

*Dedicated to Humanity
Since 1999*



ORGANIZATIONAL PROFILE

Unnayan Shechhasheba Karjakaram (USEKA)

উন্নয়ন স্বেচ্ছাসেবা কার্যক্রম-উসেকা



Head Office:

Foundation Square, Opposite of New Court/
DC Office, Bagerhat,
District: Bagerhat-9300, Bangladesh



Cell: +880 1771-207073, +88 01322933832



E-mail: info@useka.org,
usekabagerhat01@gmail.com



Website: www.useka.org



Registration: FDR No. 1906 under NGO Affairs Bureau,
Prime Minister's Office, Bangladesh



1. ORGANIZATIONAL INFORMATION DETAILS

Name of Organization	UNNAYAN SHECHASHEBA KARJAKARAM (USEKA)
Bangla Name	উন্নয়ন স্বেচ্ছাসেবা কার্যক্রম (উসেকা)
Date of Establishment	October 1999
Tagline	<i>Dedicated to Humanity Since 1999</i>
Nature of Organization	Non-profit, Non-government Development Organization

2. KEY CONTACT PERSONS

Position	Name	Contact Information
Executive Director	Baig Shamim Hasan	Email: info@useka.org Cell: +880 1819-861285, +880 1322-933832
Alternative Contact / Operations Manager	Md. Waliullah	Email: waliullah@useka.org usekabagerhat01@gmail.com

3. OFFICE & CONTACT DETAILS

Office	Address	Contact Details
Head Office – Bagerhat	Foundation Square, Opposite of New Court/DC Office, Sonatala, Bagerhat District: Bagerhat-9300, Bangladesh	Mobile: +880 1771-207073, +880 1322-933832 Email: info@useka.org , usekabagerhat01@gmail.com Website: www.useka.org
Dhaka Liaison Office	Akram Tower, Level-6, Room #9 199 Shaheed Nazrul Islam Sarani Bijoy Nagar, Dhaka-1000, Bangladesh	Mobile: +880 1771-207073, , +880 1322-933832 Email: info@useka.org , farid@useka.org Website: www.useka.org

4. INSTITUTIONAL PROFILE AT A GLANCE

Established	1999
Years of Experience	27+ Years
Legal Status	Registered Non-profit, Non-government Organization
NGO Affairs Bureau Registration	FDR No. 1906
Department of Social Welfare Registration	BAGER-300/99
Head Office	Bagerhat, Bangladesh
Liaison Office	Dhaka, Bangladesh
Website	www.useka.org
Core Commitment	Dedicated to Humanity Since 1999

6. Legal Status / Registration:

SL	Name of Department	Registration Number	Date	Certificate
01	NGO Affairs Bureau, Prime Minister office, GoB	FDR No-1906	09/02/2004	 NGO Bureau Certificate-USEKA.pdf
02	Department of Social Welfare, GoB	BAGER-300/99	19/10/1999	 DSS-USEKA.pdf
03	Department of Youth Development	Affiliated	03/07/2003	 Department of youth development-USEKA.pdf
04	Bagerhat Municipality (Trade License),GOB	09-003-00894	27.10.2025	 Trade license-USEKA.pdf

7. About USEKA:

Founded in January 2003, **UNNAYAN SHECHASEBA KARJAKARAM (USEKA)** is a voluntary, non-profit, and non-political development organization dedicated to promoting sustainable community development in Bangladesh. Since its inception, USEKA has been working with marginalized and disadvantaged populations, placing special emphasis on the protection and promotion of the rights of children and women.

USEKA is registered with the NGO Affairs Bureau under Registration No. 1906. The organization is also registered with the Department of Social Welfare and the Department of Youth Development of the Government of Bangladesh, ensuring compliance with national regulatory frameworks and maintaining transparency and accountability in all its operations.

From its early years, USEKA has focused on addressing the root causes of poverty, inequality, and social injustice. The organization prioritizes vulnerable groups—particularly women, adolescent girls, and children—who often face systemic discrimination, exploitation, and limited access to education, healthcare, and economic opportunities. Through years of practical experience and collaboration with national and international donors, USEKA has developed strong institutional capacity, skilled human resources, sound financial management systems, and effective monitoring and evaluation mechanisms. This capacity enables the organization to successfully design, implement, and manage large-scale development programmes with measurable and sustainable impact.

USEKA's core areas of intervention include:

- Rights, Governance and Social Justice
- Food Security, Health and Nutrition (FSHN)
- Education and Youth in Action
- Water, Sanitation and Hygiene (WASH)
- Disaster Risk Management and Climate Change Adaptation (DRM & CCA)
- Integrated Community Development (ICD)

Working at the grassroots level, USEKA actively engages community members, local leaders, and relevant stakeholders to ensure participatory and sustainable development approaches. The

organization promotes an inclusive society where equality, dignity, and human rights are upheld for all individuals, regardless of gender, age, religion, or socio-economic status. Its interventions span Disaster Risk Reduction (DRR) to strengthen community resilience, health and nutrition initiatives to improve well-being, education programmes to expand opportunities for children and adolescents, and timely emergency response during natural disasters and humanitarian crises. Alongside these efforts, USEKA also fosters social harmony and moral values through community awareness activities and religious duas during humanitarian and social programmes.

Over the years, USEKA has earned the trust of communities and partners by maintaining transparency, accountability, and a strong commitment to humanitarian principles. Through consistent field engagement and responsible management, the organization continues to build institutional capacity and deliver impactful services to vulnerable populations. Its mission remains steadfast: to empower disadvantaged communities, enhance resilience, and contribute to building a just, equitable, and sustainable society in Bangladesh where every individual can live with dignity, security, and hope.

