



Bangabandhu Sheikh Mujib Academic and Administrative Building, BPATC



**Regional Public Administration Training Centre**  
Dhaka, Chattogram, Rajshahi & Khulna

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RPATC's TRAINING CALENDAR 2022-2023

# RPATC's TRAINING CALENDAR 2022-2023



“Building  
Capacity for Effective,  
Inclusive and Accountable  
Public Administration  
System”



**Regional Public Administration Training Centre**  
Dhaka, Chattogram, Rajshahi & Khulna



**“সোনার দেশ গড়তে হলে সোনার মানুষ পয়সা করতে হবে”**

**-জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান**

Prepared by

**Staff Training & Regional  
Centres (ST&RC) Wing**

**Bangladesh Public Administration  
Training Centre**

Savar, Dhaka- 1343

June 7, 2022



**Ramendra Nath Biswas**  
Rector  
(Secretary to the Government)  
BPATC

## Foreword

The present government led by Honourable Prime Minister Sheikh Hasina wants to make Bangladesh a developed country by 2041 to materialize the dream of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman. With a view to transforming the vision into reality, the government has been implementing 2<sup>nd</sup> Perspective plan 2021-2041, agenda 2030 for sustainable development, 8th five-year plan and ten special initiatives of Honourable Prime Minister etc. In order to achieving the goals and targets of these broader visions, a pool of patriotic, dedicated and well-groomed officers having adequate knowledge and competency is required. BPATC along with its four Regional Public Administration Training Centres (RPATCs), namely Dhaka, Chattogram, Rajshahi and Khulna is imparting training to the government employees in this regard.

RPATCs organize a good number of basic and skill-based training courses for field-level officials round the year. BPATC prepares training calendar for each financial year according to the need of the stakeholders provided by RPATCs. The training calendar for FY 2022-2023 contains ten workshops

and twenty-eight training courses for the employees holding the status of grades 9 to 20. It is expected that with attaining the essence of the training courses, these programmes also help to implement properly 60 hours training for all level employees in upazila, district and divisional level offices to expedite implementation of the government development activities. BPATC is sincerely committed to continuous improvement of its training programmes to keep pace with the progress of forthcoming challenges, so that our trainees are well prepared for national and global engagements.

We do believe that the officials and employees of government and semi-government organizations will be immensely benefited by the training courses to be conducted in RPATCs in FY 2022-23, and they will be able to discharge their duties more effectively and efficiently with advanced knowledge accumulated from the courses.

**Ramendra Nath Biswas**

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# Introducing BPATC

## BPATC—A Home of Nation Builders

Bangladesh Public Administration Training Centre (BPATC), the apex public sector training institute of Bangladesh emerged on 28 April 1984 by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The centre is committed to excellence and a premier regional hub dedicated to provide effective, inclusive and self- mandated and bespoke training for civil servants. The training activities of BPATC are broadly classified into two major groups: core courses and short specialized courses. Core courses are career oriented and are meant for the officials of different tiers of the government while short specialized courses are skill oriented and are meant for both officials and supporting staff. The centre offers innovative training courses across subjects, from public administration and governance to leadership training, Sustainable Development Goals (SDGs), office management, gender and development, financial management, project management, conflict management and negotiation, e-government management, Total Quality Management (TQM), training of trainers (TOT) and personal development. It also arranges of seminars and workshops on various issues of national and global concerns. All courses can be customized to fit specific training needs.

A leader in the field of administration and development is not always an inborn talent but that can be taught, cultivated and practiced. The aim of the centre is to equip future leaders and policy makers with the background necessary for a broad understanding of varied social, economic, political, environmental, scientific and organizational aspects involved in the planning of national policies and strategies.

## Foundation of A Dream-BPATC is Born

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-focused, proactive and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization.

### Vision

BPATC becomes a centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

### Mission

We are committed to achieve the shared vision through:

1. Developing competent and professional human resources by imparting quality training and development programmes;
2. conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
3. establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
4. promoting a culture of continuous learning to foster a knowledge-based civil service.

### Core Values

BPATC, in all spheres of activities, cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively. BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results.

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# Introducing Management and Development Division of BPATC

BPATC is headed by a Rector (Secretary to the Government) followed by Six Members Directing Staff (MDS) who are responsible for supervising the following six divisions.

1. Programme and Studies;
2. Management and Development;
3. Management and Public Administration;
4. Development Economics;
5. Research and Consultancy and
6. Project & Development.

Under the Management and Development division, Staff Training and Regional Centre (ST&RC) wing of

BPATC is responsible for planning, controlling, monitoring and supervising the programmes and activities of Regional Centres. This wing prepares a Training Calendar for conducting various training courses, workshops, seminars etc. in RPATCs throughout the year.

BPATC believes that the training courses conducted by RPATCs have immense impact on government employees in enhancing their skills and expertise at a reasonable level required to discharge their duties to the people more efficiently and effectively in field level.

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## Introducing RPATCs

Regional Public Administration Training Centres (RPATCs), the arms of Bangladesh Public Administration Training Centre (BPATC), are mandated to discharge training programmes for supporting staff and officials of the government at regional level. BPATC mostly organizes core courses although some specialized short courses for the employees of grade 9 to above and equivalents are included in its training programmes while RPATCs, the regional centres of BPATC conduct some short specialized courses for the officials and fundamental and skill development courses for the staff of the government, semi-government, autonomous body. The levels of clientele groups of BPATC range from new recruits of the Bangladesh Civil Service to the top level policy makers, while clients' of RPATCs are junior to mid level officials and support staff of grade 10-16 and grade 17-20.

BPATC has four regional centres located at former greater divisional headquarters namely Dhaka, Chattogram, Rajshahi and Khulna. Each RPATC, headed by a Deputy Director, is staffed with twenty nine employees of different categories. In order to

improve knowledge, skill, efficiency and managerial ability of the officers and staff working at field level, various training programmes are offered at the RPATCs. RPATCs put emphasis on issues like Bangladesh Service Rules (BSR), Office Management, Information and Communication Technology (ICT) Course for official purposes. RPATCs impart fundamental training programme for the employees of grade 10-20. The training programmes organized at RPATCs range from one week to four weeks and some of the programmes are held more than once in a calendar year. Although BPATC as parent organization prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater the changing needs and demands of the clients.

Training courses conducted at RPATCs are both residential and non-residential. Officials and staff of all levels from government, semi-government, autonomous bodies and private sector organizations may participate in the training courses of regional centres either on payment or at free of cost as per decision made by the centre.

## Regional Public Administration Training Centre, Dhaka



Regional Public Administration Training Centre (RPATC), Dhaka is a regional body of Bangladesh Public Administration Training Centre (BPATC). Since its inception on the 28th April 1984, RPATC, Dhaka has been conducting job and skill oriented training courses for Government employees, Semi-government, and Autonomous/Statutory bodies. RPATC, Dhaka is located at 49 New Eskaton, a mid way place between Banglamotor Bus Stand and Moghbazar Cross roads in the capital city. The centre contains two multi-storied buildings constructed on near about two bigas of land. The Centre can impart training 120 participants at a time.

## Regional Public Administration Training Centre, Chattogram



Regional Public Administration Training Centre, Chattogram is located in the heart of the commercial capital city, Chattogram. It is located in South Pahartoli, at Khulsi Mouja under the Kotyali Thana. Total area of Chattogram RPATC campus is 0.8124 acr. It is very near to M. A. Aziz Stadium at Kazir Deuri Crossing. The address is 10, S S Khaled Road (West Bank of Askar Dhigi),Chittagong-4000. There are good communication networks with capital city, Dhaka and other Divisions of the country by all means like road, rail, air and waterway. The Centre can impart training 100 participants at a time.

## Regional Public Administration Training Centre, Rajshahi



Regional Public Administration Training Centre, Rajshahi is located in the heart of Rajshahi, the most clean and green city of the country. It is located beside LGD Bhabon at Kazihata (WordNo-7), under the Raj para Thana. Total area of Rajshahi RPATC campus is 1.7825 acr. It is very near to Sohid A.H.M. Kamaruzzaman Botanical Garden and Zoo and behind the Office of the Divisional Commissioner, Rajshahi. The address is Kazihata, Rajshahi-6000. The centre is well communicated and connected with other divisions including capitalcity, Dhaka by road, rail and air. The Centre can impart training 130 participants at a time.

