

Hedayetullah Al Mamoon, ndc
Senior Secretary (On Post Retirement Leave)
Ministry of Public Administration
Government of People's Republic of Bangladesh
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SUMMARY

A recently retired Senior Secretary and a career civil servant of the Government of Bangladesh with 34 years of experience in various positions including over eight years as Senior Secretary and Secretary to the Government. Was a member of Bangladesh Civil Service Administration Cadre of 1982 batch and retired as Senior Secretary of Finance Division, Ministry of Finance. Prior to his assignment as the Finance Secretary worked as the Senior Commerce Secretary for more than two years. Served as the Information Secretary, Secretary of Ministry of Cultural Affairs and Secretary of the ministry of Civil aviation and tourism. Also served as the member of the Planning Commission. While serving in the Government assumed numerous responsibilities and elevated to the rank of Secretary in April 2009 and subsequently to the rank of Senior Secretary in 2014 at which continued until 04 October 2017. Fully Retire from Government service after enjoying LPR on October 04 2018. At Present working as the Chairman Bangladesh NGO Foundation.

CAREER OBJECTIVE

To work in a leadership position in a national or international endeavor dedicated to the socio-economic development of an emerging nation.

KEY POSITIONS HELD IN THE GOVERNMENT OF BANGLADESH

- Senior Secretary, Finance Division, Ministry of Finance
- Senior Secretary, Ministry of Commerce
- Member (Industry and Energy Division, Power Division and Physical Infrastructure Division), Planning Commission
- Secretary, Ministry of Information
- Secretary, Ministry of Cultural Affairs
- Secretary, Ministry of Civil Aviation and Tourism
- Secretary, Bangladesh Public Service Commission
- Director General, Department of Social Service, Ministry of Social Welfare
- Chairman, Bangladesh Road Transport Corporation (BRTC)
- Managing Director, Dhaka Water and Sewerage Authority (Dhaka WASA)
- Director, Bangladesh Parjatan Corporation (State-owned Tourism Corporation)
- Deputy Secretary, Cabinet Division
- Deputy Commissioner and District Magistrate, Sirajganj District
- Zonal Executive Officer, Dhaka City Corporation.
- Additional Deputy Commissioner.
- Upazila Nirbahi Officer
- Upazila Magistrate

KEY RESPONSIBILITIES PERFORMED DURING THE CAREER

As Finance Secretary

- Coordinate the preparation of national budget
- Led analysis and research on financial and economic aspects of budget
- Scrutiny and approval of budget of Autonomous Bodies and Corporations
- Expenditure control of the Government
- Inter country and inter Government financial statement
- Money supply currency coinage and legal tender
- Matter relating to IMF
- Examination of financial aspect of all development schemes
- Administration of public debt and loan
- Coordinate Medium Term Budget Framework (MTBF).
- Coordinate the fiscal policy and monetary policy of the government for maintaining macroeconomic stability and sustained growth.
- Supervise interpretation for treasury rules, financial rules and other rules n directives relevant with the ministry of finance
- Scrutinized the finance bill for the approval of the honorable president for the passage of the bill in the parliament
- Assisted ministries and agencies to mainstream gender equality into their respective plans and programs.
- Involved in establishing National Skill Development Authority (NSDA) for ensuring proper coordination in Skill Development Programs implemented by different ministries..
- Chairman of steering committee of SEIP project designed for skill development

As Commerce Secretary

- Involved in negotiation of trade agreement with India Bhutan Nepal shrilanka APTA and SAPTA
- Monitored trade facilitation agreement of WTO n participated in Nairobi summit as co-leader of the Bangladesh delegation to formulate WTO declaration.
- Involved in negotiation in initiating Free Trade Agreement (FTA) with Bhutan, Nepal, Srilanka .
- Involved in negotiation with USA on Trade and Investment Cooperation Framework Agreement (TICFA).

- Monitor market supply chain and formulate intervention strategy to keep price of essential stable n monitor internal commerce, commercial intelligence.
- Control and monitor of Chamber of Commerce
- ledthe formulation of Import Policy and Export Policy.
- Co-ordinated tariff commission, competition commission and department of consumer rights
- Monitored chartered accountancy n cost management accountancy
- Monitor transit trade
- Administration of 21 commercial wings abroad
- Acted as chairman business promotion council and Chairman atcp project steering committee.
- As Member Planning Commission.
- Contributed to the preparation of the Seventh Five Year Plan 2016-2020 as a Member Planning Commission.