Our Vision

The long term envision of USEKA is empowerment of its target beneficiaries through education, health services training and development approaches ensuring social and economic development for the disadvantages and destitute and remove sufferings of the resource poor people.

Our Mission

The mission of USEKA is guided in providing technical & financial supports enabling the target beneficiaries through their active participation (men, women and children) in various development programs to generate income and employment opportunities for their sustainable development and improvement of livelihood standard. Building community based institutions to address social issues those are dominating directly or indirectly the process of their development.

Strategies

Implicit in the programs strategy is a belief in the efficacy of strengthening the demand side of the services equation based on felt needs of the target beneficiaries. The strategy of the development and training programs included the following:

- To provide the target groups with different need based training for improving professional efficiency;
- To organize groups for the target male and female beneficiaries both in the urban and rural areas;
- To promote awareness through education, training and exchange of technical know how for sustainable development;
- To mobilize youths for playing effective role in socio-economic development activities leading to self – reliance;
- To create opportunity for exploring and mobilizing locally available resources;
- To undertake different government programs for raising awareness of the target beneficiaries emphasizing on employment, health, sanitation, food value, safe drinking water, MCH & FP, protection of environment and other programs for community development;
- To ensure women participation in the development activities and raising awareness for preventing child abuse; cruelty on women, strengthening sound gender relation, increasing income of women through various IGAs;
- To afford access to the target beneficiaries to NGO and Government operated credit facilities for income generating activities;
- To establish contacts with credit and other support services offered by the NGOs, Government agencies, international donors etc.

Objectives

1. **Promote Quality Education:** Improve access to formal and non-formal education, life-skills training, and child protection initiatives for disadvantaged children and adolescents.
2. **Enhance Health and Nutrition:** Increase awareness and access to primary healthcare, maternal and child health services, nutrition support, and hygiene practices.
3. **Strengthen Disaster Risk Reduction (DRR):** Build community resilience through disaster preparedness training, climate adaptation strategies, and risk mitigation measures.
4. **Provide Emergency Humanitarian Support:** Deliver timely relief assistance including food, water, shelter, and essential services during disasters and crises.
5. **Empower Women and Adolescent Girls:** Promote gender equality, leadership development, protection from violence, and economic empowerment opportunities.
6. **Promote Sustainable Livelihoods:** Facilitate income-generating activities, vocational skills training, and entrepreneurship development for unemployed youth and resource-poor families.
7. **Develop Community-Based Institutions:** Strengthen local committees, youth groups, and community organizations to ensure participatory and sustainable development.
8. **Advocate for Human Rights and Social Justice:** Raise awareness and take initiatives to reduce discrimination, exploitation, child marriage, and other social injustices.
9. **Encourage Youth Development:** Support youth engagement in productive activities, leadership training, and social responsibility initiatives.
10. **Ensure Good Governance and Accountability:** Maintain transparency, ethical practices, and effective management systems to build trust among communities and development partners.

Values of USEKA

- ✓ Participation in decision-making and promotion of participatory approaches at all levels
- ✓ Self-evaluation and constructive criticism
- ✓ Mutual respect, unity, discipline, and cooperation
- ✓ Honesty, transparency, and accountability at all levels

UNNAYAN SHECHASEBA KARJAKRAM is currently implementing a number of programmes at grass root level throughout the Executive. Totally 90 project have so far been implemented by USEKA since its inception under the technical and financial assistance of national and international donors. Most of the projects were targeted to reduce poverty through generation of income and employment opportunities. Some projects were exclusively targeted to rights, education, water, sanitation and health related activities, transferring of knowledge and skills among the poor and marginal families for undertaking different agricultural and non-agricultural income earning activities as the major focus area for addressing poverty at individual level and contributing to the national development processes. Also some projects were short-term and those were addressing the immediate need of disaster victims of the SIDR and AILA.

8. Target people:

- Disadvantaged women and elderly people
- Vulnerable children and adolescents
- Landless and ultra-poor families
- Persons with disabilities
- Disaster-affected people and refugees
- Unemployed youth

12. Governance of the Organization:

USEKA is governed by a **General Body**, the supreme policy-making authority and guardian of the organization. The General Body convenes once a year through the Annual General Meeting (AGM) to review overall progress and performance, approve project activities, physical and financial reports, audited statements, and endorse the annual budget and work plan. During the AGM,

members elect the **Executive Committee** for a two-year term. The EC is duly approved by Department of Social Welfare.

The seven-member Executive Committee meets every two months and holds emergency meetings when necessary to ensure effective governance and policy decisions in line with the constitution. The **Executive Director**, as the Chief Executive Officer, is responsible for overall planning, management, implementation, monitoring, coordination, and resource mobilization for the organization.

9. Organization structure and management practice:

USEKA is governed by a 21-member General Body, the highest authority responsible for policy formulation and overall guidance, which meets annually. The General Body elects a 7-member Executive Committee (EC) for a two-year term to oversee policy decisions, strategic planning, and program implementation. The EC appoints the Executive Director, who serves as Member Secretary and Chief Executive Officer (CEO), leading a staff team members and ensuring execution of approved plans. Human Resource Management functions under the Executive Director in accordance with an approved HRM policy of USEKA.

