

# 10<sup>th</sup> SFTC for the Officials of Bangladesh Election Commission Secretariat

[04 August - 02 October 2024]

## CURRICULUM AND BROCHURE

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



Bangladesh Public Administration Training Centre  
Savar, Dhaka



Bangladesh Public Administration Training Centre

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

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**Planning, Programming and Recording (PPR) Department**  
Bangladesh Public Administration Training Centre  
Savar, Dhaka

August, 2024

Bangladesh Public Administration Training Centre  
**10<sup>th</sup> SFTC for the Officials of  
Bangladesh Election Commission Secretariat  
Course Management Team (CMT)**

**Principal Adviser**



**Sayeed Mahbub Khan**  
Rector  
Secretary to the Government  
E-mail: rector@bpatc.gov.bd

**Course Adviser**



**Md. Shaheenur Rahman**  
MDS (M&D)  
Cell No. 01777380925  
E-mail: mailshaheenur@gmail.com

**Course Director**



**Mohammad Razibul Islam**  
Director  
Cell No. 01712222149  
E-mail: razibislam.15169@gmail.com

**Course Coordinator**



**Md. Masud Ahmed**  
Deputy Director  
Cell No. 01719159760  
E-mail: mahmedbpatc@gmail.com



**Mohammad Masum Rahman**  
Assistant Programmer  
Cell No. 01833340452  
E-mail: masum.bpatc@gmail.com



**Mohammad Abdul Kader**  
Assistant Director  
Cell No. 01717299645  
E-mail: akader782010@gmail.com



**Syedur Rahman**  
Assistant Director  
Cell No. 01716621668  
E-mail: syed.bpatc@gmail.com



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# 1. Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2041 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

## 1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization 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 located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation. :

## 1.2 Vision

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

## 1.3 Mission

We are committed to achieving the shared vision through

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

## 1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

## 1.5 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

### a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

### b) Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

### c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

### d) Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

#### **e) Learning for results**

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

#### **f) Innovation**

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

#### **g) Team spirit**

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

## **1.6 Training Programmes of BPATC**

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

## **1.7 Other Activities of BPATC**

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

## **2. About Bangladesh Election Commission Secretariat (BECS)**

The Bangladesh Election Commission was established under Article 118 of the Constitution of the People's Republic of Bangladesh. According to Article 118(4), the Election Commission must make necessary provisions to establish an independent secretariat to perform its duties independently. Article 119 describes the commission's functions, making it responsible for overseeing the preparation of electoral rolls and conducting elections for the President and Parliament, including delimiting constituencies. It will also perform additional functions as prescribed by the Constitution or other laws.

### **Vision and Mission**

The Bangladesh Election Commission Secretariat (BECS) envisions an accessible electoral process that garners public trust and is supported by a strong democratic culture. Its mission is to remain an independent institution and to conduct all elections with honesty, fairness, transparency, and in accordance with the Constitution and laws of the country. To fulfill its vision, Bangladesh Election Commission is reluctantly working in the following fields:

- a. Delimitating of constituencies for the purpose of elections of Member of Parliament;
- b. Conducting elections for the office of Honorable President, Honorable Members of Parliament, different Local Government Bodies and other electoral processes prescribed by any other law;
- c. Preparing and updating electoral rolls for the purpose of all national and local level elections;
- d. Ensuring preparation and distribution of National Identity Cards (NID);
- e. Constituting Electoral Tribunal and disposal of election disputes in accordance with law;
- f. Facilitating registration of political parties, and allocation and reservation of symbols for registered political parties and candidates;
- g. Maintaining correspondence and coordination with different international and regional organizations, organizing and participating in the international conferences, workshops/seminars and activities relating to formulation of contracts; and
- h. Preparing proposals for formulating laws, rules, regulations, and guidelines with regard to elections and the Election Commission.

## **3. Special Foundation Training Course for the Officials of BECS**

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organised by various cadre-oriented training institutes. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the

foundation training course is equally applicable for all new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments. This Special Foundation Training Course (SFTC) for the officials of BECS is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development of the country.