## Regional Public Administration Training Centre, Khulna



RPATC, Khulna has an office of 1.0840 acre and a residential area of 0.5240 acre. It is located along with Khulna-Jessore-Dhaka Highway, near office of Divisional Commissioner, Khulna. The address is 1 Soto Boyra Masjid Bari Rd, Khulna. It has good road, rail and water way connectivity with capital city Dhaka and well connected with other divisional cities of the country. Jessore Airport is only 80 km away from RPATC, Khulna. The Centre can impart training 100 participants at a time.

BPATC has taken initiatives to establish four other Regional Centres in Barisal, Sylhet, Rangpur and Mymensingh division.

## Tentative Daily Schedule for Training Activities

Time	Activities
06.00-07.00	*Physical Exercise
08.00-08.30	Breakfast
09.00-10.00	Classroom Session (1st Session)
10.05-11.05	Classroom Session (2nd Session)
11.05-11.20	Tea Break
11.20-12.20	Classroom Session (3rd Session)
12.25-13.25	Classroom Session (4th Session)
13.25-14.25	Prayer & Lunch
14.25-15.25	Classroom Session (5th Session)
16.00-18.00	*Games & Sports (One Hour)
19.00-21.00	*Evening Session
20.30-21.30	Dinner

\*Subject to change according to sunrise and sunset.



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17. Fundamental Training Course for Grade 10-12 Employees	34-39
18. Office Management and ICT Course for Grade 10-12 Employees	40-43
19. Financial Management Course for Grade 10- 12 Employees	44-47
20. Conduct and Discipline Course for Grade 10- 12 Employees	48-50
21. Information & Communication Technology (ICT) Course for Grade 10-12 Employees	51-54
22. Communicative English Course for Grade 10-12 Employees	55-59
23. e-Nothi Course for Grade 10-12 Employees	60-62
24. Fundamental Training Course for Grade 13- 16 Employees	63-67
25. Office Management and ICT Course for Grade 13-16 Employees	68-71
26. Financial Management Course for Grade 13- 16 Employees	72-75
27. Conduct and Discipline Course for Grade 13- 16 Employees	76-78
28. Information & Communication Technology (ICT) Course for Grade 13-16 Employees	79-82
29. e-Nothi Course for Grade 13-16 Employees	83-85
30. Fundamental Training Course for Grade 17- 20 Employees	86-88
Contact Persons in BPATC and RPATCs	89-92
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# 01. Procurement Management Course

<b>Venue</b>	All RPATCs
<b>Number of course</b>	One in each RPATC
<b>Duration</b>	12 days
<b>Date</b>	17-28 July 2022
<b>Type of the programme</b>	Residential/Non-Residential
<b>Expected number of participants</b>	25
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the course.

## Course Objective(s)

1. To understand procurement rules and different stages of procurement of goods, works and services;
2. To enhance capability to play their role as procurement managers;

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/2 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 46**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To the know Economic Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান ঐর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Procurement Management and Planning</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skill in procurement management</b>
<b>No. of Sessions</b>	<b>:</b>	<b>21</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
02.03	1	Goals and Principles of Public Procurement	Faculty/Guest speaker	L&D
02.04	1	Annual Procurement Plan (APP)	Faculty/Guest speaker	L&D
02.05	1	Formation of Different Procurement Related Committees	Faculty/Guest speaker	L&D
02.06-07	2	Procurement Cycles Management	Faculty/Guest speaker	L&D
02.08-09	2	Procurement Methods of Goods and Works	Faculty/Guest speaker	L&D
02.10	1	Procurement Methods of Services	Faculty/Guest speaker	L&D
02.11	1	Issues to take care while preparing Official Cost Estimate (OCE) and Technical Specifications	Faculty/Guest speaker	L&D
02.12	1	How to Prepare Tender Documents (TD)	Faculty/Guest speaker	L&D
02.13-14	2	Practice on how to prepare TD	Faculty/Guest speaker	Practice
02.15	1	Advertisement and Issuance of Tender	Faculty/Guest speaker	L&D
02.16	1	Opening and Evaluation of Tender	Faculty/Guest speaker	L&D
02.17	1	Contract Administration and Management	Faculty/Guest speaker	L&D
02.18-19	2	Procurement in Project Management	Faculty/Guest speaker	L&D
02.20	1	Complaints & Appeal	Faculty/Guest speaker	L&D
02.21	1	Delegation of Finacial Power	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>Electronic Government Procurement (E-GP)</b>
<b>Objective</b>	<b>:</b>	<b>To understand e-GP and its Application</b>
<b>No. of Sessions</b>	<b>:</b>	<b>09</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01-02	2	Overview/Importance of Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&D
03.03	1	Basic software for e-GP, e-GP login logout, Creation of PE office, Designation and user	Faculty/Guest speaker	L&D
03.04	1	Creation of TOC & TEC, Assigning Procurement Role and Profile Management	Faculty/Guest speaker	L&D
03.05	1	Creation of APP in e-GP (Create APP, Create Workflow, Its Approval and Publication Procedure)	Faculty/Guest speaker	L&D
03.06-07	2	Creation Tender Documents in e-GP (Creation of Tender, Formation of TOC and TEC)	Faculty/Guest speaker	L&D
03.08	1	Creation and publication of e-Tender Notice	Faculty/Guest speaker	L&D
03.09	1	Approval Procedure, Providing NOA and Signing Contract	Faculty/Guest speaker	L&D

**Note: For conducting Session on 03.03 to 03.09 the speaker/ facilitator must have access to the e-GP system.**

<b>Module-04</b>	<b>:</b>	<b>Financial Management</b>
<b>Objective</b>	<b>:</b>	<b>To improve knowledge and skill on financial management</b>
<b>No. of Sessions</b>	<b>:</b>	<b>11</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02-03	2	Delegation of Financial Power	Faculty/Guest speaker	L&D
04.04	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
04.05-06	2	Duties and Responsibilities of DDO	Faculty/Guest speaker	L&D
04.07	1	VAT Rules	Faculty/Guest speaker	L&D
04.08	1	Laws and Practices of Income Tax	Faculty/Guest speaker	L&D
04.09-10	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&D
04.11	1	Procedure of acceptance of goods & works and its management.	Faculty/Guest speaker	L&E

<b>Module-05</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Individual Assignment/Exercise/Practical Test	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 02. Financial Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	18 - 29 September 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To develop participants' level of understanding about the financial management, procurement management, financial rules and procedures;
2. To make participants aware of service rules and official procedures; and

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

#### Total Sessions of the Modules- 43

## Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Financial Management</b>
<b>Objective</b>	<b>:</b>	<b>To know about economic and financial management</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Overview of Four Sector of Bangladesh Economy: Real Sector, Fiscal Sector, Monetary Sector, External Sector	Faculty/Guest speaker	L&D
02.03	1	Public Financial management system in Bangladesh	Faculty/Guest speaker	L&D
02.04-05	2	Budgetary process in Bangladesh and Preparation of Budget using MTBF	Faculty/Guest speaker	L&D
02.06-07	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
02.08	1	Online Transactions: EFT, ibas++	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Financial Rules and Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance the knowledge and skills of financial rules and procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>17</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03	1	Duties and Responsibilities of Drawing and Disbursing Officers	Faculty/Guest speaker	L&D
03.04	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
03.05-06	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
03.07-08	2	Procurement Methods of Goods, Works and Services	Faculty/Guest speaker	L&E
03.09-10	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
03.11	1	VAT Rules	Faculty/Guest speaker	L&D
03.12	1	Laws and Practices Income Tax	Faculty/Guest speaker	L&D
03.13-14	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&E
03.15	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest speaker	L&D
03.16-17	2	Overview of Project Management in Bangladesh	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Service Rules &amp; Official Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>12</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Bangladesh Service Rules (BSR)	Faculty/Guest speaker	L&D
04.02-03	2	TA & DA Rules and Preparation of TA Bills	Faculty/Guest speaker	L&E
04.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
04.05	1	Pay Fixation	Faculty/Guest speaker	L&E
04.06	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
04.07	1	Pension and Gratuity Rules	Faculty/Guest speaker	L&D
04.08-11	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
04.12	1	Kaizen & 5S	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Important Issues and Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To know record management and health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>02</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Record Management	Faculty/Guest speaker	L&D
05.02	1	Health and Wellbeing	Faculty/Guest speaker	L&D

### Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Games

### Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Individual Assignment/Exercise/Practical Test	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 03. Conduct and Discipline Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	12-16 March 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

To make the participants understand the essential service rules, acts, regulations, disciplinary cases and their applications at offices

#### Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	<b>Total</b>	<b>1 days</b>

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 21**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Official Rules and Regulations</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills about official rules and regulations</b>
<b>No. of Sessions</b>	<b>:</b>	<b>09</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
02.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.03-04	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
02.06	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&E
02.07-09	3	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Managing Disciplinary Cases</b>
<b>Objective</b>	<b>:</b>	<b>To understand departmental proceeding and its execution</b>
<b>No. of Sessions</b>	<b>:</b>	<b>07</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Conditions of Service	Faculty/Guest speaker	L&D
03.02	1	Techniques of Writing Statement of Allegations	Faculty/Guest speaker	L&D
03.03	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
03.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
03.05	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E
03.06	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&D
03.07	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Exercise

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 04. ICT and e-Governance Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	08-19 January 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

To enhance ICT knowledge and skills of the participants for leveraging ICT at their official activities.