10. List of Executive Committee Members of USEKA:

Sl.	Name	Position	Nationality
1.	Dr. Md. Faridul Islam	Chairman	Bangladeshi
2.	Prof. Md. Shah Alam Farazi	Co-Chairman	Bangladeshi
3.	Baig Shamim Hasan	Member Secretary	Bangladeshi
4.	Lovely Mallik	Joint Secretary	Bangladeshi
5.	Md. Borhan Uddin	Treasurer	Bangladeshi
6.	Kohinoor Khanam,	Executive Member	Bangladeshi
7.	CPA Md. Rafiqul Islam	Executive Member	Bangladeshi

11. USEKA's Staff:

The organization has a good number of experience and dedicated staff with different capacities guided by its own service policy.

Sl. No.	Categories of Employees	Male	Female	Total
1.	Regular/Permanent	07	04	11
2.	Part-time Staffs	5	03	08
3.	Volunteer	25	25	50
Total		37	32	69

11. Organizational Strength and Physical Facilities of USEKA:

USEKA is managed by experienced professionals with national and international expertise. The Executive Committee operates under the guidance of the Board, while full-time and part-time staff are supported by associates from specialized fields.

Physical facilities:

- A well-organized secretariat with competent administrative and professional support staff
- Adequate and well-maintained office space in a prime location
- Modern communication facilities, including email, telephone, mobile, and website
- A well-stocked in-house library
- Digital camera for photo and video documentation
- Multimedia projector for presentations

12. List of National and International Donors/Partners/Affiliations of USEKA

SL	Name Donor/Partner	Category	Country
1.	Department of Social Services under Ministry of Social Welfare, Bangladesh	Govt. Entity	Bangladesh
2.	Department of Youth Development under Ministry of Youth and Sports, Bangladesh	Govt. Entity	Bangladesh
3.	Ministry of Religious Affairs , Bangladesh	Govt. Entity	Bangladesh
4.	Department of Disaster Management under Ministry of Disaster Management and Relief, Bangladesh	Govt. Entity	Bangladesh
5.	Ministry of Health and Family Welfare, Bangladesh	Govt. Entity	Bangladesh
6.	Department of Agricultural Extension (DAE), under the Ministry of Agriculture, Bangladesh	Govt. Entity	Bangladesh
7.	Department of Finance under Ministry of Finance, Bangladesh	Govt. Entity	Bangladesh
8.	Disability Forum Bangladesh (DFB)	Govt. Entity	Bangladesh
9.	Friendship	International NGO	Bangladesh
10.	The Asia Foundation	International NGO	United States
11.	Sharjah Charity International (SCI), UAE	International Charity	UAE
12.	Care Bangladesh	International NGO	Bangladesh
13.	Serve the Humanity, USA	International NGO	USA
14.	BRAC	International NGO	Bangladesh
15.	Rupantar	National NGO	Bangladesh
16.	Sheba Manab Kallyan Kendra (SMKK)	National NGO	Bangladesh
17.	BURO Bangladesh	National NGO	Bangladesh
18.	Padakhep	National NGO	Bangladesh
19.	Shariatpur Development Society (SDS)	National NGO	Bangladesh

13. USEKA's land and own offices :

Location	Quantity of Land (Decimal)/approx.	Offices
Beshorgati, Bagerhat Sadar	200	Own office
Badekarapara, Bagerhat Sadar	35	Head Office
Opposite of Bagerhat Court/DC office (Sonatola, Bagerhat)	30	Training Center

14. Available Logistics:

SL	Type of Vehicle	Number Available		Total
		Own	Rented	
01.	Car	02	02	04
02.	Motor Cycle	08	05	13
03.	By Cycle	20	--	20
04.	Van	05	--	05

Equipment for Skill Training:

Sl.	Particulars	Number	Occupancy	Remarks
1.	Multimedia Projector	06	Own	May be increased
2.	Laptop	40	Own	May be increased
3.	Desktop Computer (sets)	60	Own	May be increased
4.	Photocopier	05	Own	May be increased
5.	Camera	10	Own	May be increased
6.	Hand Mike	05	Own	May be increased
	Sets of equipment and arrangements of - Computer hardware and software installation/ Digital Marketing Graphics and Web designing - Tailoring/Sewing Machine Operator - Fashion Design - House wiring installation/Electrical Installation and Maintenance - Refrigeration/AC servicing - Care Giving (all) - Japanese Language - Mobile servicing - Beautification - Handicrafts - Block batik - Food processing/ cooking - Car Driving - Masonry/Tiles Marvel works - Welding	02	Own	May be increased

15. Operational Areas of USEKA:

Over the years, USEKA has grown into multifaceted development organization covering of the country till June 2026 and gradually expanding its programs to other areas.