### **3.1 Objectives of the Course**

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

### **3.2 The Specific Objectives of the Course**

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

### **3.3 Requirements of the Course**

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;

- follow the dress code properly;
- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

### 3.4 Training Duration

The duration of the course is 60 days (including National Mourning Day: 15 August, Janmastomy: 26 August, and Eid-e-Miladunnabi: 16 September 2024) and this duration is distributed in the following manner:

Sl. No.	Thematic Areas	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	33
3	Field Attachment Programme	3
4	Study Tour	1
5	Visit to Bangabandhu's Samadhi Soudho at Tungipara	1
6	Certificate Awarding and Closing Ceremony	1
7	Domestic exposure Visit: Bangabandhu Memorial Museum, Dhanmondi 32/CRP/Hi-Tec Park/Liberation Museum	1
8	<b>Total Working Days</b>	<b>41 (Tentative)</b>
9	<b>Weekends and Public Holidays</b>	<b>19</b>
10	<b>Total Days</b>	<b>60</b>

### 3.5 Tentative Daily Schedule

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

Time	Activity
06:00 - 07:00	<b>Physical Exercise*</b>
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
<b>10:40 - 11:05</b>	<b>Health Break</b>
11:05 - 12:05	3rd Session

Time	Activity
12:15 - 13:15	4th Session
<b>13:15 - 14:00</b>	<b>Lunch and Prayer Break</b>
14:00 - 15:00	5th Session
15:05 - 16:05	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

*\* Subject to sun rise and sun set*

## **4. About Training**

### **4.1 Training Methods**

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

### **4.2 Medium of Instruction**

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

### **4.3 Course Content**

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Bangladesh & Bangabandhu Studies	2.	Behavioral Governance
3.	The Constitution of Bangladesh: Provisions Relating to Public Service	4.	Digital Leadership & Strategic Planning
5.	Strategic Management and Leadership	6.	Public Management & Governance
7.	Service Rules and Administrative Procedures	8.	Sustainable Development Goals
9.	Public Procurement	10.	Public Financial Management
11.	Project Management	12.	English Language Skill Development
13.	Physical Conditioning and Games	14.	Basics of Research
15.	Field Attachment and Report Writing	16.	Contemporary Issues
17.	Car Driving		

Each module has several topics. The details of course contents are given from page 18.

#### **4.4 Field Study Programme**

A three-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

#### **4.5 Extension Lecture**

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

#### **4.6 Physical Training and Sports**

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

#### **4.7 Evaluation**

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 700 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh & Bangabandhu Studies	-	GR-25	25
2.	Behavioral Governance	IA-25	-	25
3.	The Constitution of Bangladesh: Provisions Relating to Public Service	WE-30	-	30
4.	Digital Leadership & Strategic Planning	IR-50	-	50
5.	Strategic Management and Leadership	-	GA-25	25
6.	Public Management & Governance	-	GR-50	50
7.	Service Rules and Administrative Procedures	WE-75	-	75
8.	Sustainable Development Goals	-	GA-40	40
9.	Public Procurement	-	GE-50	50
10.	Public Financial Management	IE-75	-	75
11.	Project Management	-	GE-50	50
12.	English Language Skill Development	CT-40	-	40
13.	Physical Conditioning and Games	WE-25 IA-25	-	50
14.	Basics of Research	IA-40	-	40
15.	Field Attachments and Report Writing	-	GR-20	20
16.	Contemporary Issues	-	-	-
17.	Car Driving	-	-	-
18.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
19.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline (5) v) Participation in co-curricular activities (5)	25	-	25
	Total	440	260	700
	<b>Grand Total</b>			<b>700</b>

**Note:** WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R-Report, Pr-Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise

## 4.8 Group Work

Participants are required to carry out group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the group work amongst their group report.

## 4.9 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

## 4.10 Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

## 4.11 Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

## 4.12 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.

### **4.13 Dress Code**

Participants must follow the prescribed dress code during training. A detailed dress code as approved by NTC is enclosed in Annexur 4.

### **4.14 Table Manners**

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

### **4.15 Accommodation and Food**

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory, Savar, Dhaka. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dining place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dining norms will be observed and evaluated.

### **4.16 Library Facility**

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 1,25,000 books for circulation to the readers in its possession. Participants will have ready access to the reading facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.

### **4.17 Medical Facility**

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff

and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

Contact number of the Doctors:

Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Dr. Shamima Akter	Medical Officer	01711001084	4308	-
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-

**Emergency Number for Medical Purpose: 01723966111**

#### **4.18 Recreation**

Since Foundation Course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with cable connection. Facilities for playing Table Tennis, Carom, Chess etc. are available in the dormitories and indoor games hall as well. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different places of interest.

