



**BANGLADESH  
INSTITUTE OF  
MANAGEMENT (BIM)**

**Established in 1961**

4, Sobhanbag, Mirpur Road, Dhaka

[www.bim.gov.bd](http://www.bim.gov.bd)



Ref: 36.07.09.00.01.04.2015

Date: 12-12-2018

**Sub: “Effective Budget & Budgetary Control”**

Dear Sir/Madam,

We are pleased to inform you that Bangladesh Institute of Management (BIM) is going to conduct a one week (5 days) evening course as mentioned above from January 27 to 31, 2019 at Bangladesh Institute of Management, 4, Sobhanbag, Mirpur Road, Dhaka-1207. Brief information about the course such as course contents, course fees etc. are provided in this brochure.

Brief course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you send your nomination(s) of suitable candidate by **January 24, 2019**

Thanking you,

**M. Amenoor**

Management Counsellor  
& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

Course on  
**“Effective Budget & Budgetary Control”**

**OBJECTIVES**

Effective budget and budgetary control in the public and private sectors.

**COURSE OUTLINE**

- Overview of Budgeting and Budgetary Control
- Budget Preparation: Techniques
- Budget Preparation: The Modern Tools
- Utilizing Information Technology in Budget Preparation
- Budget Preparation: Procedures and Processes
- Budget Control Measures
- Budget Evaluation and Review
- Cases and Exercises.

**WHO SHOULD ATTEND**

Budget, Treasury, Finance, Accounts, Admin and HR Managers/ Officers.

**TRAINING METHOD**

Lecture, Case Study & Group Discussion.

**DURATION: January 27 - 31, 2019**

**TIMING: 17:30 - 21:30**

**VENUE: BIM, Dhaka Campus**

4, Sobhanbag, Mirpur Road  
Dhaka-1207.

**FEES: Tk. 7,000/= (Seven thousand) only.**

Fees to be paid by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM.** Dhaka (Excluding VAT & Tax).

**LAST DATE OF SUBMISSION OF NOMINATION**

**January 24, 2019**

**COURSE COORDINATOR:**

**M. Amenoor**

Management Counsellor

Cell: 01716-551661

E-mail: amenoor.bim@gmail.com

**COURSE SECRETARY:**

**Md. Ator Ali**

Cell: 01913-308441

## SAMPLE NOMINATION FORM

1. Name (Block Letter) :

2. Mailing Address :

(With Phone No.)

3. Permanent Address :

4. Date of Birth :

5. Nationality :

6. EDUCATION :

Certificate/

Year Institute Degree Div./Class

7. TRAINING : ( in order of recency )

8. EXPERIENCE : ( in order of recency )

9. Name of the Nominating Organization:

10. Accommodation in BIM Hostel:

YES NO

DHAKA CAMPUS

11. Approval / Signature of the

Nominating Authority : \_\_\_\_\_



### BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road Dhaka-1207

58155034, 58155077 ( PABX )  
9103171 – 3, 58155116 ( PABX )  
9103178 (PABX) Ext: 132, 222  
Fax: +880258152476

### BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area  
Post: Chandgaon

67 03 32



### BIM KHULNA SUB-OFFICE

Boira KHULNA

76 23 91



COURSE ON

**EFFECTIVE BUDGET AND  
BUDGETARY CONTROL**

**January 27 - 31, 2019**



BANGLADESH INSTITUTE  
OF MANAGEMENT (BIM)