A. Rural Areas:

Sl. No	Division	District	Upazila
1.	Khulna	Bagerhat	Sadar, Kachua, Rampal, Mongla, Sharankhola, Morelganj, Fakirhat, Mollarhat and Chitalmari
		Khulna	Sadar, Dacope, Koyra, Dumuria, Dighalia,
2.	Barisal	Pirojpur	Nesarabad, Kawkhali, Bhandaria, Mothbaria, Nazirpur & Zianagor
3.	Sylhet	Sylhet	Sylhet Sadar, Gowainghat,
4.	Mymensingh	Netrokona	Netrokona Sadar
5.	Chattagram	Feni	Feni Sadar, Fulgazi
Total	5	6	26

16. Sister Concern/Associations of USEKA:

SL	Name of the Association	Brief Description
1.	 Latif Master Foundation www.latifmasterfoundation.org	The Latif Master Foundation (LMF), established in January 2003 in honor of Md. Latifar Rahman—affectionately known as “Latif Master of Beshorgati”—a respected primary school teacher and educationist from Beshorgati village, Bagerhat Sadar Upazila, is a voluntary, non-political, and charitable organization dedicated to education and social welfare. During his lifetime, his children launched the Latif Master Education Scholarship in 2003 to provide annual financial support to poor, underprivileged, and meritorious students across Bagerhat district, enabling many to pursue higher education, including at Dhaka University. Following his passing on July 13, 2018, his successors and close associates formally continued and expanded the Foundation to preserve his legacy, uphold his lifelong commitment to education, and serve the community in his memory. The Foundation is duly registered with the Department of Social Welfare and is implementing various social and charitable activities, particularly focusing on Bagerhat District. The major activities include, but are not limited to, the following: • Provide educational scholarships and learning support to poor, underprivileged, and meritorious students. • Organize free medical and eye camps (including cataract surgery, medicines, and eyeglasses) and support critical treatments. • Distribute winter clothing and provide emergency relief (food, water, medicine, cash, shelter kits) during disasters and crises. • Distribute Ramadan food packages and arrange Iftar & Sehri meals for vulnerable communities. • Provide veterinary services and livelihood training in agriculture, crab farming, and sheep rearing. • Conduct awareness programs on drug prevention, child marriage, hygiene, and sanitation. • Implement WASH initiatives, including installation of tube wells, sanitary latrines, and handwashing facilities. • Implement Disaster Risk Reduction (DRR) activities, disaster preparedness training, and emergency response support. • Promote climate change awareness, climate-resilient practices, and environmental protection through tree plantation and coastal/riverbank initiatives. • Organize sports, cultural, and community engagement programs.
2.	 Baitul Latif Jame Mosque	This is a modern, well-equipped mosque where separate prayer facilities are available for about 1000 men and women. It also provides residential accommodation for the Imam and Muazzin, along with facilities for the washing of the deceased, funeral rites, and Janazah prayers. Designed in the shape of the Holy Makkah Sharif, the mosque was established in 2022 at Beshorgati, Bagerhat.”

3.	 Swapnanir Orphanage and Old-Age Home	Swapnoneer – Beshorgati Orphan and Elderly Care Home (Registration No: Bager-951/2024) is a social welfare initiative located in Beshorgati, Bagerhat, Bangladesh, dedicated to providing shelter, care, and support for orphaned children and elderly people who are disadvantaged or without family support. The home works to ensure a safe and compassionate living environment by providing basic necessities such as accommodation, food, healthcare, and emotional support, while promoting dignity, well-being, and community care for its residents.
4.	 Beshorgati Science and Technology Institute (BeSTI) https://besti.edu.bd/	Beshorgati Science and Technology Institute (BeSTI) is a modern skills development and vocational training institution committed to empowering youth with market-relevant technical and professional skills. The institute aims to contribute to reducing unemployment, promoting self-employment, and developing a skilled workforce capable of meeting the demands of both national and global labor markets. The institute was established in 2024. The BeSTI is founded the vision of strengthening human resource development at the grassroots level. It is duly registered with National Skills Development Authority (NSDA) of Bangladesh bearing the registration number: STP-BAG-002244. Currently, the institute operates two branches in Bagerhat Sadar, providing accessible training opportunities to local youth, particularly those from disadvantaged and underserved communities.
5.	 Latif Master Public Library	Latif Master Public Library, under the Latif Master Foundation, promotes education and a reading culture for students and the local community. It houses about 5,000 books and serves around 150 regular readers, providing a quiet study environment. The library is registered with the Department of Public Libraries, Bangladesh (Bager-Sadar-005).
6.	 Beshorgati Rocket Sporting Club	Beshorgati Rocket Sporting Club, established in 2024 under the Latif Master Foundation, is a community-based sports club in Beshorgati that promotes physical fitness, teamwork, and leadership among local youth. The club engages young people in football, cricket, volleyball, and other sports, while also working to keep children and adolescents away from drugs, fostering health, confidence, and positive community participation.
7.	 Rocket Football Academy http://Rocket Football	Rocket Football Academy is a youth-focused football development initiative of Latif Master Foundation (LMF), established to promote football, discipline, teamwork, and healthy lifestyles among children and young people. Currently, the Academy has around 300 trainees, supported by 2 coaches and 6 support staff. It provides structured football training and talent development opportunities for different age groups, with a focus on nurturing young talent and keeping youth engaged in sports and away from drug and mobile-phone addiction.
8.	 Beshorgati Agro-Farm	Beshorgati Agro-Farm was established in 2024 under the Latif Master Foundation, Beshorgati Agro-Farm promotes sustainable agriculture, livestock, and income-generation activities. It provides training to local farmers and youth, supports food production, and creates skills-based employment, contributing to