#### **4.19 Prayer Facility**

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms or designated place of the dormitory.

#### **4.20 Smoking or Taking Drugs to Alcohol Prohibition**

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

#### **4.21 Any Question or Query?**

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.

## 5. Course Content

### Module-01 : Bangladesh & Bangabandhu Studies

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh
- Know the philosophy of the Father of the Nation.

Topic Code	Session Hour	Topics	Facilitator	Training Method
1.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
1.02	02	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	Faculty/GS	L&D
1.03	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
1.04	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
1.05	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
1.06	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
1.07	02	Ten Special Initiatives of the Honorable Prime Minister Sheikh Hasina	Faculty/GS	L&D
1.08	02	Smart Bangladesh where Development Shines, Accelerating Employment	Faculty/GS	L&D
1.09	02	Overview of Perspective Plan 2021 - 2041 (Agenda 2030, Vision 2041), 8th Five Year Plan and Bangladesh Delta Plan 2100	Faculty/GS	L&D
1.10	02	Bangabandhu’s Administrative and Economic Vision	Faculty/ GS	L&D
-	-	Visit to Bangabandhu’s Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum, Dhanmondi 32	CMT	Visit

**Module-02 : Behavioral Governance**

Total Marks : 25

Evaluation Method : Individual Assignment-25 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Understand the human and office behaviour in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topics	Facilitator	Training Method
2.01	01	Values, Ethics and Morals	Faculty/GS	L&D
2.02	02	Changing Attitude and Mindset for better service delivery	Faculty/GS	L&E
2.03	02	Empathy Building	Faculty/GS	L&D
2.04	02	Career Planning: Practical Aspects	Faculty/GS	L&E
2.05	01	Art of Communication	Faculty/GS	L,GD
2.06	02	Public Service Values	Faculty/GS	L&E
2.07	02	Manners, Etiquettes and Dress Code	Faculty/GS	L&D

**Module-03 : The Constitution of Bangladesh: Provisions relating to Public Service**

Total Marks : 30

Evaluation Method : Written Exam - 30

Module Objectives : The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topics	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	Faculty/GS	L&D
3.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D

**Module-04 : Digital Leadership, ICT & e-Governance**

Total Marks : 50

Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)

Objectives : The participants will be able to -

- Know about Digital Bangladesh Strategy; and
- Learn how to promote different e-services in field level offices.

Topic Code	Session Hour	Topics	Facilitator	Training Method
4.01	02	e-Government: Concept and Architecture	Faculty/GS	L, GD
4.02	01	National e-Services: Web Portal, Data Centre etc & its Implementation Strategy in the Field Level	GS	L&P
4.03	02	D-Nothi and its Practical Usage	Faculty/GS	L, GD
4.04	02	4IR & its Implications in Bangladesh	Faculty/GS	L, GD
4.05	02	Cyber Security: Related Acts & Issues	Faculty/GS	L, GD
4.06	02	Digital Leadership in the Context of Bangladesh	Faculty/GS	L, GD

**Module-05 : Strategic Management and Leadership**

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Objectives : The participants will be able to -

- Identify the behavioral strengths and weakness; and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topics	Facilitator	Training Method
5.01	02	Organizational Concept & Issues	Faculty/GS	L&D
5.02	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&E
5.03	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	Faculty/GS	L&P
5.04	01	Total Quality Management (TQM)	Faculty/GS	L, GD
5.05	02	HRM & HRD Practices in Public Sector	Faculty/GS	L&E
5.06	02	Art of Leadership	Faculty/GS	L, GD
5.07	01	Decision Making and Problem Solving	Faculty/GS	L&E
5.08	01	Conflict Management in Organizational Situations: Negotiation & Coordination Techniques	Faculty/GS	L&D

**Module-06 : Public Management & Governance**

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800)

Objectives : The participants will be able to -  
• Understand different issues of public sector

Topic Code	Session Hour	Topics	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	01	Local Government System in Bangladesh	Faculty/GS	L&D
6.04	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&E
6.05	02	Change Management in Public Service	Faculty/GS	L, GD
6.06	01	Annual Confidential Report (ACR) and Performance Management	Faculty/GS	L&E
6.07	01	Media Relations	Faculty/GS	L&D
6.08	02	Combating Corruption	Faculty/GS	L&D
6.09	02	Social Accountability Tools (NIS, APA, Citizen Charter, RTI, GRS)	Faculty/GS	Workshop/L&D