To understand e-Governance practices in Bangladesh

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 42**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Essential ICT Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance essential ICT knowledge and skills</b>
<b>No. of Sessions</b>	<b>:</b>	<b>17</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&Practical
02.02	1	New Hardware and Software Installation	Faculty/Guest speaker	Practical
02.03-04	2	Document Preparation	Faculty/Guest speaker	Practical
02.05-06	2	Presentation Preparation	Faculty/Guest speaker	Practical
02.07-08	2	Spreadsheet Analysis	Faculty/Guest speaker	Practical
02.09-10	2	Virtual Office Management	Faculty/Guest speaker	Practical
02.11-12	2	Uses of Unicode	Faculty/Guest speaker	Practical
02.13-14	2	Usage of e-Nothi	Faculty/Guest speaker	Practical
02.15-16	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
02.17	1	Cloud Computing: Concept and Usage	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>e-Governance and ICT for Development</b>
<b>Objective</b>	<b>:</b>	<b>To understand e-Governance and ICT as tools for development</b>
<b>No. of Sessions</b>	<b>:</b>	<b>15</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01-02	2	e-Governance: Concept, Architecture & Readiness and Challenges	Faculty/Guest speaker	L&D
03.03-04	2	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&E
03.05-06	2	Website Management	Faculty/Guest speaker	P& Case study
03.07-08	2	Office Automation: ERP, e-services, Digital Communication etc.	Faculty/Guest speaker	L&E
03.09	1	Use of Social Media: Citizen Connectivity & Guidelines	Faculty/Guest speaker	L&D
03.10-11	2	Cyber security	Faculty/Guest speaker	Practical
03.12-13	2	ICT Related laws	Faculty/Guest speaker	L&D
03.14-15	2	Fourth Industrial Revolution (4IR): Internet of Things (IoT), Big Data, Block Chain, Crypto Currency	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>PC Hardware and Troubleshooting</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills for trouble shooting</b>
<b>No. of Sessions</b>	<b>:</b>	<b>05</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01-02	2	Identification and Solution of Hardware related problems	Faculty/Guest speaker	L&D
04.03-04	2	Identification and Solution of Software (Windows, Android, iOS, etc) related problems	Faculty/Guest speaker	D & Practical
04.05	1	Solution of Network and Internet related problems	Faculty/Guest speaker	Practical

<b>Module-05</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration and Exercise
3. Study Visit
4. Physical Exercise and Games

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 05. Communicative English Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	06-17 November 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

To improve listening, speaking, reading and writing skills of the participants and make the participants confident in communicative English.

To refresh the participants' knowledge about the basic grammatical issues to speak English correctly.

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 45**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Fundamentals of English</b>
<b>Objective</b>	<b>:</b>	<b>To refresh knowledge and skill in fundamental English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>09</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Techniques of Building Vocabulary	Faculty/Guest speaker	L&D
02.02	1	Building Sentences	Faculty/Guest speaker	L&D
02.03	1	Tense	Faculty/Guest speaker	L&D
02.04	1	Use Right form of Verbs	Faculty/Guest speaker	L&D
02.05	1	Voice Change	Faculty/Guest speaker	L&D
02.06	1	Direct Speech & Indirect Speech	Faculty/Guest speaker	L&D
02.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest speaker	L&D
02.08-09	2	Common Mistakes in English	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>Speaking Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance speaking skills in English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>10</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Art of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D
03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Introducing Oneself	Faculty/Guest speaker	Practice

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07-08	2	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.09	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.10	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

**Module-04 : Writing Skills**

**Objective : To enhance writing skill in English**

**No. of Sessions : 05**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing	Faculty/Guest speaker	D&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.03	1	Paraphrasing	Faculty/Guest speaker	L&D
04.04	1	Summary, Application, E-mail communication	Faculty/Guest speaker	Exercise
04.05	1	Writing memorandum of Understanding	Faculty/Guest speaker	Exercise

**Module-05 : Reading Skills**

**Objective : To enhance reading skills in English**

**No. of Sessions : 04**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&D
05.03-04	2	English Book/Article Review: with Practice	Faculty/Guest speaker	L&D

<b>Module-06</b>	<b>:</b>	<b>Listening Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance listening skills</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
06.01	1	Techniques of Listening	Faculty/Guest speaker	L&D
06.02	1	Movie Show and Listening	Faculty/Guest speaker	Practice
06.03-04	2	Practice Session on Listening	Faculty/Guest speaker	Practice

<b>Module-07</b>	<b>:</b>	<b>IELTS Preparation and Practice</b>
<b>Objective</b>	<b>:</b>	<b>To practice IELTS</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
07.01-02	2	IELTS Speaking Skill	Faculty/Guest speaker	Practice
07.03-04	2	IELTS Listening Skill	Faculty/Guest speaker	Practice
07.05-06	2	IELTS Reading Skill	Faculty/Guest speaker	Practice
07.07-08	2	IELTS Writing Skill (Task-one and Task Two)	Faculty/Guest speaker	L&E

<b>Module-08</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
08.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Examination/Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 06. Modern Office Management Course

Venue	All RPATCs
Number of course	01 in each RPATC
Duration	12 days
Date	11-22 June 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To understand the basic rules for office management;
2. To enable participants to enhance knowledge in financial management; and
3. To equip participants to utilize information and communication technology in office management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged and Weekly Holidays can be utilized if required)

**Total Sessions of the Modules- 47**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর প্রশাসনিক ভাবনা	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Administrative Development and Official Procedure</b>
<b>Objective</b>	<b>:</b>	<b>To enhance the knowledge and skills about Official Rules and Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>16</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Salient Features of the Constitution of Bangladesh	Faculty/Guest speaker	L&D
02.02	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.06	1	Introduction to Secretariat Instruction, 2014	Faculty/Guest speaker	L&D
02.07	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
02.08	1	Conducting Meeting, Preparing, Working Paper and Writing Minutes	Faculty/Guest speaker	D&E
02.09	1	Office Inspection	Faculty/Guest speaker	L&E
02.10-13	4	Workshop on Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
02.14-2.15	2	Opening of File, Writing Notes, Drafting Summary Referencing and Flagging	Faculty/Guest speaker	L&D
02.16	1	Kaizen & 5S	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>Organizational Process</b>
<b>Objective</b>	<b>:</b>	<b>To develop the knowledge of organizational process</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	Human Resource Management and Planning	Faculty/Guest speaker	L&D
03.02	1	Motivation, Supervision and Coordination	Faculty/Guest speaker	L&D
03.03	1	Team Building	Faculty/Guest speaker	L&E
03.04	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Financial Rules and Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Financial Rules and Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>14</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest speaker	L&E
04.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
04.07-08	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
04.09	1	Pay fixation	Faculty/Guest speaker	D&E
04.10	1	Pension and Gratuity	Faculty/Guest speaker	D&E
04.11	1	VAT Rules	Faculty/Guest speaker	L&D
04.12	1	Laws and Practices of Income Tax	Faculty/Guest speaker	L&D
04.13	1	Online Transactions: EFT, ibas++	Faculty/Guest speaker	L&D
04.14	1	Delegation of Administrative and Financial Power	Faculty/Guest speaker	L&E

<b>Module-05</b>	<b>:</b>	<b>Information and Communication Technology</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skill in ICT and its usage at their workplace</b>
<b>No. of Sessions</b>	<b>:</b>	<b>07</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Introduction to ICT Devices for Modern Office Management	Faculty/Guest speaker	L&D
05.02	1	Document Preparation	Faculty/Guest speaker	Practical
05.03	1	Spreadsheet Analysis	Faculty/Guest speaker	Practical
05.04	1	Presentation Preparation	Faculty/Guest speaker	Practical
05.05	1	Uses of Unicode	Faculty/Guest speaker	Practical
05.06	1	Usage of e-Nothi	Faculty/Guest speaker	Practical
05.07	1	Website Management (update)	Faculty/Guest speaker	Practical

<b>Module-06</b>	<b>:</b>	<b>Store Management &amp; Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To understand Store Management &amp; Physical Conditioning</b>
<b>No. of Sessions</b>	<b>:</b>	<b>02</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
06.01	1	Store Management	Faculty/Guest speaker	L&D
06.02	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration

### Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Individual Assignment/Exercise/Practical Test	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 07. Workshop on Right to Information (RTI)

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	27 July 2022
Type of the programme	Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To develop participants' level of understanding of the Right to Information Act, 2009
2. To make the participants aware of the importance for preserving, cataloging, indexing the information of the respective offices
3. To enable the participants to implement RTI Act in their respective workplaces.

