesh Investment Development Authority (BIDA), Ministry of Primary and Mass Education, Power Division, Local Government Division, etc. On the other hand, in the field administration, he has admirably served as the Deputy Commissioner (DC), Additional Deputy Commissioner (ADC), Upazila Nirbahi Officer (UNO), First Class Magistrate, Assistant Commissioner (Land), etc. He has been conferred various awards by the government for his creditable performance in the discharge of official duties.

Tofazzel was born on July 5, 1964, in Muslim family in Pirojpur district. He obtained a BA (Hons) and a Master's degree in English Literature with distinction from the University of Dhaka. He went on to study at BRAC University, where he received another MSc degree in Early Childhood Development (ECD).

Tofazzel has exposure to many trainings both at home and abroad. He received specialized training in leadership from Harvard University in the USA and had been acclaimed for his distinctive attainments. He had undergone training in Project Management and Governance in UK, Vietnam, and India. In Bangladesh, he is trained in land management, office management,

law and administration, good governance, rural development, poverty alleviation, etc. He was widely appreciated and awarded certificates for his scholarly performance in the training undertaken, especially the Leadership training at Harvard University in the United States and the Land Administration training received within the country. At the same time, he regularly imparts training on governance and development issues and conducts training sessions as a resource person in training programs of various training institutes, government, and private organizations.

Tofazzel served as a Syndicate Member of Jahangirnagar University, Sheikh Hasina University, and Ahsanullah University of Science and Technology, Dhaka. He is the President of the Bangladesh Athletics Federation. He worked as a Board Member/Board Director of Bangladesh Infrastructure Finance Fund Limited (BIFFL), Infrastructure Development Company Limited (IDCOL), British American Tobacco Bangladesh Company Limited (BAT), Grameen Bank, Hotel Internationals Ltd, Bangladesh Petroleum Exploration & Production Company Ltd. (BAPEX), and some other organizations. Furthermore, he was the Advisory Council Member of Prerona Foundation, the Chairman of the Credit Committee, and the Performance Bonus Review Committee of Infrastructure Development Company Limited (IDCOL).

Mohammad Tofazzel Hossain Miah is a prolific writer. He has authored books and several articles on the reverent Life and Leadership of the Father of the Nation of Bangladesh Bangabandhu Sheikh Mujibur Rahman and also on the inclusive socio-economic advancement of Bangladesh. He was actively involved in writing 'Bangladesh Investment Handbook: A Guide for Investors' published by Bangladesh Investment Development Authority. He regularly writes on Bangladesh's contemporary economic affairs like investment environment and opportunities, investment and trade growth, export diversification, enhancing productivity capacity, overall economic growth, economic policy-strategy formulation, etc. His long diverse experience of working in almost all capacities of the government at the ministerial level and the field level of administration, remarkable achievements in academic pursuits and trainings, and consistent study on the current economic affairs have made him well conversant on issues related to the overall development of Bangladesh. Moreover, he edited the book titled 'Sheikh Hasina: Selected Sayings' which comprises some of the significant directives and inspiring sayings by the Hon'ble Prime Minister of Bangladesh Sheikh Hasina.

EDUCATION

SEPTEMBER 2010

MSC IN EARLY CHILDHOOD DEVELOPMENT, BRAC UNIVERSITY, DHAKA, BANGLADESH

JUNE 1985

MA IN ENGLISH LITERATURE, UNIVERSITY OF DHAKA, BANGLADESH

JUNE 1984

BA (HONS) IN ENGLISH LITERATURE, UNIVERSITY OF DHAKA, BANGLADESH

EXPERIENCE

DECEMBER 2022 – PRESENT

PRINCIPAL SECRETARY, GOVERNMENT OF BANGLADESH

Mohammad Tofazzel Hossain Miah serves as the Principal Secretary to the Hon'ble Prime Minister in Prime Minister's Office. As the Principal Secretary to the HPM, he provides all kinds of assistance to the Hon'ble Prime Minister in discharging her duties as required. Apart from this, he performs the following tasks as part of his daily duties:

- Assisting the Prime Minister in disposing of official, administrative and policy issues derived from the ministries and divisions;
- Providing assistance to the Prime Minister in matters of policy formulation and revision of policies of the government.
- Providing insights on proposals sent to the Hon'ble President, Hon'ble Prime Minister, and Cabinet Committee.
- Acts on audit objections presentable to the Public Accounts Committee (PAC).
- Providing insights and technical support in policy formulation, planning, and development activities of the government.
- Supervision and monitoring activities of subordinate offices in the Prime Minister's Office.
- Coordination of the Prime Minister's Office with the overall activities of all intelligence and security agencies;
- Reception of various heads of state, heads of government, and important dignitaries.
- Providing necessary assistance during meetings of the Prime Minister with various foreign mission representatives, ambassadors, and dignitaries.

- Maintaining communication with various international organizations regarding activities related to this office, executing treaties/agreements with various countries and international organizations.
- Providing assistance to formulate and enforce relevant laws, rules, and regulations of the Prime Minister's Office and issuing administrative orders as required.

JANUARY 2020 – DECEMBER 2022

SECRETARY/SENIOR SECRETARY, GOVERNMENT OF BANGLADESH

As the Senior Secretary/Secretary in Prime Minister's Office, Tofazzel's basic responsibility was to ensure all of the secretarial support to the Prime Minister to formulate and dispense the strategies and policies taken by the government. His day-to-day important responsibilities also include:

- Assisting the Prime Minister in disposing of official, administrative and policy issues derived from the ministries and divisions;
- Carrying out administrative and financial responsibilities in accordance with the "Administrative and Financial Powers Delegation Order of the Prime Minister's Office";
- Providing necessary assistance to the Prime Minister in the discharge of her official duties and in dealing with issues of parliamentary proceedings and legislative functions;
- Monitoring and supervising the development projects of the government and the Prime Minister's commitment and directives;
- Providing insights and technical support in policy formulation, planning, and development activities of the government;
- Reviewing and monitoring the instructions, orders, inquiries, guidelines of the Prime Minister and coordinating with the concerned Ministries/Divisions in order to implement those instructions, orders, and promises;
- Supervision and monitoring activities of subordinate offices in the Prime Minister's Office;
- Carrying out the duties of preserving and managing various funds of the Prime Minister;
- Providing necessary assistance during meetings of the Prime Minister with various foreign mission representatives, ambassadors, and dignitaries;
- Taking appropriate action on various petitions of the people to the Prime Minister;
- Coordinating with various Ministries/Divisions in day-to-day functions;
- Supervision of subordinate Organizations and Projects related to the development and welfare of ethnic groups in other areas of the country except for the Chattogram Hill Tracts; and,
- Any other duties assigned by the Prime Minister from time to time.

JANUARY 2018 – JANUARY 2020

PRIVATE SECRETARY TO THE PRIME MINISTER, GOVERNMENT OF BANGLADESH

As Private Secretary to the Hon'ble Prime Minister, Tofazzel's main responsibility was to provide secretarial assistance to the Prime Minister in personal and official affairs. Among other overall duties performed by him are the following:

- Acting as the principal link between the Prime Minister and government Officials of the ministries and divisions;
- Formulating and informing the daily program of the Prime Minister;
- Submission of summaries, files, and documents to the Prime Minister;
- Coordination on domestic and foreign tours;
- Disseminating decisions and guidance on matters of policy, planning, official and political;
- Monitoring and ensuring the decision of the Prime Minister.
- Policy briefing;
- Dealing with parliamentary issues related to the Prime Minister;
- Managing public relations and media communications;
- Report preparation on National and International issues;

MARCH 2016 – JANUARY 2018

DIRECTOR GENERAL, PRIME MINISTER'S OFFICE

During March 2016 and January 2018, Mohammad Tofazzel Hossain Miah served as Director General (Admin) and Director General (Executive Cell) in the Prime Minister's Office. Some of the important tasks he accomplished during this tenure are as follows:

- Providing assistance to the Prime Minister, Principal Secretary, and Secretary in the discharge of their duties;
- Implementing policies, and taking decisions on important administrative, financial, and development matters related to concerned Ministries and Divisions;
- Providing management reports, establishing guidelines and governance framework;
- Establishing a value-centric utilization of resources, helping official business to achieve strategic objectives and structured approach to govern the projects;
- Leadership in formulating laws, rules, orders, and administrative instructions of the concerned ministries;
- Re-examination of documents and summaries of the concerned Ministries/Departments initiated by the Director for presentation to the Prime Minister;
- Taking effective measures to update the information on the implementation status of the promises and instructions of the Prime Minister;
- Monitoring the recruitment of foreign workers in the private EPZ (Korean EPZ);
- Adopting and implementing measures for the improvement of the living standards of the small ethnic group of people living in the plain lands (except Chottagram Hill Tracks) in Bangladesh;

- Providing necessary instructions and advice to the concerned director in monitoring the implementation of the decisions and instructions given by the Prime Minister;
- Ensuring information and timely decision for mitigating risk issues and supporting operational efficiency and project performance;
- Setting up operational and strategic objectives for the programs to ensure portfolio performance and KPIs;
- Efficient resource planning and capacity development to accommodate the fast-changing ground reality; and,
- Facilitating team collaboration and aligning business standards and good practices.

JULY 2011 – MARCH 2016

DEPUTY COMMISSIONER, PANCHAGARH, CUMILLA, AND DHAKA DISTRICT

As the Deputy Commissioner in three different districts i.e.Panchagarh, Cumilla, and Dhaka, Mohammad Tofazzel Hossain Miah was the representative of the government in the field-level administration in those districts. He accomplished duties as the chief administrative and revenue officer of the district. Being the administrative head of the district, he was responsible for implementing all the decisions and policies made by the government, supervising the work of various government departments, setting government policies, and providing all-out help and cooperation to the government in running the administration properly. His other duties include:

- Preparing and preserving land records and levying and collecting land revenue in the district as the District Collector;
- Maintaining coordination among all government offices at the district level;
- Supervising development projects;
- Managing local government institutions and coordination with the elected representatives;
- Coordination of disaster management operations, developing disaster risk management plans and strengthening coordination mechanisms and prudent utilization of resources;
- Monitoring and reviewing Education and Health issues including services delivery.
- Establishing a joint network to manage disaster, relief, search and rescue operations including management of traumatic stress and accommodation for internally displaced people;
- Coordinating with the law enforcement departments to maintain overall law and order in the district and providing them with necessary directions and sending Fortnightly Confidential Reports (FCR) to the Government.
- Coordination of NGO operations at the district and Upazila level and support social and economic empowerment activities in micro credit, education, health sanitation, human rights, and advocacy.

SEPTEMBER 2009 – MAY 2011

DIRECTOR, BANGLADESH BOARD OF INVESTMENT

At the Bangladesh Board of Investment, Mohammad Tofazzel Hossain Miah was responsible for assessing and approving investment projects in Bangladesh and rendering opinions and advice on various laws, rules, and policies related to promoting and facilitating investment in Bangladesh. His responsibilities were also relating to :

- Facilitating domestic and foreign direct investment;
- Product and market diversification;
- Sector-specific incentives;
- Cost of doing business;
- Businesses climate and opportunities; and,
- Treaties and instruments.

OCTOBER 2007 – AUGUST 2009

DEPUTY DIRECTOR, DEPARTMENT OF PRIMARY EDUCATION

While working in the Directorate of Primary Education, Mohammad Tofazzel Hossain Miah was responsible for monitoring the overall activities of the field-level education officers and settling their administrative matters such as recruitment, job confirmation, promotion, manpower management, pension management, etc. Besides, he was responsible for disposing of the affairs relating to the National Parliament and the Ministry of Primary and Mass Education, Bangladesh.

MAY 2004 – OCTOBER 2006

DEPUTY DIRECTOR, PRIMARY EDUCATION DEVELOPMENT PROGRAM

In this program, Mohammad Tofazzel Hossain Miah worked to facilitate the activities undertaken in the Primary Education Development Program to promote quality primary education for all children of the country from pre-primary up to grade five. In doing so, he properly coordinated with the Ministry of Primary and Mass Education and with the Department of Primary Education. He also worked to ensure equitable access and participation of all concerned communities, to ensure continuity of education for all children, and to enable equity and equality for the children. Other Activities Included;

- Improvement of the timely delivery of free text books to all eligible schools.
- Provision of equipment and materials for the setting up of multimedia classrooms.