		community empowerment and rural development.
9.	 Bagerhat Arts and Cultural Organization	Bagerhat Arts and Cultural Organization was Established in 2023 and formally operational since 2025, the Bagerhat Arts and Cultural Organization unites artists, cultural groups, and individuals across Bagerhat district to work collaboratively in promoting arts and culture. The organization conducts educational and cultural training programs in diverse fields including music, rhythm instruments, dance, drama, recitation, painting, debate, photography, and various fine arts and crafts, offering regular workshops and skill development opportunities for the local community.
10.	 Skill Institute of Technology (Skill-IT) https://skill-it.edu.bd/	SKILL-IT (Skill Institute of Technology) is an NSDA-approved training institute and an associated institution of Latif Master Foundation (LMF). It operates from its own dedicated campus at Sonatala, Bagerhat, equipped with training facilities and practical learning spaces. SKILL-IT provides market-oriented technical, digital, and vocational skills training aimed at enhancing employability, entrepreneurship, and access to decent work, particularly for youth and disadvantaged communities. The institute is committed to developing skilled human resources through quality training, practical learning, industry relevance, and career-oriented support.
11.	 Bagerhat Math Club	Bagerhat Math Club is an educational initiative associated with Latif Master Foundation (LMF), dedicated to promoting mathematics education and developing students' interest, creativity, and problem-solving skills. The Club brings together around 65 mathematics teachers from different educational institutions in Bagerhat and supports collaborative learning, knowledge sharing, mathematics practice, and activities aimed at improving the quality of mathematics education.

17. Administrative Strength of USEKA:

- Quick Decision Making Process
- Human Resource Department
- Internal Audit and Compliance Management
- Accounts and Finance Department
- Monitoring and Evaluation Team

18. Financial Management of USEKA:

Financial Management of USEKA is based on the following basic principles

- Transparency
- Accountability
- Access to information by all stakeholders
- Inconformity with the Generally Accepted Accounting Principles
- Close and regular monitoring
- Internal and external audits
- Incompliance with the law of the financial management

All organizational transactions are conducted through jointly operated bank accounts approved by the Executive Committee. The organization follows a government-approved double-entry accounting system, with annual audits by certified Chartered Accountants presented to the General Body. Separate accounts can be opened for projects as suggested by donors. Monthly financial statements and bank reconciliations are prepared, and internal audit teams regularly monitor accounts, including field-level microfinance operations, ensuring transparency and accountability.

19. External Audit of USEKA:

USEKA conducts its annual audit through audit firms enlisted with the NGO Affairs Bureau and Bangladesh Bank, using the assigned DVC number.

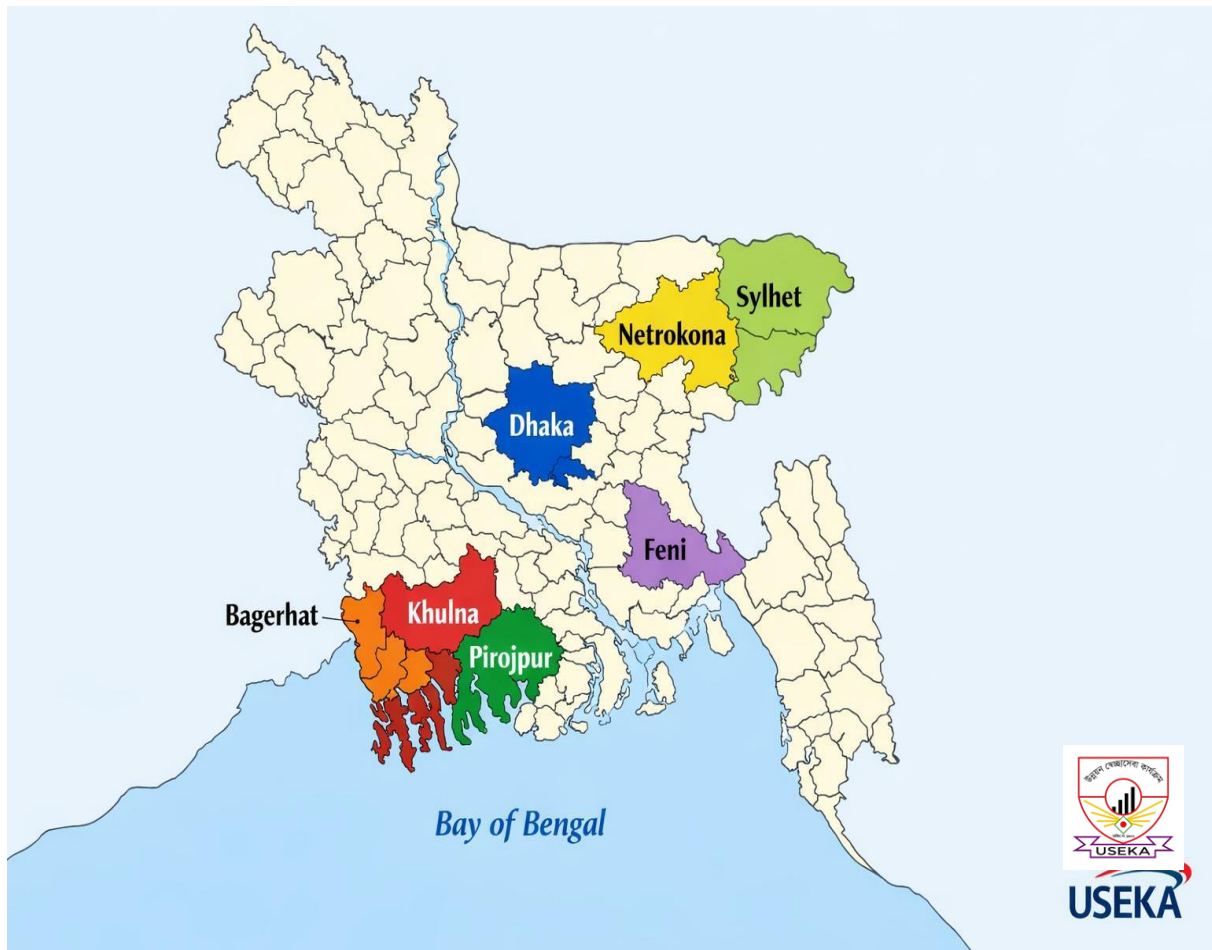
20. List of Policy / Procedures of USEKA:

- | | |
|--------------------------------------|------------------------------------|
| 1. Human Resource Management Policy | 11. Fraud & Corruption Policy |
| 2. Human Resource Development Policy | 12. Bullying and Harassment Policy |
| 3. Financial Management Policy | 13. Conflict of Interest Policy |
| 4. Procurement Policy | 14. Safeguarding Policy |
| 5. Gender Policy | |
| 6. Health and Safety Policy | |
| 7. Monitoring & Evaluation Policy | |
| 8. Child Protection Policy | |
| 9. '0' Tolerance Policy | |
| 10. Asset Management Policy | |

21. Bank Information of USEKA:

Name of Bank	Standard Bank Ltd.
Name of Accounts	UNNAYAN SHECHASHEBA KARJAKRAM
Account Number	06534003182
Name of Branch	Branch: Bagerhat.
Routing Number	210010077

GEOGRAPHICAL AREA COVERED BY USEKA



Profile of the Chairman, Executive Committee

Dr. Md. Faridul Islam

Google Certified International Scholar
Former Secretary, Government of the
People's Republic of Bangladesh
Chairman, Unnayan Sheshasheba
Karakaram (USEKA)



BCS (Administration), 11th Batch | Service ID:
5812

Mobile: +8801771207073 | Email: farid@useka.org / info@mdfarid.com | LinkedIn: linkedin.com/in/drfarid11bd |
Website: www.mdfarid.com

"Bridging Governance, Development and Humanitarian Service"

Executive Profile

I am a Google Certified International Scholar, former senior civil servant, development professional, academic and social leader with more than 35 years of experience in public administration, local government, governance, institutional development and social development. As a member of the 11th BCS (Administration) cadre, I served the Government of Bangladesh and retired as Secretary to the Government of the People's Republic of Bangladesh.

Throughout my career, I have developed extensive expertise in strategic administration, policy implementation, institutional management, development coordination, public service delivery and stakeholder engagement.

Government Service Career Timeline

SENIOR ROLE	Secretary , Government of the People's Republic of Bangladesh Reached Secretary-level leadership and retired from public service after a distinguished senior administrative career.
14+ YEARS	Chief Executive Officer (In Charge) & Secretary , Four Zilla Parishads Provided long-term executive and administrative leadership across local government institutions and development coordination.
2001-2006	Protocol Officer to the Hon'ble Prime Minister of Bangladesh Served in a high-trust protocol role supporting official functions, coordination and government-level engagements.
EARLY CAREER	Field Administration Assignments Served as Assistant Commissioner, Assistant Commissioner (Land), and Assistant Commissioner & Magistrate, gaining practical experience in land administration, regulatory functions, public administration and development coordination.

Academic Credentials & Institutions

Ph.D. in Public Administration - American Independent University, California, USA | 2023

Master of Business Administration (MBA) in Finance - Daffodil International University, Dhaka, Bangladesh | 2006

Master of Science in Plant Pathology (Seed Pathology) - Bangladesh Agricultural University, Mymensingh, Bangladesh | 1992

Post Graduate Diploma in Governance Studies (Public Administration) - BCS (Administration) Training Academy & Northern University, Dhaka, Bangladesh | 2008

Bachelor of Law (LLB) - Bangladesh National University, Gazipur, Bangladesh | 2001

Bachelor of Science in Agriculture (Honors) - Bangladesh Agricultural University, Mymensingh, Bangladesh | 1988

International Studies, Professional Training & Research

Selected International & Professional Studies

- **Managing at The Top II, Stage II** - University of Wolverhampton, Telford, UK | 2012
- **MATT1 & MATT2 Training Program** - Singapore Civil Service College | 2011
- **Governance Development** - National Centre for Good Governance (NCGG), Dehradun, India | 2011

Research & Publication Focus

- Doctoral research: women's participation in local government and sustainable development in Bangladesh
- Status and quality of jute and rice seeds among farmers
- Diseases affecting lentil and country bean germplasm
- Transmission of major seed-borne pathogens in jute

Public Administration & Governance

My core professional expertise includes public administration, local government and decentralized governance, public policy, institutional reform, strategic leadership, transparency and accountability, public financial management, human resource development and administrative excellence.

My multidisciplinary academic background spans public administration, finance, law and agriculture, with formal study across institutions in Bangladesh and the United States, complemented by senior-level professional development in the United Kingdom, Singapore and India.

Core Areas of Expertise

Public Administration	Local & Decentralized Governance	Public Policy
Institutional Development & Reform	Strategic Leadership	Transparency & Good Governance
Public Financial Management	HR Development & Capacity Building	Administrative Excellence
Social Development	Humanitarian Leadership	Sustainable Development
Community Development	Women's Empowerment	Youth & Skills Development
Project Management	Monitoring & Evaluation	Social Inclusion & Climate Resilience

Current Leadership & Advisory Appointments

Chairman, Unnayan Sheshasheba Karjakaram (USEKA) - Provide strategic leadership to an organization committed to serving disadvantaged and underserved communities, drawing on decades of public-sector experience, development knowledge and humanitarian values.