### Presentation/Discussion outline of the Workshop

1. RTI and international charter;
2. Importance of RTI in good governance, preservation, indexing and cataloging the information ;
3. Overview of information distribution/dissemination system;
4. List of information that should be provided on demand.

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 08. Workshop on Women and Child Rights

<b>Venue</b>	All RPATCs
<b>Number of workshop</b>	One in each RPATC
<b>Duration</b>	One day
<b>Date</b>	25 August 2022
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	30
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To appraise the participants about existing gender inequality situation in global and Bangladesh context;
2. To make them aware on special needs of women and children and importance of gender equity;
3. To sensitize them to design, plan and execute programmes for sustainable development emphasizing women and children's needs and rights.

### Presentation/Discussion outline of the Workshop

1. State of women: Global context;
2. Situation of women and children: Bangladesh scenario;
3. Special needs of women and children for balanced development;
4. UN Charters/Conventions regarding women & children rights and protection;
5. Existing laws, provisions and safeguards for women and children in Bangladesh;
6. Barriers of women and child development and remedial prospects.

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 09. Workshop on National Integrity Strategy (NIS)

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	28 September 2022
Type of the programme	Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To orient the participants about National Integrity Strategy (NIS);
2. To develop awareness among the participants for ensuring standard service delivery through NIS;
3. To inform and motivate participants about NIS for establishing good governance at state and non-state organization.

### Presentation/Discussion outline of the Workshop

1. An overview on National Integrity;
2. National Integrity Strategy- State Institutions;
3. National Integrity Strategy- Non-State Institutions;
4. Implementation of National Integrity Strategy.

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 10. Workshop on Localization of Sustainable Development Goals (SDGs)

<b>Venue</b>	All RPATCs
<b>Number of workshop</b>	One in each RPATC
<b>Duration</b>	One day
<b>Date</b>	24 October 2022
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	30
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To orient the participants with Sustainable Development Goals (SDGs) from the perspective of Bangladesh;
2. To develop awareness among the participants regarding the importance of synchronization of globalization and localization;
3. To sensitize the participants for contributing inclusive societies by sustainable development.

### Presentation/Discussion outline of the Workshop

1. Overview of Sustainable Development Goals (SDGs);
2. Discuss the relevance of SDGs focusing on developmental scope of Bangladesh;
3. Indication of barriers that hindering the achievement of the goals;
4. Discuss the role of the community, the private sector and local government in fulfilling the Sustainable Development.

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

# 11. Workshop on Public Procurement

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	28 November 2022
Type of the programme	Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

## Workshop Objective(s)

1. To acquaint the participants with Public Procurement Act and Rules;
2. To enable utilization of public fund following the financial rules
3. To enable the participants understand and apply the e-GP system.

## Presentation/Discussion outline of the Workshop

1. Salient features of Public Procurement Act 2006 and Public Procurement Rules 2008;
2. Methods of goods, works and service procurement;
3. Steps in Procurement;
4. Phases and key functionalities of E-GP;
5. Procedures of making complain and settlement.

## Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 12. Workshop on Perspective Plan 2021-2041

<b>Venue</b>	All RPATCs
<b>Number of workshop</b>	One in each RPATC
<b>Duration</b>	One day
<b>Date</b>	21 December 2022
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	30
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To acquaint the participants with Perspective Plan 2021-2041;
2. To enable the participants to align official programs in achieving Perspective plan 2021-2041
3. To enable the participants to understand and apply knowledge to achieve this vision.

### Presentation/Discussion outline of the Workshop

1. Salient features of Perspective Plan 2021-2041 ;
2. Goals and Targets of Perspective Plan 2021-2041 ;
3. Deadline of Different Goals and Targets of Perspective Plan 2021-2041;
4. To identify and understand the role of a participants to contribute in achieving Perspective Plan 2021-2041;

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

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## 13. Workshop on Delta Plan 2100

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	22 January 2023
Type of the programme	Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objective(s)

1. To acquaint the participants with Delta Plan 2100;
2. To enable the participants to link official programs/ projects in line with Delta Plan 2100
3. To enable the participants understand and apply knowledge to achieve Delta Plan 2100

### Presentation/Discussion outline of the Workshop

1. Salient features of Delta Plan 2100 ;
2. Goals and Targets of Delta Plan 2100 ;
3. Deadline of Different Goals and Targets of Delta Plan 2100;
4. To identify and understand the role to contribute in achieving Delta Plan 2100;

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 14. Workshop on Annual Performance Agreement (APA)

<b>Venue</b>	All RPATCs
<b>Number of workshop</b>	One in each RPATC
<b>Duration</b>	One day
<b>Date</b>	11 April 2023
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	30
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objective(s)

- a. To acquaint the participants with Annual Performance Agreement;
- b. To enable the participants understand and prepare the Annual Performance Agreement;
- c. To sensitize the participants for better performance Annual Performance Agreement.

### Presentation/Discussion outline of the Workshop

1. Salient features of Annual Performance Agreement;
2. Techniques and knowledge required for preparing Annual Performance Agreement;
3. Essential knowledge for achieving Annual Performance Agreement.

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 15. Workshop on Amar Gram Amar Shohor

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	04 May 2023
Type of the programme	Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objective(s)

- a. To acquaint the participants with Amar Gram Amar Shohor;
- b. To realize the importance of Amar Gram Amar Shohor and Civic Amenities;
- c. To prepare the participants to contribute in achieving the main objectives of Amar Gram Amar Shohor in own

### Presentation/Discussion outline of the Workshop

1. Civic Amenities that needs to make available in villages
2. Objectives of Amar Gram Amar Shohor
3. Way to contribute in achieving the objectives of Amar Gram Amar Shohor

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

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## 10. Workshop on Digital Leadership

<b>Venue</b>	All RPATCs
<b>Number of workshop</b>	One in each RPATC
<b>Duration</b>	One day
<b>Date</b>	12 June 2023
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	30
<b>Eligible participants</b>	Officials holding the post of Grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objective(s)

- 1 To understand digital leadership and its role in the era of 4IR
- 2 To understand the skill gaps and prepare themselves to face the challenges

### Presentation/Discussion outline of the Workshop

1. What is Digital Leadership
2. Characteristics of Digital Leadership
3. Digital Transformation
4. Benefits of Digital Leadership

### Modus Operandi

1. Presentation of key-note paper
2. Discussion on key-note presentation by Discussants
3. Questions and answers on the presentation
4. Group work/discussion and Group Report Presentation
5. Comments on Group Reports by session chairperson.

## 17. Fundamental Training Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course	04 in each RPATC
Duration	26 days
Date	1 <sup>st</sup> Course: 21 August – 15 September 2022 2 <sup>nd</sup> Course: 13 November – 08 December 2022 3 <sup>rd</sup> Course: 19 March – 13 April 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To enable participants for understanding the potential and opportunities of Bangladesh;
2. To develop a sense of ethical values and patriotic feelings among the participants;
3. To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;
4. To enable participants identify and analyze communication process and behavior patterns of management practices; and
5. To equip participants to utilize information and communication technology in office management.