JANUARY 2002- MARCH 2004

UPAZILA NIRBAHI OFFICER, MANOHARDI, NARSHINGDI

As the Upazila Nirbahi Officer, Mohammad Tofazzel Hossain Miah was the representative of the government in the field-level administration in that Upazila. As the administrative head of the Upazila, he used to make necessary coordination with all the government offices located in the Upazila. Through this, he played a pivotal role in the implementation of the overall development plan adopted by the government at the Upazila level. As the chief administrative officer of Upazila's land management activities, he played a significant role in land record management and land revenue collection. Apart from this, he used to coordinate with the law-and-order forces at the Upazila and provide them with necessary directions. to keep the overall law-and-order situation under control. During any natural disaster in the Upazila, he as the administrative head would take necessary measures to protect people's life and property.

JUNE 1999 - AUGUST 2001

PRIVATE SECRETARY TO THE PRINCIPAL SECRETARY, PRIME MINISTER'S OFFICE

As the private secretary to the Principal Secretary to the Prime Minister, Mohammad Tofazzel Hossain Miah's chief responsibility was to provide the necessary support to the Principal Secretary in the day-to-day operations. Among his other important assignments, he accomplished the following ones:

- Reviewing official records, letters, and reports and presenting those to the Principal Secretary as required and assisting him in decision-making;
- Preparation of necessary briefs, reports, and discussion agendas on various issues as directed by the Principal Secretary;
- Management of various meetings and interviews of the Principal Secretary and control of visitors coming to him;
- Ensuring management of vehicles, telephones, newspapers/magazines, and guest entertainment for official functions;
- Implementation of government decisions/orders, and monitoring and disposal of confidential matters as directed by the Principal Secretary;
- Making necessary coordination with the officials of the Prime Minister's office and various ministries;
- Presentation of cipher messages to the Principal Secretary;
- Supervising and controlling the activities of the employees concerned with the Principal Secretary, checking attendance, sanctioning leave, and writing their Annual Confidential Reports;
- Providing incidental necessary assistance in the performance of his official duties as directed by the Principal Secretary;
- Preservation of various fund documents of the Prime Minister and presentation to the Principal Secretary; and,
- Performing other duties assigned by Principal Secretary.

NOVEMBER 1993 – OCTOBER 1996

ASSISTANT COMMISSIONER (LAND), SADAR, BAGERHAT

As Assistant Commissioner (Land), Mohammad Tofazzel Hossain Miah served as an important officer of the Upazila Revenue Administration. He was responsible for updating all land records of the Upazila, determining and collecting land revenue, and supervising and controlling all the activities of officials and employees working in land administration. Under the supervision of the District Magistrate and the Upazila Nirbahi Officer, he served as the Executive Magistrate to maintain the law and order of the Upazila.

OCTOBER 1991 – NOVEMBER 1993

ASSISTANT COMMISSIONER, KHULNA AND BAGERHAT

Mohammad Tofazzel Hossain Miah joined government service on 26 October 1991 as Assistant Secretary. After that, he served as Assistant Commissioner in Khulna District and Bagerhat District. As an Assistant Commissioner in these districts, he has performed important duties in protocol management, land revenue management, education, administrative investigation, record management, etc. under the supervision of the District Commissioner. Besides, he performed judicial duties as a 1st class Magistrate under CrPC, 1898 and CPC, 1908.

AFFILIATIONS

PRESIDENT

BANGLADESH ATHLETIC FEDERATION

As the Bangladesh Athletic Federation President, he served as this federation's chief executive. He presided over all the meetings of the General Assembly and Executive Committee of the federation. The agenda and meeting notices of the General Assembly and Executive Committee meetings are finalized with his approval. He gives the overall direction of the Federation and takes urgent decisions in consultation with the General Secretary of the federation. All salaried employees of the Federation are employed by his orders in light of the concerned rules and regulations and his decision stands as final in all aspects of their employment affairs such as fixation of pay, increment, promotion, and removal/dismissal from service along with other disciplinary measures. Besides, he is responsible for the smooth and effective running of the activities of the Federation, and the quick implementation of the decisions of the Executive Committee.