KEY POSITIONS AND ACTIVITIES

1 Mar 2017 to 2 Oct 2017: Finance Division, Ministry of Finance as Senior Secretary.

- Coordinate the preparation of National Budget 2017-18
- Coordination between fiscal policy and monetary policy of the government for maintaining macroeconomic stability and sustained growth.
- Played key role as one of the members of Board of Governors of Bangladesh Bank and Coordination Council between Fiscal and Monetary authority.
- Served as the Chairperson of the Cash and Debt Management Committee (CDMC) of Bangladesh Government to supervise day to day transaction and debt management of the Government.
- Worked as Chairperson of the Bangladesh Infrastructure Finance Fund Limited (BIFFL) which is a state owned infrastructure finance company with paid up capital of over USD 200 million to cater infrastructural development
- Served as the board member of Biman Bangladesh Airlines, Bangladesh Institute of Development Studies (BIDS), Bangladesh Institute of International and Strategic Studies (BISS) and numerous other commercial and civil society organizations
- Served as a member of Committee of Mutawallis of Islamic Development Bank-Bangladesh Islamic Solidarity Educational Wakf (IDB-BISEW)
- Served as Deputy Chairman of Saudi Bangladesh Industrial & Agricultural Investment Company Limited (SABINCO)
- As one of the members of Superior Selection Board (SSB), contributed to selection of government officials in higher government's ranks.
- Monitoring the Skills for Employment Investment Program(SEIP) project activities including the provision and operationalization of National Human Resources Development Fund (NHRDF).
- Coordination with development partners (e.g ADB, WB, JICA etc.) for financial resources.

- Oversight role for the ADB and SDC financed Skills for Employment Investment Program (SEIP) project
- Review of Financial Management and Transactions and monitoring the implementation thereof.
- Member of Committee of Secretaries to recommend laws, rules, regulations, guidelines etc. of the Government.

6 July 2014 to 28 Feb 2017 Ministry of Commerce, Government of Bangladesh as Senior Secretary.

- Lead the Bangladesh delegation in numerous regional and global trade negotiations
- Co-chaired in 3+5 forum (three Secretaries including Foreign Secretary and Labour Secretary and five High Commissioner and Ambassador of the USA, the UK, the EU, Canada and Netherland) meeting held in Dhaka.
- Spearheaded the formulation of Import Policy Order 2015-18 and Export Policy 2015-18 through stakeholders' consultation from different sectors.
- Initiated the process of amending the Companies Act 1994 and the Trade Organizations Ordinance 1961, the Tea act.
- Supervised approval of trade facilitation agreement of WTO
- Served as the Chairperson of the Bangladesh Business Promotion Council
- Served as the Vice-Chairperson of Bangladesh Foreign Trade Institute
- Coordinated WTO affaires related to Bangladesh
- Monitored n supervised bilateral and multi-lateral trade agreements
- Spearheaded various policy drafts including Tea Policy, Leather Export Roadmap, and Active Pharmaceuticals Ingredients Roadmap etc.
- Coordinated activities of Bangladesh tariff commission, competition commission directorate of consumer rights and trade corporation of Bangladesh
- Supervised activities of registrar of Joint stock n companies, office of the chief controller of export and import
- Supervised the activities n policies of national tea board export import and production of tea
- Supervision of trade organization of Bangladesh
- **Working with development partners (USAID, German Government, WTO, DFID) regarding trade related issues.**
- **Member of Committee of Secretaries to recommend laws, rules, regulations, guidelines etc. of the Government**

29 April 2013 to July 5 2014 Ministry of Planning, Government of Bangladesh as Member Planning Commission.

- Contributed to the preparation of the Seventh Five Year Plan 2016-2020

- Played critical role in aligning the 7th Five Year Plan with the Sustainable Development Goals (SDGs)
- Acted as chairperson of pre ECNEC for scrutinizing DPP and TAPP for approval of the ECNEC
- Assisted the National Economic Council (NEC) and Executive Committee of the National Economic Council (EC-NEC) in evaluating project proposals and preparing Annual Development Programs (ADP)

21 Oct 2010 to 28 April 2013 Ministry of Information, Government of Bangladesh as Secretary, Ministry of Information.

- Served as Chairman of Bangladesh Film Development Corporation (BFDC) and Bangladesh Film Censor Board
- Publicity policy internal n external
- Rural publicity
- Licensing to private TV channel radio and community radio
- Initiated formulation of national broadcasting policy
- Advising government relating to public opinions
- Supported numerous cultural and literary festivals to promote the Bangladeshi language, literature and culture in national and international level
- Initiated the modernization of National Institute of Mass Communication (NIMC), Bangladesh Television, digitalization of Bangladesh Betar, National Film Archives,
- Supervised the Press Institute of Bangladesh, PIB
- supervised Press Information department PID , Department of Film and Publication, DFP
- **Co-ordinated work of Information Commission**
- Member of Committee of Secretaries to recommend laws, rules, regulations, guidelines etc. of the Government