### Distribution of days

Duration	26 days	
Weekly holidays	6	
Working days	20	
	i. Inauguration-	1/2 day
	ii. Closing-	1/2 day
	iii. Field Visit	2 day
	iv. Exam/Exercises	1/2 day
	v. Cultural Program	1/2 day
	<b>Total</b>	<b>4 days</b>

Available days for Classroom session 16 x (5 sessions everyday) = 80 sessions are admissible. (Evening sessions may be arranged and weekly holidays may be utilized if required)

**Total Sessions of the Modules- 82**

## Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangladesh and Bangabandhu Studies</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>12</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03-04	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.05-06	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.07-08	2	Vision 2041	Faculty/Guest speaker	L&D
01.09-10	2	Bangladesh on The March Towards Prosperity	Faculty/Guest speaker	L&D
01.11-12	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Ethics for Government Employees</b>
<b>Objective</b>	<b>:</b>	<b>To develop ethical spirit among the government employees</b>
<b>No. of Sessions</b>	<b>:</b>	<b>13</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Constitutional obligation of the public servants	Faculty/Guest speaker	L&D
02.03-04	2	Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees	Faculty/Guest speaker	L&D
02.05	1	Religious Values in Controlling Corruption	Faculty/Guest speaker	L&D
02.06-09	4	Workshop on Empathy Building	Faculty/Guest speaker	L&E
02-10-13	4	Workshop On Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Service Rules and Office Management</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>15</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
03.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
03.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
03.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
03.06	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
03.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
03.08-09	2	File Management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
03.10	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
03.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
03.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
03.13	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&D
03.14	1	Office Inspection	Faculty/Guest speaker	L&D
03.15	1	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&D



<b>Module-04</b>	<b>:</b>	<b>Financial Rules and Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance the knowledge and skills of financial rules and procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>24</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
04.05	1	Pay fixation	Faculty/Guest speaker	L&E
04.06	1	Pension and Gratuity	Faculty/Guest speaker	L&E
04.07-08	2	Budgetary Process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
04.09-10	2	Overview on PPA 2006 & PPA 2008	Faculty/Guest speaker	L&E
04.11-12	2	Different Procurement Methods	Faculty/Guest speaker	L&D
04.13-14	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
04.15-16	2	Project Management and Project Cycle	Faculty/Guest speaker	L&E
04.17-18	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
04.19	1	VAT Rules	Faculty/Guest speaker	L&D
04.20	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
04.21-22	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D
04.23	1	Store Management	Faculty/Guest speaker	L&D
04.24	1	Delegation of Financial Power	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Information and Communication Technology</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skill in ICT and its usage at their workplace</b>
<b>No. of Sessions</b>	<b>:</b>	<b>15</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
05.06-08	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
05.19-12	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
05.13	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
05.14	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D
05.15	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D



<b>Module-06</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Primary Health Care	Faculty/Guest speaker	L&D
06.02	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
	1			
06.03		Physical Exercise and Games	Faculty/Guest speaker	L&P

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 200 marks. The breakdown of the marks will be as follows:

a) Written Exam	100
b) Exercise/Group Work/Individual Assignment	80
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>200</b>



## 18. Office Management and ICT Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	31 July – 11 August 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. To equip participants to utilize information and communication technology in office management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged and weekend may be utilized if required)

**Total Sessions of the Modules- 45**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Service Rules and Office Management</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>23</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&D
02.06	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
02.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
02.08	1	File Management and Record management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
02.09	1	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
02.10	1	Writing Note and Draft	Faculty/Guest speaker	L&D
02.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
02.13-14	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&E
02.15	1	Office Inspection	Faculty/Guest speaker	L&E
02.16-17	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
02.18	1	Store Management	Faculty/Guest speaker	L&E
02.19-22	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
02.23	1	Kaizen & 5S	Faculty/Guest speaker	L&D

**Module-03 : Information and Communication Technology**

**Objective : To enhance knowledge and skill in ICT and its usage at their workplace**

**No. of Sessions : 15**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
03.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
03.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
03.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
03.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
03.06-08	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
03.09-12	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
03.13	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
03.14	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
03.15	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>03</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Primary Health Care	Faculty/Guest speaker	L&D
04.02	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
04.03	1	Physical Exercise and Games	Faculty/Guest speaker	L&P

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 19. Financial Management Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	16 – 27 October 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To develop participants' level of understanding about financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 43**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান ঐঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Financial Management</b>
<b>Objective</b>	<b>:</b>	<b>To know about economic and financial management</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Overview of Four Sector of Bangladesh Economy: Real Sector, Fiscal Sector, Monetary Sector, External Sector	Faculty/Guest speaker	L&D
02.03	1	Public Financial management system in Bangladesh	Faculty/Guest speaker	L&D
02.04-05	2	Budgetary process in Bangladesh and Preparation of Budget using MTBF	Faculty/Guest speaker	L&D
02.06-07	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
02.08	1	Online Transactions: EFT, ibas++	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Financial Rules and Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance the knowledge and skills of financial rules and procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>17</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03	1	Duties and Responsibilities of Drawing and Disbursing Officers	Faculty/Guest speaker	L&D
03.04	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
03.05-06	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
03.07-08	2	Procurement Methods of Goods, Works and Services	Faculty/Guest speaker	L&E
03.09-10	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
03.11	1	VAT Rules	Faculty/Guest speaker	L&D
03.12	1	Laws and Practices Income Tax	Faculty/Guest speaker	L&D
03.13-14	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&E
03.15	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest speaker	L&D
03.16-17	2	Overview of Project Management in Bangladesh	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Service Rules &amp; Official Procedures</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>12</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Bangladesh Service Rules (BSR)	Faculty/Guest speaker	L&D
04.02-03	2	TA & DA Rules and Preparation of TA Bills	Faculty/Guest speaker	L&E
04.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
04.05	1	Pay Fixation	Faculty/Guest speaker	L&E
04.06	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
04.07	1	Pension and Gratuity Rules	Faculty/Guest speaker	L&D
04.08-11	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
04.12	1	Kaizen & 5S	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Important Issues and Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To know record management and health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>02</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Primary Health Care	Faculty/Guest speaker	L&D
05.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

## Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 20. Conduct and Discipline Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	05 days
Date	03 – 07 July, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s):

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

### Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	<b>Total</b>	<b>1 days</b>

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible. (Evening sessions may be arranged if required)

### Total Sessions of the Modules- 22

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Official Rules and Regulations</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills about official rules and regulations</b>
<b>No. of Sessions</b>	<b>:</b>	<b>09</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
02.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.03-04	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
02.06	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest speaker	L&E
02.07-09	3	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Managing Disciplinary Cases</b>
<b>Objective</b>	<b>:</b>	<b>To understand departmental proceeding and its execution</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01-02	2	General Conditions of Service	Faculty/Guest speaker	L&D
03.03	1	Techniques of Writing Statement of Allegations	Faculty/Guest speaker	L&D
03.04	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
03.05	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
03.06	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E
03.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&D
03.08	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Case Study

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 21. Information & Communication Technology (ICT) Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	04-15 December, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s):

To enable participants use ICT effectively and efficiently for official purposes.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged if required)

### Total Sessions of the Modules- 41

## Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>ICT Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance essential ICT knowledge and skills</b>
<b>No. of Sessions</b>	<b>:</b>	<b>20</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
02.02-03	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
02.04-05	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
02.06-07	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
02.08-09	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
02.10-11	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
02.12-13	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
02.14-15	2	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
02.16-19	4	e-Nothi (workshop)	Faculty/Guest speaker	L&E
02.20	1	Basic Concept of Website Management	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>PC Hardware and Troubleshooting</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills for trouble shooting</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01-02	2	Introduction to computer 1. Basics of Computer 2. Organization of Computer 3. Software and Hardware 4. Input Output Devices	Faculty/Guest speaker	L&E
03.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
03.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
03.05-06	2	Trouble shooting-Software	Faculty/Guest speaker	L&E
03.07-08	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E

<b>Module-04</b>	<b>:</b>	<b>ICT and Digital Bangladesh</b>
<b>Objective</b>	<b>:</b>	<b>To apply ICT for the Development of Digital Bangladesh</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01-02	2	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D
04.03	1	Office Automation	Faculty/Guest speaker	L&D
04.04	1	Use of Social Media: Citizen Connectivity	Faculty/Guest speaker	L&D
04.05-06	2	Cloud Computing: Concept and Usage	Faculty/Guest speaker	L&D
04.07	1	Fourth Industrial Revolution (4IR): Concept and Technology	Faculty/Guest speaker	L&D
04.08	1	Law Related ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 22. Communicative English Course for Grade 10-12 Employees

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	12 days
Date	05-16 February, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Course Objective(s)

To improve listening, speaking, reading and writing skills of the participants and make the participants confident and complement in communication in English.