**Module-07 : Service Rules and Administrative Procedures**

Total Marks : 75

Evaluation Method : Written Examination -75

Objective : The participants will be able to -  
• Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topics	Facilitator	Training Method
7.01	02	Secretariat Instructions 2014 and Rules of Business	Faculty/GS	L&D
7.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.03	02+02	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L, GD&E
7.04	02	সরকারি চাকরি আইন, ২০১৮	Faculty/GS	L&GD
7.05	01	Rules related to Leave	Faculty/GS	L&E
7.06	01	Seniority Rules	Faculty/GS	L&E
7.07	02	Pension and Universal Pension Scheme	Faculty/GS	L&E
7.08	01	Administrative Tribunal Act-1980	Faculty/GS	L&D
7.09	02	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.10	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E

Topic Code	Session Hour	Topics	Facilitator	Training Method
7.11	02	Forms of Written Communications (DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
7.12	01	Office Inspection	Faculty/GS	L&D
7.13	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&P
7.14	01	Use of Different Registers	Faculty/GS	L&D

**Module -08 : Sustainable Development Goals**

Total Marks : 40

Evaluation Method : Group Assignment-40

Objectives : To enable the participants to:

- acquaint the participants with SDGs
- prepare the participants to achieve the vision 2041
- analyze major issues of environmental management and sustainable development.

Topic Code	Hrs	Topic Title	Facilitator	Training Method
8.01	01	Basics of SDGs (with reference to MDGs)	Faculty/GS	L & D
8.02	01	Evolution of SDGs in the International Policy Framework for Development	Faculty/GS	L & D
8.03	01	Relevance of SDGs in the Context of Development Priorities in Bangladesh	Faculty/GS	L & D
8.04	01	Localization of SDGs and Local Level Planning	Faculty/GS	L & D
8.05	01	Budgeting for SDGs: Challenges & Way-forward	Faculty/GS	L & D

**Module-09 : Public Procurement**

Total Marks : 50

Evaluation Method : Group Exercise - 50

Objectives : The participants will be able to -

- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

Topic Code	Session Hour	Topics	Facilitator	Training Method
9.01	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
9.02	02	Overview of Different Procurement Methods of Goods, Works and Services	Faculty/GS	L&E

Topic Code	Session Hour	Topics	Facilitator	Training Method
9.03	01	Annual Procurement Plan	Faculty/GS	L&E
9.04	01	Preparation of Technical Specification and Official Cost Estimation	Faculty/GS	L&E
9.05	01	Tender Opening & Evaluation, Approval & Awarding	Faculty/GS	
9.06	02	Request for Quotation Method (RFQM) PG-1 and DPM	GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	GS	L&D

## Module-10 : Public Financial Management

Total Marks : 75

Evaluation Method : Individual Exercise-75

Objectives : The participants will be able to -

- Understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh; and
- Enable participants to apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topics	Facilitator	Training Method
10.01	02	Monetary & Fiscal Policies: Bangladesh Perspective	Faculty/GS	L&E
10.02	02	Budgeting in Bangladesh: Legal Basis, Preparation & MTBF	Faculty/GS	L&E
10.03	01	General Financial Rules (GFR)	Faculty/GS	L&E
10.04	01	Financial Rules & Regulations: BSR Part 1 & 2	Faculty/GS	L&D
10.05	02	Duties and Responsibilities of Drawing and Disbursing Officer	GS	L&D
10.06	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&P
10.07	02	Audit Objections and its Disposal	Faculty/GS	L&E
10.08	01	TA & DA Rules	Faculty/GS	L&GD
10.09	02	IBAS++	Faculty/GS	L&D
10.10	02	Income Tax Rules and Income Tax Return Preparation	Faculty/GS	L&E

**Module -11 : Project Management**

Total Marks : 50

Evaluation Method : Group Exercise - 50

Objectives : The participants will be able to -

- Understand the different stages of project cycle
- Use different tools of project management

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.01	02	Introduction to Project Cycle Management	Faculty/GS	L&D
11.02	02	Log Frame and Results Based Management (RBM)	Faculty	P
11.03	02	Preparation and Approval Process of DPP, RDPP and e-DPP	GS	L&D
11.04	01	Project Monitoring and Evaluation	Faculty/GS	L&D
11.05	02	Public Private Partnership (PPP); Special Focus on RHD	GS	L&D