5 Oct 2009 to 21 Oct 2010 Ministry of Cultural Affairs, Government of Bangladesh as Secretary

- Patronized and supported various cultural events to promote the Bangladeshi culture home and abroad
- Promotion of public library
- Maintenance and Development of archeological site, architecture and sculpture
- Initiative taken for introduction of Pohela Baishakh as National Day
- Spear headed Preparation, research n dev of national cultural heritage fine arts
- Served as the Chairperson of National Book Center (*Jatio Grontho Kendro*)
- Initiated the modernization of National Museum.
- Supervised activities of cultural centres for small indigenous group
- Supported the modernization of Bangla Academy and Department of Archeology.
- Monitored and supervise activities of department of Archeology.
- National archives Cultural agreements of foreign countries

**6 April 2009 to 4 Oct 2009 Ministry of Civil Aviation and Tourism, Government of Bangladesh
Secretary**

- Initiated numerous projects and programs to strengthen the tourism infrastructure of the country
- Supervised international aviation agreement

- Supported and initiated the modernization plan for Biman Bangladesh Airlines, the national flag carrier, under which Biman was revamped with number of new aircrafts and strengthened its position both in domestic and international routes
- Served as Chairman of Bangladesh Services Ltd. (Owner of the Ruposhi Bangla Hotel) and Hotels International limited (Owner of the Pan Pacific Sonargaon Hotel)
- Member of the various Committees and standing Committees of Secretaries (2009-2017) to recommend laws, rules, regulations, working manuals and guidelines etc of the Government.

OTHER KEY POSITIONS AND RESPONSIBILITIES

As Director General of the Department of Social Welfare (11.12.2008-24.01.2009)

- Overseen the implementation of most of the major social protection programs of the Government. Some of the notables are Old Age Allowance, Autism Support Service, special program for Dalits, workers of the tea estates etc.
- Initiated numerous projects and programs for better service delivery of the safety net programs

As Chairman of Bangladesh Road Transport Corporation (BRTC) (11.03.2007-09.06.2008)

- Prepared and updated policies such as Bus Leasing Policy, BRTC's Estate Leasing Policy etc.
- Initiated modernization of the management of BRTC

DMD and Managing Director of Dhaka Water and Sewerage Authority (Dhaka WASA) (23.01.2006-03.12.2006)

- Initiated numerous development activities to improve the capacity of Dhaka WASA including Syedabad Surface Water Treatment Plant phase-2.
- Supervise the water supply and maintenance of sewerage system
- Initiated activities to improve the quality of service delivery as well as financial Position of Dhaka WASA

As District Magistrate, Collector and Deputy Commissioner of Sirajganj District(03.04.2001-31.07.2001)

- Coordinated of the activities of all the government offices in the district
 - Maintained law and order of the district as head of the District Law and Order Committee
 - Supervised various socio-economic development work of the district including education, health, cultural affairs etc.
 - Supervised various poverty alleviation and safety net related activities of the government in the district
 - Overseen the land management of the district as collector
 - Performed judicial work as a District Magistrate
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- **As Deputy Secretary of the Establishment (07.02.2004-03.04.2004)**

As Deputy Secretary of the Cabinet Division (01.08.2001-26.12.2003)

- Involve in updating and monitoring of the rules of Business and allocation of Government Business-the rules used for Government Business Transaction. Act as a Committee Members of formulation of the Secretariat instructions
- Assisted in updating Rules of Business, Allocation Business and Warrant of Precedence.
- Matters related to oath of the President, Prime minister and Ministers, Privilege of the President , Prime Minister and Ministers.
- Rules related to National Emblem, National Anthem, National Standard (Flag).
- All rules related to Cabinet division.
- Involved in formulation and updating " Secretariat Instructions"

As Zonal Executive Officer, Dhaka City Corporation (04.06.1997-23.08.2000)

- Supervised various development activities including construction, maintenance and electrification of roads.
- Overseen the implementation of mosquito control activities and garbage management.
- Overseen the revenue administration of the zone.

As Upazilla Nirbahi Officer, Kazipur, Sirajgonj, Kuliarchar, Kishoregonj (02.08.1988-16.04.1992)

- Implemented various socio-development programs such as 100% birth registration, 100% Sanitation, Primary health care.
- Coordinated different activities of women empowerment issues at local level especially on providing micro credit to rural women for strengthening their self-employment opportunities
- Monitored infrastructure development program of educational institutions under Local Government Engineering Department at Upazila level

TRAINING EXPOSURE

Local Training

- 8 weeks Training on Law and Administration, Civil Officers Training Academy (COTA), Dhaka.
- 16 weeks foundation training course for the Civil Servants, Bangladesh Public Administration Training Centre, Savar, Dhaka.
- Attended various Fundamental training courses designed for officers of Bangladesh Civil Service Administration Cadre
- Attended a two-months long **Training Course on Planning and Project Management** organized by National Academy for Planning and Development in Dhaka; Sep to Nov, 1992
- Attended a two-months long **Training course on Managing at the Top (MATT)** organized for the senior civil servants by Bangladesh Public Administration Training Center (BPATC) and DFID, UK
- 4 weeks long military training at Bangladesh military Academy

Foreign Training

- Attended Management Training in Civil Service College, Singapore; follow-up Training at Manchester University, UK.