To refresh the knowledge of the participants about the basic grammatical issues of English Language.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration	1/2 day
	b. Closing	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session  $8 \times (5 \text{ sessions everyday}) = 40$  sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules - 45**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Fundamentals of English</b>
<b>Objective</b>	<b>:</b>	<b>To refresh knowledge and skill in fundamental English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>09</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Techniques of Building Vocabulary	Faculty/Guest speaker	L&D
02.02	1	Building Sentences	Faculty/Guest speaker	L&D
02.03	1	Tense	Faculty/Guest speaker	L&D
02.04	1	Use of Right form of Verbs	Faculty/Guest speaker	L&D
02.05	1	Voice Change	Faculty/Guest speaker	L&D
02.06	1	Direct Speech & Indirect Speech	Faculty/Guest speaker	L&D
02.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest speaker	L&D
02.08-09	2	Common Mistakes in English	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>Speaking Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance speaking skills in English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>10</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	Art of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D
03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Self Introducing	Faculty/Guest speaker	Practice
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07-08	2	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.09	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.10	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

<b>Module-04</b>	<b>:</b>	<b>Writing Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance writing skill in English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>05</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Techniques of Writing	Faculty/Guest speaker	D&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.03	1	Paraphrasing	Faculty/Guest speaker	L&D
04.04	1	Summary, Application, E-mail Communication	Faculty/Guest speaker	Exercise
04.05	1	Writing memorandum of Understanding	Faculty/Guest speaker	Exercise

<b>Module-05</b>	<b>:</b>	<b>Reading Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance reading skills in English</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&E
05.03-04	2	English Book/Article Review: with Practice	Faculty/Guest speaker	Presentation

<b>Module-06</b>	<b>:</b>	<b>Listening Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance listening skills</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
06.01	1	Techniques of Listening	Faculty/Guest speaker	L&D
06.02	1	Movie Show and Listening	Faculty/Guest speaker	Practice
06.03-04	2	Practice Session on Listening	Faculty/Guest speaker	Practice

<b>Module-07</b>	<b>:</b>	<b>IELTS Preparation and Practice</b>
<b>Objective</b>	<b>:</b>	<b>To Practice IELTS</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
07.01-02	2	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.03-04	2	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.05-06	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.07-08	2	IELTS Writing Task-one and Two	Faculty/Guest speaker	L&E

<b>Module-08</b>	<b>:</b>	<b>Physical Conditioning</b>		
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>		
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>		
<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
08.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Examination/Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 23. e-Nothi Course for Grade 10-12 Employees

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	05 days
Date	07-11 May, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Course Objective(s)

To enhance skills of the participants for usage of e-nothi as well as ICT leveraging in official activities.

#### Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
	a. Inauguration 1/2 day
	b. Closing 1/4 day
	c. Exam/Exercises 1/4 day
	<b>Total 1 days</b>

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible. (Evening sessions may be arranged if required)

#### Total Sessions of the Modules- 24

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of HPM</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>e-Nothi</b>
<b>Objective</b>	<b>:</b>	<b>To orient the Participants with e-Nothi and its Application</b>
<b>No. of Sessions</b>	<b>:</b>	<b>13</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Introduction to e-Nothi	Faculty/Guest speaker	L&D
02.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
02.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
02.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
02.05	1	Managment of e-Nothi	Faculty/Guest speaker	L&E
02.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
02.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
02.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
02.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
02.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
02.11	1	Practice on Dak	Faculty/Guest speaker	L&E
02.12	1	Practice on Nothi	Faculty/Guest speaker	L&E
02.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Typing Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance Typing Skills of the Participants</b>
<b>No. of Sessions</b>	<b>:</b>	<b>06</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest speaker	L&E
03.02-03	2	Bangla Typing Nikosh Font	Faculty/Guest speaker	L&E
03.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
03.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Practical Test/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 24. Fundamental Training Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	03 in each RPATC
Duration	19 days
Date	1 <sup>st</sup> Course: 23 October - 10 November 2022 2 <sup>nd</sup> Course: 11 - 29 December 2022 3 <sup>rd</sup> Course: 21 May – 08 June 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30 in each course
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To develop knowledge of national identity, service ethics, morality and integrity among the participants;
2. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
3. To equip participants to utilize information communication and technology in office management.

### Distribution of days

Duration	19 days	
Weekly holidays	4	
Working days	15	
	a. Inauguration	1/2 day
	b. Closing	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 13 x (5 sessions everyday) = 65 sessions are admissible. (Evening sessions may be arranged and weekly holidays may be utilized if required)

**Total Sessions of the Modules- 67**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangladesh and Bangabandhu Studies</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>12</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03-04	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.05-06	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.07-08	2	Vision 2041	Faculty/Guest speaker	L&D
01.09-10	2	Bangladesh on The March Towards Prosperity	Faculty/Guest speaker	L&D
01.11-12	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Service Rules and Office Management</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>19</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
02.06	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
02.07	1	File Management Including Secretariat Instructions, 2014	Faculty/Guest speaker	L&E
02.08	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
02.09	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.10	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
02.11-13	3	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E
02.14	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
02.15-16	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
02.17	1	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
02.18	1	Store Management	Faculty/Guest speaker	L&E
02.19	1	Kaizen & 5S	Faculty/Guest speaker	L&E

**Module-03 : Financial Rules and Procedures**

**Objective : To enhance knowledge and skills of Financial Rules and Procedures**

**No. of Sessions : 17**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03-04	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
03.05-06	2	Overview on PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
03.07-08	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
03.09-10	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
03.11	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
03.12	1	Pay Fixation	Faculty/Guest speaker	L&E
03.13	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
03.14	1	Pension and Gratuity	Faculty/Guest speaker	L&E
03.15	1	VAT Rules	Faculty/Guest speaker	L&D
03.16	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
03.17	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Information and Communication Technology</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skill in ICT and its usage at their workplace</b>
<b>No. of Sessions</b>	<b>:</b>	<b>15</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
04.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
04.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
04.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
04.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
04.06-08	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
04.09-12	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
04.13	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
04.14	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
04.15	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D



<b>Module-05</b>	<b>:</b>	<b>Primary Health Care and Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Primary Health Care	Faculty/Guest speaker	L&D
05.02	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
05.03-04	2	Physical Exercise and Games	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 200 marks. The breakdown of the marks will be as follows:

a) Written Exam	100
b) Exercise/Group Work/Individual Assignment	80
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>200</b>



## 25. Office Management and ICT Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 August – 08 September, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s):

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. To equip participants to utilize information and communication technology in office management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible.  
(Evening sessions may be arranged if required)

**Total Sessions of the Modules- 45**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Bangabandhu and His Administrative Thoughts Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Service Rules and Office Management</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>No. of Sessions</b>	<b>:</b>	<b>23</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&D
02.06	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
02.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
02.08	1	File Management and Record management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
02.09	1	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
02.10	1	Writing Note and Draft	Faculty/Guest speaker	L&D
02.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D
02.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.13-14	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&E
02.15	1	Office Inspection	Faculty/Guest speaker	L&E
02.16-17	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
02.18	1	Store Management	Faculty/Guest speaker	L&E
02.19-22	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
02.23	1	Kaizen & 5S	Faculty/Guest speaker	L&D

**Module-03 : Information and Communication Technology**

**Objective : To enhance knowledge and skill in ICT and its usage at their workplace**

**No. of Sessions : 15**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
03.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
03.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
03.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
03.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
03.06-08	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
03.09-12	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
03.13	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
03.14	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
03.15	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>03</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Primary Health Care	Faculty/Guest speaker	L&D
04.02	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
04.03	1	Physical Exercise and Games	Faculty/Guest speaker	L&P

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 26. Financial Management Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	15-26 January, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible.  
(Evening sessions may be arranged if required)

**Total Sessions of the Modules- 43**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Economic Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Financial Management and Planning</b>
<b>Objective</b>	<b>:</b>	<b>To know about economic and financial management and Planning</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Overview of Four Sector of Bangladesh Economy: Real Sector, Fiscal Sector, Monetary Sector, External Sector	Faculty/Guest speaker	L&D
02.03	1	Public Financial management system in Bangladesh	Faculty/Guest speaker	L&D
02.04-05	2	Budgetary process in Bangladesh and Preparation of Budget using MTBF	Faculty/Guest speaker	L&D
02.06-07	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
02.08	1	Online Transactions: EFT, ibas++	Faculty/Guest speaker	L&E