**Module-12 : English Language Skill Development**

Total number : 40

Evaluation Method : Class Test-40

Objectives : The participants will be able to -

- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English language; and
- Have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	06	Improving Listening Skill	Faculty/GS	L&E
		Improving Speaking Skill	Faculty/GS	L&E
		Reading Skill: Reading techniques	Faculty/GS	L&E
		Writing skill: Descriptive writing & argumentative writing	Faculty/GS	L&E
12.02	02	Extempore Speech/ Debate	Faculty/GS	Presentation
12.03	02	Common Grammatical Mistakes in English	Faculty/GS	L&E
12.04	02	English at Workplace	Faculty/GS	L&E

**Module-13 : Physical Conditioning and Games**

Total number : 50

Evaluation Method : a) Written Examination - 25  
b) Individual Assessment - 25Objectives : The participants will be able to -  
• Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topics	Facilitator	Training Method
13.01	1	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
13.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
13.03	1	Stress Management in Workplace	Faculty/GS	L&D
13.04	1	Occupational Pain and its Management	Faculty/GS	L&D
13.05	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)	Faculty	Exercise

**Module -14 : Basics of Research**

Total Marks : 40

Evaluation Method : Individual Assignment-40

Objectives : The participants will be able to -  
• Understand research methodology, prepare social research papers

Topic Code	Session Hour	Topics	Facilitator	Training Method
14.01	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	Faculty/GS	L&D
14.02	01	Sampling Techniques and Methods of Data Collection	Faculty/GS	L&E
14.03	02	Data Analysis and Tabulation	Faculty/GS	L&E
14.04	02	Writing Research Proposal	Faculty/GS	L&E
14.05	01	Writing Research Report	Faculty/GS	L&E

**Module -15 : Field Attachment and Report Writing**

Total Mark : 20

Evaluation Method : Group Report-20

Objectives : The participants will be able to -

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution.

Topic Code	Session Hour	Topics	Facilitator	Training Method
15.01	01	Briefing on Field Visit and Field Attachment Report	Faculty	Briefing
-	-	Field Visit/ Field Attachment	Faculty	Study Visit/ Field Attachment
15.02	01	Presentation on Field Study Report/Field Attachment	Faculty	Presentation

**Module-16 : Contemporary Issues**

Objectives : The participants will be able to -

- Identify and analyse issues of national importance; and
- Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	02	Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh	Faculty/GS	L&D
16.02	02	Sustainable Renewable Energy	Faculty/GS	L&D
16.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	Faculty/GS	L&D
16.04	02	Autism & Neuro Development Disorder & Its Management	Faculty/GS	L&D
16.05	01	SMEs and Startups for Development	Faculty/ GS	L&D
16.06	02	Disaster Management and Disaster Risk Reduction Programmes in Bangladesh	Faculty/ GS	L&D
16.07	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	Faculty/ GS	L&D
16.08	02	Fire Safety and Control in Bangladesh	Faculty/ GS	L&D
16.09	02	Gender and Development: women in leadership for equal future	Faculty/GS	L&D
16.10	02	Corporate Social Responsibility Role of Private Sector in Bangladesh	Faculty/GS	L&D
16.11	02	Universal Health Coverage and Development: Bangladesh Perspective	Faculty/GS	L&D

**Module-17 : Car Driving**

Module Objectives : To make the participants to be able to drive light vehicles, be qualified to pass the driving license test and get the license and be able to understand the minor faults of engine and fix the problems.

Topic Code	Session Hour	Topics	Facilitator	Training Method
17.01	1	Introduction to Vehicles	L&P	GS
17.02	1	Traffic Rules, Signals	L&E	GS
-	18 days	Driving Practice	Practice	BRTA Team

## Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85, Fax: 7745029

SI No	Name	Designation	E-mail & Cell NO
<b>Course Management</b>			
1.	Sayeed Mahbub Khan	Rector (Secretary to Govt.) Principal Advisor	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2.	Md. Shaheenur Rahman	Member Directing Staff & Course Advisor	01777380925 mailshaheenur@gmail.com
3.	Mohammad Razibul Islam	Director & Course Director	01712222149 razibislam.15169@gmail.com
4.	Md. Masud Ahmed	Deputy Director & Course Coordinator	01719159760 mahmedbpatc@gmail.com
5.	Mohammad Masum Rahman	Assistant Programmer & Course Coordinator	01833340452 masum.bpatc@gmail.com
6.	Mohammad Abdul Kader	Assistant Director & Course Coordinator	01717299645 akader782010@gmail.com
7.	Syedur Rahman	Assistant Director & Course Coordinator	01716621668 syed.bpatc@gmail.com
<b>Medical Service</b>			
1.	Dr. Bilkis Laila	Medical Officer	02224442080-86 Ext: 4308 01711073636
<b>Support Service</b>			
1.	Md. Farhad	Dormitory Supervisor	01716377144
2.	Ms. Armita Moon	Dormitory Supervisor	01817621625