EXPOSURE AS A TRAINER

- Participative as a resource person in Foundation, ACAD and senior staff courses on contemporary policy issues organized by Public Administration Training Academy (PATC).
- Performed as a resource person in Foreign Service Training Academy
- Participated as a resource person in Law and Administration Course organized by the Bangladesh Civil Service Administration Academy, Dhaka.
- Worked as a trainer in BFTA on legal and service rules related matters.

INTERNATIONAL MEETING/FORUM/SEMINAR/WORKSHOP ATTENDED

- Served as the Commissioner General, Expo- Milano-2015, Milan, Italy. Member of the World Expo Commissioner's Club
- Attended the Third India-Bangladesh Joint Consultative Commission (JCC) Meeting co-chaired by the External Affairs Minister of India and the Foreign Minister of Bangladesh during 18-21 September, 2014
- Attended the review meeting of the Sustainability Compact, an agreement signed by the ILO, the European Commission, the Governments of Bangladesh; Brussels, Oct 2014
- Attended the seminar on Sustainable Management in the Textile and Apparel Industry at Stuttgart in Germany in Sept 2014 as head of Bangladesh Government delegation
- Attended the meeting of the College of Commissioner Generals of the World Expo Milano, 2015 as Commissioners General from Bangladesh; Parma, 2-3 December 2014
- Attended as team leader of the LDC Sub-Committee of WTO Forum; Switzerland, April 2015
- Attended the 3rd China-South Asia Expo 2015 in Kunming, China as head of Bangladesh Government delegation
- Lead the Bangladesh delegation in the second annual Trade and Investment Cooperation Forum Agreement (TICFA) meeting in Washington and Dhaka, 2015.
- Attended the Tenth WTO Ministerial Conference held in Nairobi, Kenya, during 15 to 19 December 2015 as co-leader of the Bangladesh delegation
- Attended the Bangladesh Trade And Investment Expo 2016 in Bangkok, Thailand as one of the key discussants
- Lead the Bangladesh delegation in Commerce Secretary level meeting in New Delhi on 15-16 Nov, 2016 and held numerous Commerce Secretary level talk with the secretaries from Bhutan, Nepal and Myanmar to promote regional trade
- Attended the first ever Bangladesh Trade and Investment Conference held in Phnom Penh, Cambodia in Jan 2017
- Attended the BRICS-BIMSTEC Outreach Summit in Goa, India on Oct 2016 as a core member of Bangladesh delegation
- Attended the 72nd General Assembly of the United Nations as part of the Bangladesh Delegation led by the honorable Prime Minister.
- Attended the session on Financing the 2030 Agenda- the Role of UN.
- Attended high level side event on using the multi-dimensional poverty index to track progress in SDG's
- Attended at International Peace Institute as panel discussant on change of the 'Business as Usual' model : a new way to partner for peace and development

OTHER AWARDS/ACCOMPLISHMENTS

- Life Member the Asiatic Society Bangladesh.
- Life member Bangla Academy.
- President Bangladesh Table Tennis Federation
- Trustee of Bangladesh institute of governance n management
- Recipient of silver tiger-the highest award (also recipient of silver Hilsa- the second highest award)for achievement in scouting

EDUCATION

Master of Public Affairs (MPA)

University of Dhaka, Bangladesh; 2008

National Defence Course (ndc)

(A course on defence, security, strategic and development studies)

National Defence College, Bangladesh; 2005

Bachelor of Arts (with honors) in English Literature and Language

University of Dhaka, Bangladesh; 1980

SKILLS

Computers Proficient in operating system like MS Word, Excel,, Power Point etc.

Languages Bengali Native Language

English Fluent (Both written and spoken)

TRAVELS ABROAD

- The USA, Japan, the UK, France, Australia, Vietnam, Malaysia, Thailand, India, Sri Lanka, China, Kingdom of Saudi Arabia, Singapore, Switzerland, Belgium, United Arab Emirates, Germany, Cambodia, Morocco, Egypt.
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RESEARCH INTEREST

Areas of Research Interest: Macroeconomic impacts, Government Financial management, Fiscal policy, Free Trade, Poverty reduction strategy, Skills Development, Inequality and Development, Literature, Culture, Music etc.