**Module-03 : Financial Rules and Procedures**

**Objective : To enhance the knowledge and skills of financial rules and procedures**

**No. of Sessions : 17**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03	1	Duties and Responsibilities of Drawing and Disbursing Officers	Faculty/Guest speaker	L&D
03.04	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
03.05-06	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
03.07-08	2	Procurement Methods of Goods, Works and Services	Faculty/Guest speaker	L&E
03.09-10	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
03.11	1	VAT Rules	Faculty/Guest speaker	L&D
03.12	1	Laws and Practices Income Tax	Faculty/Guest speaker	L&D
03.13-14	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&E
03.15	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest speaker	L&D
03.16-17	2	Overview of Project Management in Bangladesh	Faculty/Guest speaker	L&D

**Module-04 : Service Rules & Official Procedures**

**Objective : To enhance knowledge and skills of Service Rules & Official Procedures**

**No. of Sessions : 12**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Bangladesh Service Rules (BSR)	Faculty/Guest speaker	L&D
04.02-03	2	TA & DA Rules and Preparation of TA Bills	Faculty/Guest speaker	L&E
04.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
04.05	1	Pay Fixation	Faculty/Guest speaker	L&E
04.06	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
04.07-08	2	Pension and Gratuity Rules	Faculty/Guest speaker	L&D
04.09-12	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Important Issues and Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To know record management and health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>02</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Record Management	Faculty/Guest speaker	L&D
05.02	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 27. Conduct and Discipline Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	18-22 December, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s)

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

#### Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Exam/Exercises	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 24**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>Official Rules and Regulations</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills about official rules and regulations</b>
<b>No. of Sessions</b>	<b>:</b>	<b>10</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01-02	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
02.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.06	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.07	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&D
02.08	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
02.09-10	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Managing Disciplinary Cases</b>
<b>Objective</b>	<b>:</b>	<b>To understand departmental proceeding and its execution</b>
<b>No. of Sessions</b>	<b>:</b>	<b>07</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01-02	2	General Conditions of Service	Faculty/Guest speaker	L&D
03.03	1	Techniques Statement of Allegations	Faculty/Guest speaker	L&D
03.04	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
03.05	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
03.06	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E
03.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&E

<b>Module-04</b>	<b>:</b>	<b>Important Issues and Primary Health Care</b>
<b>Objective</b>	<b>:</b>	<b>To know record management and health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
004.01	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
04.02	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
04.03	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 28. Information & Communication Technology (ICT) Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	21 May – 01 June 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s):

To enable participants use ICT effectively and efficiently for official purposes.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2 days</b>

Available days for Classroom session  $8 \times (5 \text{ sessions everyday}) = 40$  sessions are admissible. (Evening sessions may be arranged if required)

**Total Sessions of the Modules- 41**

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>ICT Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance essential ICT knowledge and skills</b>
<b>No. of Sessions</b>	<b>:</b>	<b>20</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
02.02-03	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
02.04-05	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
02.06-07	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
02.08-09	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
02.10-11	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
02.12-13	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
02.14-15	2	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
02.16-19	4	e-Nothi (workshop)	Faculty/Guest speaker	L&E
02.20	1	Basic Concept of Website Management	Faculty/Guest speaker	L&D

<b>Module-03</b>	<b>:</b>	<b>PC Hardware and Troubleshooting</b>
<b>Objective</b>	<b>:</b>	<b>To enhance knowledge and skills for trouble shooting</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01-02	2	Introduction to computer 1. Basics of Computer 2. Organization of Computer 3. Software and Hardware 4. Input Output Devices	Faculty/Guest speaker	L&E
03.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
03.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
03.05-06	2	Trouble shooting-Software	Faculty/Guest speaker	L&E
03.07-08	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E

<b>Module-04</b>	<b>:</b>	<b>ICT and Digital Bangladesh</b>
<b>Objective</b>	<b>:</b>	<b>To apply ICT for the Development of Digital Bangladesh</b>
<b>No. of Sessions</b>	<b>:</b>	<b>08</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01-02	2	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest speaker	L&D
04.03	1	Office Automation	Faculty/Guest speaker	L&D
04.04	1	Use of Social Media: Citizen Connectivity	Faculty/Guest speaker	L&D
04.05-06	2	Cloud Computing: Concept and Usage	Faculty/Guest speaker	L&D
04.07	1	Fourth Industrial Revolution (4IR): Concept and Technology	Faculty/Guest speaker	L&D
04.08	1	Law Related ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

<b>Module-05</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
05.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Practical Test/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>



## 29. e-Nothi Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	05 days
Date	01 – 05 January, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective(s):

To enhance ICT Skills of the participants to make them able to leverage ICT in public sector governance

#### Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	<b>Total</b>	<b>1 day</b>

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible. (Evening sessions may be arranged if required)

#### Total Sessions of the Modules- 24

Course Contents

<b>Module-01</b>	<b>:</b>	<b>Bangabandhu Studies &amp; Important Issues</b>
<b>Objective</b>	<b>:</b>	<b>To know the Administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and ten special initiatives of Honourable Prime Minister</b>
<b>No. of Sessions</b>	<b>:</b>	<b>04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest speaker	L&D

<b>Module-02</b>	<b>:</b>	<b>e-Nothi</b>
<b>Objective</b>	<b>:</b>	<b>To orient the Participants with e-Nothi and its Application</b>
<b>No. of Sessions</b>	<b>:</b>	<b>13</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
02.01	1	Introduction to e-Nothi	Faculty/Guest speaker	L&D
02.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
02.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
02.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
02.05	1	Management of e-Nothi	Faculty/Guest speaker	L&E
02.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
02.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
02.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
02.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
02.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
02.11	1	Practice on Dak	Faculty/Guest speaker	L&E
02.12	1	Practice on Nothi	Faculty/Guest speaker	L&E
02.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

<b>Module-03</b>	<b>:</b>	<b>Typing Skills</b>
<b>Objective</b>	<b>:</b>	<b>To enhance Typing Skills of the Participants</b>
<b>No. of Sessions</b>	<b>:</b>	<b>06</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
03.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest speaker	L&E
03.02-03	2	Bangla Typing Nikosh Font	Faculty/Guest speaker	L&E
03.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
03.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical

<b>Module-04</b>	<b>:</b>	<b>Physical Conditioning</b>
<b>Objective</b>	<b>:</b>	<b>To aware of health and wellbeing</b>
<b>No. of Sessions</b>	<b>:</b>	<b>01</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
04.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D

## Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

## Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Practical Test/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
<b>Total</b>	<b>100</b>

## 30. Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for Grade 17-20 Employees

স্থান	সকল আরপিএটিসি
কোর্সের সংখ্যা	প্রত্যেক আরপিএটিসিতে ০৫টি
সময়	১২ দিন
তারিখ	১ম কোর্স: ২৪ জুলাই - ০৪ আগস্ট ২০২২ ২য় কোর্স: ১১ - ২২ সেপ্টেম্বর ২০২২ ৩য় কোর্স: ২০ নভেম্বর - ০১ ডিসেম্বর ২০২২ ৪র্থ কোর্স: ১৯ ফেব্রুয়ারি - ০২ মার্চ ২০২৩ ৫ম কোর্স: ০৪ - ১৫ জুন ২০২৩
প্রোগ্রামের ধরন	আবাসিক/অনাবাসিক
প্রশিক্ষার্থীদের আনুমানিক সংখ্যা	প্রত্যেক কোর্সে ৩০ জন
প্রশিক্ষার্থীদের যোগ্যতা	১৭-২০ গ্রেডের কর্মচারী
মনোনয়নের পদ্ধতি	আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিসসমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে।
মনোনয়ন প্রেরণের শেষ সময়	কোর্স শুরুর ০৭দিন পূর্ব পর্যন্ত

### কোর্সের উদ্দেশ্য :

- দেশের মৌলিক বিষয় সম্পর্কে প্রশিক্ষার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;
- প্রশিক্ষার্থীদের মৌলিক বিধিবিধান সম্পর্কে ধারণা প্রদান; এবং
- আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষার্থীদের সচেতনতা বৃদ্ধি করা।

### দিনের বিভাজন

সময়	১২ দিন	
সাপ্তাহিক ছুটি	২ দিন	
কর্মদিবস	১০ দিন	
	ক) উদ্বোধন	১/৪ দিন
	খ) সমাপন	১/৪ দিন
	গ) শিক্ষাসফর/মাঠপরিদর্শন	১ দিন
	ঘ) পরীক্ষা/অনুশীলন	১/৪ দিন
	ঙ) সাংস্কৃতিক অনুষ্ঠান	১/৪ দিন
	<b>মোট</b>	<b>২ দিন</b>