Founder President, 11th BCS Forum - Provide leadership in professional networking, mutual cooperation and social engagement among members of the 11th BCS cadre.

President, Bagerhat Officers' Forum - Lead a platform for retired and serving officers from Bagerhat to promote professional fellowship, community service and local development initiatives.

President, Bangladesh Private Sector Skills Development Foundation (BPSSD Foundation) - Provide strategic leadership in private-sector skills development, workforce capacity building and employment-oriented training.

General Secretary, Bagerhat Medical Foundation, Bagerhat - Support institutional development and initiatives to expand accessible, affordable and community-oriented healthcare services.

President, 11th BCS Association - Strengthen professional solidarity, welfare, networking and social-service initiatives among association members.

Advisor, Greater Khulna Samity - Provide strategic guidance for regional social, cultural and community-development initiatives.

Chief Coordinator, BNH Hospital, Thailand - Lead the establishment of the hospital in Bangladesh and coordinate between Thai and Bangladeshi stakeholders.

Professional Memberships

Member, Dhaka Officers Club

An organization of government officers of Bangladesh.

Member, Bangladesh Krishibid Institute, Dhaka

A professional organization representing agriculturists in Bangladesh.

Humanitarian & Community Leadership

Following my government career, I have increasingly dedicated my experience and leadership to social welfare, humanitarian service, education, skills development, community empowerment and sustainable development.

My approach is grounded in human dignity, social justice, inclusion, accountability, community participation and sustainable solutions. As a Founder/Co-Founder, President, Chairman, Vice President and Advisor, I provide leadership, advisory and institutional support across a diverse portfolio of community organizations.

- **Founder & Advisor**, Latif Master Foundation (LMF)
- **President**, BeSTI (Beshorgati Science & Technology Institute)
- **Chairman**, Skill Institutes of Technology (SKILL-IT)
- **Founder**, Baitul Latif Jame Mosque
- **Founder**, Swapnanir - Orphanage and Old-Age Home
- **Founder President**, Latif Master Public Library
- **Advisor**, Rocket Sporting Club
- **Vice President**, Rocket Football Academy
- **Founder**, Beshorgati Agro-Farm
- **Advisor**, Bagerhat Arts & Cultural Organization
- **Advisor**, Bagerhat Math Club

National & International Engagements

International Exposure

Visited more than 25 countries through personal journeys and official state visits conducted with full government protocol.

Professional Engagements

Actively participated in seminars, symposiums and training programs across national and international platforms.

Connecting Governance With Human Development

A defining strength of my professional experience is the ability to connect public administration with social and economic development. My experience at national, district and community levels enables me to work across government, civil society, development organizations, professional networks and local communities.

I am particularly committed to strengthening local institutions, human capital, women's participation, youth and skills development, social inclusion, accountable governance and sustainable community development.

Leadership Philosophy | Integrity • Professionalism • Accountability • Transparency • Institutional Discipline • Inclusiveness • Service to Humanity

Annex-2

List of some recent Activities/Projects of USEKA (last 2 years)

SL	Name of Activity	Year	Location	Beneficiary/ Participants	Donor/Partner
1.	Free Veterinary Medical Camp	2025	Rocket Sporting Club,Beshorgati,Bagerhat	150	Own Funded
2.	Distribution of winter clothes among the cold-stricken people 2025	2025	Rocket Sporting Club Field,Beshorgati,Bagerhat	1500	Own Funded
3.	Local Fair and Pitha Festival-2025	2025	Rocket Sporting Club Field,Beshorgati,Bagerhat	500	Own Funded
4.	Garal farming training	2025	Soto Masua,Matbaria	25	SDF
5.	Food distribution program	2025	Rocket Sporting Club,Beshorgati, Bagerhat and Head Office	800	Own Funded
6.	Providing training for the farmer and input distribution	2025	BeSTI	60	DAE
7.	Food distribution program	2025	Rocket Sporting Club,Beshorgati,Bagerhat	100	Own Funded
8.	Eid Gift Distribution	2025	Sapnanir Etim & Briddho Nibas premises	25	Own Funded
9.	Eid gifts distributed to families of July martyrs	2025	Bagerhat District	20	Own Funded
10.	Eid gifts distributed to families of July martyrs	2026	Bagerhat District	8	Own Funded
11.	Free sapling distribution in memory of July martyrs	2025	Beshorgati	10	Own funded
12.	AI Training For Teachers	2025	Sadar Upazila Auditorium	300	Own funded
13.	Tree plantation program in educational institutions	2025	Sadar Upazila & Kochua Upazila	40 School	Own funded/ Department of Agiculture Extension
14.	Free Medical Camp (Every Saturday)	2025	Sapnanir Etim & Briddho Nibas premises	5000	Own funded

15.	Financial assistance and future planning program for students who have achieved Golden A+	2025	Zila Parisad Auditorium	100	Own funded
16.	Capacity Development Trainning(Math)	2025	Zila Parisad Auditorium	300	Zila Parishad, Bagerhat
17.	Capacity Development Trainning(English)	2025	Zila Parisad Auditorium, Bagerhat	300	Zila Parishad, Bagerhat
18.	Education Materials/Book Distribution Program	2025	Different locations of Bagerhat	20	Own funded
19.	Providing scholarships to students who have achieved Golden A+	2025	BeSTI, Bagerhat	120	Own funded
20.	Wheelchair distribution	2025	Protibondhi Seba Kendra Bagerhat	20	Department of Social Service/Disability Forum of Bangladesh
21.	Distribution of books among poor and talented students	2024	Besorgati Latif Master Public Library premises, Bagerhat	100	Own Funded
22.	Food support for the poor and vulnerable Families	2024	Sapnanir Etim & Briddho Nibas premises, Bagerhat	600	Surve the Humanity
23.	Sheep farming training	2024	Rampal, Bagerhat	205	SDF
24.	Crab farming training	2024	Sharankhola and Rampal of Bagerhat	175	SDF

Annex-3

Action Pictures of some recent Activities/Projects

Since 2003, *USEKA* has been providing educational scholarships and learning materials to underprivileged and meritorious students as part of its social development and voluntary service activities.