DIRECTOR

BANGLADESH INFRASTRUCTURE FINANCE FUND LIMITED (BIFFL)

As a Director of the Board, Mohammad Tofazzel Hossain Miah held the responsibility to provide policy support, decisions, and approvals of the Investment / Financing and Management functions of the organization. He had the responsibility to administer the

business strategy and financial soundness, key personnel decisions, organizational structure, governance framework and practices, risk management, and compliance obligations. He also observed the material changes in the business and external environment as well as acts on necessary changes in a timely manner to protect the long-term interests of the organization. Besides, he oversaw the development and approval of the business objectives and strategies and monitors their implementation.

DIRECTOR

BANGLADESH PETROLEUM EXPLORATION & PRODUCTION COMPANY LIMITED (BAPEX)

As a member of the Board of Directors of BAPEX, Mohammad Tofazzel Hossain Miah played a leading role in taking various effective and timely decisions by BAPEX to meet the increasing gas demand of the country. He had been playing a very active role in undertaking nationwide seismic surveys, drilling of new wells, workovers, and production enhancement activities by BAPEX. In addition, he was to play a role in the development of BAPEX's organizational structure and employment regulations, strengthening the organization and making it an internationally standard organization.

DIRECTOR

TITAS GAS TRANSMISSION & DISTRIBUTION COMPANY LIMITED

As one of the directors of Titus Gas Transmission & Distribution Company Ltd, Mohammad Tofazzel Hossain Miah used to take necessary decisions and gave directions to improve the overall performance of the company. He adopted effective steps to ensure efficiency, transparency, and accountability of the organization. He was responsible for the management and development of the employed manpower of the organization. He also played an important role in formulating strategy papers and policies to protect the interests of the organization and at the same time, he works to uphold the interest of the public at the consumer end so far as gas distribution is concerned. He gave advice and guidance to all officials of the company for the proper implementation of the decisions taken in the board meeting.

DIRECTOR

INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (IDCOL)

As a director at IDCOL Board, Mohammad Tofazzel Hossain Miah is responsible for the long-term success of the company through superior financial performance and for ensuring leadership within a framework of effective controls. He is to set the strategic directions of the organization, approve the strategy, and take the appropriate action to ensure that the organization is suitable and resourced to achieve its strategic aspirations. He also considers both the impact of its decisions and responsibilities to all of the stakeholders including the employees, shareholders, clients, regulatory bodies, environment, and the communities in which it operates. Besides, he provides guidance and supports to the chairman as required and in coordination with the chairman, he acts as the ambassador of the board in its relationship with the government, regulators, and stakeholders.

DIRECTOR**BIMAN BANGLADESH AIRLINES LIMITED**

As a director of Biman Bangladesh Airlines, Mohammad Tofazzel Hossain Miah took decisions to ensure the overall good governance and efficiency of the organization. He also played a significant role in taking decisions regarding Biman's manpower recruitment, human resource development and management. In the context of the current dynamic and competitive global system, he provided appropriate decisions to enhance the profitability, efficiency and dynamism of Bangladesh Biman. Besides, he monitored the activities of all concerned and provides necessary directions to ensure proper implementation of various decisions taken in the board meeting.

DIRECTOR**GRAMEEN BANK LIMITED**

As a director of Grameen Bank, Mohammad Tofazzel Hossain Miah provided necessary guidance in formulating various strategies and policies to achieve the bank's vision and goals. He played an important role in ensuring the efficiency, transparency, and accountability of the organization. Besides, he reviewed and approves the annual final accounts of the bank. He also reviewed various audit reports, and budgets of the bank and takes decisions to ensure business progress.

DIRECTOR**HOTELS INTERNATIONAL LIMITED**

Mohammad Tofazzel Hossain Miah, as a director of Hotel International Ltd, was to approve any technical issue brought to the board through the concerned technical committee and also to approve any financial matter brought to the board through the Standing Committee of Finance and Administration (SCFA). He monitored the business of the company and provides guidelines wherever necessary. Besides, he considered and approves any other issue placed before the board by HIL.

