

Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
www.spfms.gov.bd
Scheme of Internal Audit and Audit Follow-up

7 days Long Training cum Workshop on Fundamentals of Internal Audit, Public Procurement Rules & Office-Management

Chief Guest	:	Ms. Rehana Perven, Additional Secretary, Budget & Expenditure Management, Finance Division
Special Guest	:	Ms. Bilquis Jahan Rimi, Additional Secretary, Expenditure Management and PIT Head
Chairperson	:	Mr. Shirajun Noor Chowdhury, Additional Secretary, Budget-1, Finance Division, & National Program Director (NPD), SPFMS Program
Venue	:	Conference Room, 11 th Floor, Finance Division, Bangladesh Secretariat, Dhaka
Date	:	19-28 December, 2023
Participants	:	Officers/ staffs from Expenditure Management and concerned wings of Finance Division

A seven days Long Training cum Workshop on Internal Audit, Public Procurement Rules & Office-Management was organized for the officers & staffs of Expenditure Management (EMW) & other concerned Wings of Finance Division. The training cum workshop was presided over by Mr. Sirajun Noor Chowdhury, Additional Secretary, Finance Division and National Program Director (NPD) of SPFMS Program. Mr. Md. Rafiqul Islam, Joint Secretary and Program Executive & Coordinator (PEC) of IA Scheme coordinated the training program. During this capacity development training the following modules/ topics were covered:

19 Dec 2023:

Module 1- Internal Audit

Module 2- Database Management – MS Excel

- Understand the Excel interface
- Navigating through worksheets and workbooks
- Entering data and basic formatting
- Saving and opening workbooks

20 Dec 2023:

Module 2- Database Management – MS Excel

- Understanding formulas and cell references
- Performing basic arithmetic operation
- Using basic functions (SUM, AVG, MIN, MAX)
- Using the AutoSum feature

21 Dec 2023:

Module 2- Database Management- MS Excel

- Formatting Cells
- Using conditional Formatting to highlight data based on specific criteria

- Sorting data in worksheet
- Creating and formatting Excel tables

24 Dec 2023:

Module 1- Internal Audit

- Internal Audit Charter
- RBIA Manual (Part 1)

26 Dec 2023:

Module 1- Internal Audit

- RBIA Manual Part 2

27 Dec 2023:

Module 3- Public Procurement

- Salient Features of PPA 2006 and PPR 2008
- Procurement Post Review

28 Dec 2023:

Module 4- Office Management

- Internal Audit & Expenditure Management Software
- Secretariat Instruction: E-Filing

Snapshots from the Workshop