Distribution of books among poor and meritorious students by CPA Md. Rafiqul Islam Joglu, Chairman of Latif Master Foundation.



Prize distribution in Quran competition at Swapnanir Orphanage and Elderly Home



Former Secretary Mr. Dr. Md. Faridul Islam and NGO Bureau Chief Mr. Mohammad Daud Mia were present at the educational support program with students who obtained Golden A +..



Scholarship award ceremony in 2017 by USEKA

USEKA organizes free medical camp every Saturday, where experienced doctors provide free treatment to underprivileged people.



Free Medical treatment giving by Dr. Pradip kumar Baksi



Free Medical treatment giving by Dr Md. Humayun Rashid



Free Medical treatment giving to the Kids by Dr. Shihab Shahin



Free medical camp services provided to an elderly patient by USEKA volunteers

Winter Clothing Distribution:

Every year, *Unnayan Svecchaseba Karyakram (USEKA)* distributes winter clothes among thousands of cold-affected and underprivileged people.



Former Secretary Dr. Mohammad Faridul Islam distributed blankets among the helpless and distressed. Also present were the Assistant Commissioner (Land) of Bagerhat Sadar Upazila



Former Secretary Dr. Mohammad Faridul Islam distributed blankets among the helpless and distressed. Also present were the Assistant Commissioner (Land) of Bagerhat Sadar Upazila, Md Waliullah, Project Director, LMF.



Blanket distribution at USEKA head office



Blanket distribution at USEKA head office among Poor and needy people.

Tree Plantation and Afforestation Program:

To protect the environment, *Unnayan Svecchaseba Karyakram (USEKA)* undertakes tree plantation initiatives. In 2025, around 3,000 trees were planted in 50 educational institutions in Bagerhat



Tree plantation program at Rahimabad School and College by CPA Md Rafiqul Islam Joglu.



Tree plantation program at Karapara S.C. Secondary School by CPA Md Rafiqul Islam Joglu.



Tree plantation program at Dashani Girls School by CPA Md Rafiqul Islam Joglu.



Tree plantation program at Basabati Secondary School by CPA Md Rafiqul Islam Joglu.

Pitha Festival Initiative:

As part of cultural preservation, USEKA organizes a Pitha Festival celebrating traditional Bangladeshi delicacies.



USEKA organizes Pitha festival at Besargati Latif Master Foundation premises



USEKA organizes Pitha festival at Beshorgati Latif Master Foundation premises



USEKA organizes Pitha festival at Beshorgati Latif Master Foundation premises



Useka organizes Pitha festival at Besargati Latif Master Foundation premises

Sanitary napkin distribution and Hygiene awareness session



CPA Md. Rafiqul Islam Joglu was present at the sanitary napkin distribution ceremony organized by USEKA to raise awareness among women and adolescents.



Distribution of sanitary napkins among school and college students



CPA Md. Rafiqul Islam Joglu and other invited guests give important advice on the necessity of sanitary napkins



Distribution of sanitary napkins among school and college students

Wheelchair Distribution:

USEKA distributes wheelchairs to people with physical mobility disabilities to support their movement and daily activities.



Wheelchair Distribution By USEKA



Wheelchair Distribution By USEKA among Disable People



Md. Borhan Uddin distributes wheelchair to a physically disabled person



Wheelchair distribution by journalist Babu and Md. Borhan Uddin

Iftar Food Distribution:

On the occasion of the holy month of Ramadan, Iftar food items are distributed every year among underprivileged people with the support of *USEKA*.



Distribution of Iftar items among the helpless and poor by former Secretary Dr. Faridul Islam Bablu, former Secretary Md. Moshir Rahman, Khulna Divisional Commissioner, SP Bagerhat and Others.



Distribution of Iftar items among the helpless and poor by former Secretary Dr. Faridul Islam Bablu at USEKA Head Office.



Distribution of Iftar items by USEKA.-2026



Helpless and destitute people are receiving iftar items at the Beshorgati Latif Master Foundation premises

USEKA conducts emergency humanitarian response during any disaster.



USEKA distributes food aid to Feni flood victims



Food aid for helpless people in Feni flood-affected areas



Food aid for helpless people in Feni flood-affected areas



Food aid for helpless people in Feni flood-affected areas by USEKA.

Sehri Program-2026 : USEKA Organized Sehri For the Helpless and destitute people in Bagerhat



Sehri Program 2025 was organized by USEKA at Latif Master Foundation premises opposite Bagerhat New Court.



Sehri Program Food distribution by Bellal Hossain, Mahatab Uddin and others Volunteer of USEKA.



Sehri Program-2026 Cooed Food served



Sehri Program Food distribution

Skill Development Training



Skill development training under SICIP-WEAB program on Fashion Design, Product Development and Entrepreneurship Development



Skill Development training under SICIP-WEAB program on Graphics Design, Product and Entrepreneurship Development