## Contact Details of Module Director/s

Module No and Name	Faculty Name and Designation (not seniority-based)	Cell Number and Email Address
01. Bangladesh & Bangabandhu Studies	Mohammad Sohrab Hoshen Assistant Director	01710842740 sohrab.hoshen@gmail.com
02. Behavioral Governance	Dr. Mohammad Rezaul Karim Deputy Director	01554339166 rezapatc@gmail.com
03. The Constitution of Bangladesh: Provisions Relating to Public Service	K. M. Abdul Kader Director	01718114448 kader_bpac@yahoo.com
04. Digital Leadership, ICT and e-Governance	Mohammad Saiful Islam Programmer	01870826382 programmer@bpatc.gov.bd
05. Strategic Planning & Management	Md. Moin Uddin Director	01715388116 moinu73@gmail.com
06. Public Management & Governance	Md. Abul Basher Director	01711003637 basher.bpac@gmail.com
07. Service Rules and Administrative Procedures	Silvia Snigdha Deputy Director	01955798774 silvisnigdha@gmail.com
08. Sustainable Development Goals	Dr. Rokeya Fahmida Director	01731214213 fahmidapatc@gmail.com
09. Public Procurement	Mst. Tahmina Akter Deputy Director	01716994817 tahminaa7@gmail.com
10. Public Financial Management	Milton Chandra Paul Deputy Director	01924950012 miltonpaul346@gmail.com
11. Project Management	Md. Atikuzzaman Director	01727778316 atik_uzzaman@yahoo.com
12. English Language Skill Development	Tanzina Akhter Assistant Director	01553571149 tanzina.bpac@gmail.com
13. Physical Conditioning and Games	Md. Atikullah Zaman Assistant Director	01515674922 atikzaman98@gmail.com
14. Basics of Research	Dr. Md. Morshed Alom Deputy Director	01552602056 mmapac@hotmail.com
15. Field Attachments and Report Writing	A.M. Shahrior Alam Assistant Director	01531982181 shahanshrior@gmail.com
16. Contemporary Issues	Course Management Team	-
17. Car Driving	Course Management Team	-

## Do's and Don'ts for the Participants

### Overall

#### Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

#### Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.

13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.
15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

## ***Classroom***

### **Do's**

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

### **Don'ts**

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

## ***Games and Physical Exercise***

### **Do's**

1. Come to the field putting on the designated costume.
2. Be on time in the field.

3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.
6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

#### **Don'ts**

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

#### **Library**

##### **Do's**

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

##### **Don'ts**

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

## ***Personal Study***

##### **Do's**

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

### **Don'ts**

1. Don't study in a way that disturbs others.
2. Don't put off any work for future.
3. Don't use mobile phone in the library.

## **Evaluation**

### **Do's**

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

### **Don'ts**

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

## **Examination Hall**

### **Do's**

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

### **Don'ts**

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

## **Telephone**

### **Do's**

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

### **Don'ts**

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

## ***Behaviour towards the Faculty and Participants of other Courses***

### **Do's**

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

### **Don'ts**

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

## ***Behaviour towards the employees***

### **Do's**

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

### **Don'ts**

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

## ***Cultural Functions***

### **Do's**

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restrain while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.
6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

## **Don'ts**

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more."