DIRECTOR**BRITISH AMERICAN TOBACCO BANGLADESH COMPANY LIMITED
(BAT)**

Mohammad Tofazzel Hossain Miah facilitated the Board in promoting good corporate governance in the Company and formulating policies to achieve business objectives while considering sustainable incremental government revenue contribution and regulatory compliance. He also played a role to consider financials and business proposals ensuring shareholders' and stakeholders' interests. Besides the role of the Director in the board, he was also acting as the Chairman of CSR committee. At this committee, he led the CSR committee in developing the CSR strategies and accordingly advising the management, considering ESG issues for the interests of the stakeholders. Moreover, as a member of the Audit Committee, he facilitated the audit committee in monitoring internal control, risk management, business continuity plan review, financial

review, whistleblowing, and policy compliance, among other things, as per BSEC and other applicable regulations through management, internal and external audit functions.

CO-CHAIR

BUSINESS INITIATIVE LEADING DEVELOPMENT (BUILD)

As the Senior Secretary, Prime Minister's Office, Mohammad Tofazzel Hossain Miah had been leading the Logistics Infrastructure Development Working Committee as co-chair since the year 2020. This committee had been treated as the first ever working committee in the form of a public-private dialogue platform (PPDP) in the history of Bangladesh to ensure the sustainable development of the logistics sector in Bangladesh. He led the committee to provide data-driven, fact & research-based policy advocacy to the government of Bangladesh to achieve targeted macroeconomic indicators of some development trajectories like Vision 2041, Perspective Plan 2021-2041, and other plans. Under his supervision, in 2022, the working committee framed the "Policy Framework to Design the National Logistics Development Policy" to formulate the National Logistics Development Policy.

NATIONAL COMMISSIONER

BANGLADESH SCOUTS

As the National Commissioner (Land Property), Mohammad Tofazzel Hossain Miah holds the responsibility to provide necessary guidelines for the conservation, utilization, and development of all land property acquired in the name of Bangladesh Scouts. He is to make decisions and take necessary measures regarding the allotment of land for the construction of scout offices, and scout training centers at the district, Upazila, and regional levels of Bangladesh. It is one of his important responsibilities to resolve any kind of complications of land ownership, settle land disputes and provide necessary guidance and decisions regarding land ownership litigation.

PRESIDENT

WARI CLUB DHAKA

As the President of Wari Club Dhaka, he served as the Chief Official of the club. He presided over all the meetings of the club's executive committee and was responsible for approving all decisions taken at the meetings. He controlled the administrative activities of the club, including the salaries and allowances, pay fixation, increments, disciplinary measures, and promotion of all salaried employees. He has taken various plans for the smooth running and subsequent success of the club and has directed all concerned to implement those plans.

SYNDICATE MEMBER

JAHANGIRNAGAR UNIVERSITY, SAVAR, DHAKA; SHEIK HASINA UNIVERSITY, NETROKONA; AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, DHAKA

As a Syndicate Member of the University, Mohammad Tofazzel Hossain Miah facilitates the syndicate to acquire, hold, control and administer the property and funds of the university. He also works to determine and regulate the matters concerning the university in accordance with the concerned university act. He also reviews and approves any fund, budget, or financial grant placed before the syndicate. He plays a role in publishing the results of university examinations. Besides, he exercises such other powers and performs such other duties as may be conferred or imposed on him by the concerned university act.

TRAINING

FOUNDATION

Course, Institution: Foundation Training. Bangladesh Public Administration Training Center (BPATC), Savar, Dhaka, Bangladesh.

Focus: Administration, legislation, good governance, land management, leadership, project management, local government system, office management, poverty alleviation.

Duration: 24 April 1991- 20 June 1991

LAW & ADMINISTRATION

Course, Institution: Bangladesh Civil Service (BCS) Orientation Course. Bangladesh Military Academy Bhatiary, Chattogram, Bangladesh.

Focus: Administration, legislation.