ক্লাশরুমের সেশনের জন্য দিন থাকে  $৮ \times$  (প্রতিদিন ৫টি সেশন) = ৪০টি সেশন হতে পারে। প্রয়োজনে সাক্ষ্যকালীন অধিবেশন হতে পারে এবং সাপ্তাহিক ছুটির দিনসমূহ ব্যবহার করা যেতে পারে।

মডিউলের মোট সেশন- ৪০

কোর্সের বিষয়সমূহ

মডিউল-০১	:	বাংলাদেশ ও বঙ্গবন্ধু
উদ্দেশ্য	:	বঙ্গবন্ধু, বাংলাদেশের স্বাধীনতা ও সাংবিধানিক বৈশিষ্ট্য সম্পর্কে ধারণা প্রদান
সেশন সংখ্যা	:	০৯

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০১.০১-০২	২	বঙ্গবন্ধু ও স্বাধীন বাংলাদেশ	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৩-০৪	২	মাননীয় প্রধানমন্ত্রীর ১০টি বিশেষ উদ্যোগ	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৫-০৬	২	বাংলাদেশের সংবিধানের মূল বৈশিষ্ট্যসমূহ এবং সরকারী কর্মচারীদের সাংবিধানিক দায়বদ্ধতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৭-০৮	২	বাংলাদেশের আর্থ-সামাজিক অবস্থা: উন্নয়নের অগ্রযাত্রা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৯	১	জাতীয় দিবসসমূহ উদযাপন	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল-০২	:	সরকারী কর্মচারীর মৌলিক গুণাবলী ও অফিস ব্যবস্থাপনা
উদ্দেশ্য	:	সরকারী কর্মচারীদের আচরণ, করণীয় ও অবশ্যক রীতি সম্পর্কে ধারণা দেয়া
সেশন সংখ্যা	:	১৮

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০২.০১	১	নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি	অনুষদ/অতিথিবক্তা	বক্তৃতা
০২.০২	১	সরকারী কর্মচারী (আচরণ) বিধিমালা ১৯৭৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.০৩	১	সরকারী কর্মচারীদের দেশপ্রেম	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.০৪	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.০৫-০৬	২	অগ্নি নিরাপত্তা, বৈদ্যুতিক নিরাপত্তা ও অফিসে ব্যবহার্য বৈদ্যুতিক সামগ্রীর যথাযথ ব্যবহার (লাইট, ফ্যান, এসি, টিভি, ফ্রিজ ইত্যাদি)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৭	১	Table Manner (Practical)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৮	১	গ্রেড ১৭-২০ কর্মচারীদের পোশাক রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৯	১	নির্ধারিত ছুটি বিধিমালা ১৯৫৯	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.১০	১	সরকারী কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.১১-১২	২	সরকারী কর্মচারী কল্যাণমূলক কার্যক্রম (অবসর ভাতা, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড হতে প্রাপ্ত সুবিধাদি ইত্যাদি)	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.১৩-১৬	৪	সামাজিক দায়বদ্ধতার সূচকসমূহ (NIS, APA, CC, GRS & RTI)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.১৭-১৮	২	টিকিউএম, কাইজেন এবং ৫এস (TQM, Kaizen & 5S)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

মডিউল-০৩	:	মৌলিক দক্ষতা এবং আচরণ
উদ্দেশ্য	:	সরকারী কর্মচারীদের প্রয়োজনীয় দক্ষতা অর্জন ও দায়িত্ব-কর্তব্য সম্পর্কে সচেতন করা
সেশন সংখ্যা	:	০৯

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০৩.০১-০২	২	কম্পিউটার পরিচিতিঃ হার্ডওয়্যার ও কম্পিউটার চালনা কৌশল	অনুষদ/অতিথিবক্তা	বক্তৃতা ও অনুশীলন
০৩.০৩	১	কী বোর্ড পরিচিতি ও ইংলিশ টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩.০৪	১	বাংলা কী বোর্ড (অব্র ও ইউনিকোড) পরিচিতি ও বাংলা টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩.০৫	১	ফ্যাক্স মেশিন, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩.০৬	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৩.০৭	১	সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাকরীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩.০৮	১	সময়ানুবর্তিতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৩.০৯	১	নিরাপত্তা দৃষ্টিভঙ্গির উন্নয়ন	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল-০৪	:	সমসাময়িক বিষয়াবলী
উদ্দেশ্য	:	স্বাস্থ্য সচেতনতা ও শরীরচর্চা বিষয়ে ধারণা প্রদান
সেশন সংখ্যা	:	০৪

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০৪.০১	১	প্রাথমিক স্বাস্থ্যসেবা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৪.০২	১	স্বাস্থ্য সচেতনতাঃ সংক্রামক ও অসংক্রামক ব্যাধি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৪.০৩-০৪	২	শরীরচর্চা ও খেলাধুলা	অনুষদ/অতিথি বক্তা	বক্তৃতা

## প্রশিক্ষণ কৌশল

- বক্তৃতা এবং আলোচনা
- ব্যবহারিক প্রদর্শনী
- অনুশীলন
- শিক্ষাসফর
- শরীরচর্চা ও খেলাধুলা

## মূল্যায়ন পদ্ধতি

কোর্স ব্যবস্থাপনার সদস্যগণ কোর্সের প্রশিক্ষণার্থীদের মূল্যায়ন করবেন। প্রত্যেক প্রশিক্ষণার্থীকে ১৫০ নম্বরের মধ্যে মূল্যায়ন করতে হবে। নম্বরের বিভাজন নিম্নরূপ হবে:

ক) লিখিতপরীক্ষা	১০০
খ) অনুশীলন/দলীয় কাজ/একক মূল্যায়ন	৩০
গ) শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা	২০
<b>মোট</b>	<b>১৫০</b>

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## Gantt Chart of Training Calendar 2022-23 for RPATCs

Course/ Prog. for	Sl. No	Name of the Course/Programme	No. of course/ prog.	Duration (days)	2022							2023						
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Grade 09 or above Officials	01.	Procurement Management Course	01	12	17-28													
	02.	Financial Management Course	01	12		18-29												
	03.	Conduct and Discipline Course	01	05								12-16						
	04.	ICT and e-Governance Management Course	01	12							08-19							
	05.	Communicative English Course	01	12						06-17								
	06.	Modern Office Management Course	01	12														11-22
	07.	Workshop on Right to Information (RTI)	01	01	27													
	08.	Workshop on Women and Child Rights	01	01		25												
	09.	Workshop on National Integrity Strategy (NIS)	01	01			28											
	10.	Workshop on Localization of Sustainable Development Goals (SDGs)	01	01				24										
	11	Workshop on Public Procurement	01	01					28									
	12	Workshop on Perspective Plan 2021-2041	01	01							21							
	13	Workshop on Delta Plan 2100	01	01								22						
	14	Workshop on Annual Performance Agreement (APA)	01	01											11			
	15	Workshop on Amar Gram Amar Shohor	01	01													04	
	16	Workshop on Digital Leadership	01	01														

Course/ Prog. for	Sl No	Name of the Course/Programme	No. of course/ prog.	Duration (days)	2022							2023					
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Grade 10 to 12 Employees	17.	Fundamental Training Course for Grade 10-12 Employees	03	26		21-15				13-08				19-13			
	18.	Office Management and ICT Course for Grade 10-12 Employees	01	12		31-11											
	19.	Financial Management Course for Grade 10-12 Employees	01	12				16-27									
	20.	Conduct and Discipline Course for Grade 10-12 Employees	01	05	03-07												
	21.	Information & Communication Technology (ICT) Course for Grade 10-12 Employees	01	12						04-15							
	22.	Communicative English Course for Grade 10-12 Employees	01	12							05-16						
	23.	e-Nothi Course for Grade 10-12 Employees	01	05											07-11		
	24.	Fundamental Training Course for Grade 13-16 Employees	03	19				23-10			11-29						21-08
	25.	Office Management and ICT Course for Grade 13-16 Employees	01	12			28-08										
	26.	Financial Management Course for Grade 13-16 Employees	01	12								15-26					
Grade 13 to 16 Employees	27.	Conduct and Discipline Course for Grade 13-16 Employees	01	05						18-22							
	28.	Information & Communication Technology (ICT) Course for Grade 13-16 Employees	01	12												21-01	
	29.	e-Nothi Course for Grade 13-16 Employees	01	05								01-05					
Grade 17-20 Employees	30.	Fundamental Training Course (मौलिक प्रशिक्षण कोर्स) for Grade 17-20 Employees	05	12		24-04		11-22		20-01			19-02				04-15

\* Schedule can be changed on emergency basis