Duration: 29 July 1989 - 24 August 1989

Course, Institution: Secretariat Management. Bangladesh Civil Service Administration Academy, Dhaka, Bangladesh.

Focus: Office management, administration, legislation.

Duration: 09 February 1991 - 09 April 1991

Course, Institution: Law and Administration. Bangladesh Civil Service Administration Academy, Dhaka, Bangladesh.

Focus: Administration, legislation, land management, leadership, project management, local government system, poverty alleviation.

Duration: 10 April 1993 - 10 August 1993

Course, Institution: Special course on Law and Administration. Bangladesh Civil Service Administration Academy, Dhaka, Bangladesh.

Focus: Administration, legislation, land management, leadership.

Duration: 21 October 2001 - 25 October 2001

Course, Institution: Managing at The Top-2 (MATT-2). Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, Bangladesh.

Focus: Office Management, administration, legislation, land management, leadership.

Duration: 09 January 2011 - 21 January 2011

Course, Institution: Managing at The Top-2 (MATT-2) (Stage -2). Wolverhampton University, UK.

Focus: Office Management, administration, leadership.

Duration: 14 April 2012 - 26 May 2012

LAND MANAGEMENT

Course, Institution: Land Management Training. Land Reforms Board, Dhaka, Bangladesh.

Focus: Land management.

Duration: 06 March 1993 - 15 March 1993

Course, Institution: Survey and Settlement Training. Department of Land Records and Survey, Dhaka, Bangladesh.

Focus: Land management, land survey.

Duration: 21 December 1993 - 14 February 1994

Course, Institution: Land Management (Short) Course. Land Administration Training Centre, Dhaka, Bangladesh.

Focus: Land management.

Duration: 04 March 2007 - 08 March 2007

RURAL DEVELOPMENT AND POVERTY ALLEVIATION

Course, Institution: Rural Development (Orientation) Course. Bangladesh Academy for Rural Development, Cumilla, Bangladesh

Focus: Rural development, economics.

Duration: 23 May 1993 - 26 May 1993

Course, Institution: Course on Poverty Alleviation. Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, Bangladesh.

Focus: Poverty alleviation, economics.

Duration: 02 August 1997 - 7 August 1997

GOOD GOVERNANCE

Course, Institution: Management and Good Governance Practices in Local Government Institute, Asian Institute of Technology (AIT), Vietnam

Focus: Good governance.

Duration: 04 August 2015 -17 August 2015

Course, Institution: Special Training on Good Governance and administration. National Centre for Good Governance (NCGG), Derahdune, India

Focus: Good governance, administration.

Duration: 07 September 2015 - 16 September 2015

LEADERSHIP

Course, Institution: Leadership in 21st Century. Harvard Kennedy School (HKS), Harvard University, Massachusetts, USA

Focus: Leadership.

Duration: 23 July 2022 – 30 July 2022

PUBLICATIONS

Book:

“*Sheikh Hasina: Selected Sayings*”. Pathak Shamabesh. May 2019

Bangladesh Investment Guidelines, September 2019

“*Bangabandhu Sheikh Mujibur Rahman’s Government: Basic outline of nation building*”. Pathak Shamabesh. January 2023

Thesis:

(2011). A Review of Policy Documents on Early Childhood Care and Education of Bangladesh and Nepal for Comparative Analysis of Their Policies and Interventions Strategies. *BRAC University*. Dhaka.

Seminar Paper:

(2020). “*Administration for Public Service: Philosophy of Bangabandhu*”. Paper presented in BIAM Foundation organized by 9th BCS Forum. Dhaka.

Article:

“*Asrayan: Poverty Alleviation and Sustainable Development*”. Published in some daily newspapers in Bangladesh, 2019-2020

PERSONAL INFORMATION

DOB	: 5 July 1964
Father	: Late Azhar Uddin Miah
Mother	: Mrs Nurun Nahar Begum
Spouse	: Ms Afroza Khan
Nationality	: Bangladeshi
Religion	: Islam
Children	: Son - Sharaf Islam; Daughter – Shaiara Islam
Permanent Address	: Bhandaria, Bhandaria Municipality, Pirojpur.
Present Address	: 9 Minto Road, Dhaka, Bangladesh