## প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/ কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষ্ঠানের সাথে সাক্ষাত/ রেকর্ডার'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মভ, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে ব্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে ব্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি থ্রিন]; ২। ব্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। স্যুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/ অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যাডেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাডেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/ কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

## প্রশিক্ষণার্থীদের তালিকা

ক্র.নং	কর্মকর্তার নাম ও পদবি	কার্যালয়ের নাম	মোবাইল নম্বর	ইমেইল
১.	জনাব মো: মিজানুর রহমান খান সিস্টেম এনালিস্ট	নির্বাচন কমিশন সচিবালয়	০১৯১৬২৬৭৭৭৬	sa_is_ecs@ecs.gov.bd mzn.khn13@gmail.com
২.	জনাব রোকনুজ্জামান সরকার উপজেলা নির্বাচন অফিসার	মিঠাপুকুর, রংপুর	০১৭১৯১০৪৬৩২ ০১৭৩৯২৮৬৬৬২	roknuzzamansarker@gmail.com
৩.	জনাব মুহাম্মদ হারুন মোল্লা উপজেলা নির্বাচন অফিসার	বীশখালী, চট্টগ্রাম	০১৭৮৩৭৯৯১৬৬	harunmolla678@gmail.com
৪.	জনাব জুয়েল আহমেদ উপজেলা নির্বাচন অফিসার	মুকসুদপুর, গোপালগঞ্জ	০১৭১৮১০২৯৭৯	juelahmed.iu@gmail.com
৫.	জনাব দীপক বিশ্বাস উপজেলা নির্বাচন অফিসার	ফরিদপুর সদর, ফরিদপুর	০১৭১৯৩১৪৯১৮	dbiswascng@gmail.com
৬.	জনাব মো: রেজাউল করিম উপজেলা নির্বাচন অফিসার	ধোবাউড়া, ময়মনসিংহ	০১৭১৭৩৫৪০৬৩	rezaulkarim344@gmail.com
৭.	জনাব মো: মতিউর রহমান উপজেলা নির্বাচন অফিসার	শালিখা, মাগুরা	০১৭৫১২২৪৮১০	shalikhaecs@.com
৮.	জনাব ইসহাক উপজেলা নির্বাচন অফিসার	মোল্লাহাট, বাগেরহাট	০১৫২১১০৮৫০৯	ishakjnu1991@gmail.com
৯.	জনাব সাদ্দাম হোসেন রোমান খান উপজেলা নির্বাচন অফিসার	বাজুরামপুর, ব্রাহ্মনবাড়িয়া	০১৭৩৮৩১৭৫১৯	khanruman629@gmail.com
১০.	আলমগীর হোসাইন উপজেলা নির্বাচন অফিসার	নাঙ্গলকোট, কুমিল্লা	০১৬৪৮-৫৮২২৭০	alamgir04103@gamil.com
১১.	আনোয়ারুল ইসলাম উপজেলা নির্বাচন অফিসার	গোপালপুর, টাঙ্গাইল	০১৯১২-৩৭৩১৫০	anowarulislam866@gmail.com
১২.	জনাব মোঃ জিয়াউর রহমান উপজেলা নির্বাচন অফিসার	কাউনিয়া, রংপুর	০১৭২৮-৪০৫০০৭	ziaurdu156@gmail.com
১৩.	জনাব দেবশীস দাস উপজেলা নির্বাচন অফিসার	সন্দ্বীপ, চট্টগ্রাম	০১৭২৮-৫৬২৮৫১	debashis37bd@gmail.com
১৪.	জনাব রাসেদুল ইসলাম উপজেলা নির্বাচন অফিসার	গোপালগঞ্জ সদর, গোপালগঞ্জ	০১৭২৩-৫১০৩৬৭	rashedul31@gmail.com
১৫.	জনাব অনুজ গাইন উপজেলা নির্বাচন অফিসার	কালিগঞ্জ, সাতক্ষীরা	০১৯৩৭-৪২৭৯১৩	gainanuj@gmail.com
১৬.	জনাব রাজিবুল করিম উপজেলা নির্বাচন অফিসার	হালুয়াঘাট, ময়মনসিংহ	০১৭১৫-৬৬৮৬৬৩	rajibulueo@gmail.com
১৭.	জনাব মাহফুজুল ইসলাম উপজেলা নির্বাচন অফিসার	খাগড়াছড়ি সদর, খাগড়াছড়ি	০১৭১৮-২৫৪০১০	mahfujueo@gmail.com
১৮.	জনাব মোঃ কামরুল হাসান উপজেলা নির্বাচন অফিসার	নালিতাবাড়ী, শেরপুর	০১৭২২-৬৫০০০৭	Khmithun223@gmail.com
১৯.	জনাব তপন চন্দ্র শীল উপজেলা নির্বাচন অফিসার	দুর্গাপুর, নেত্রকোনা	০১৭২৫-৭৫৮০৮৫	taponcu.38bcs@gmail.com
২০.	জনাব নুসরাত জাহান উপজেলা নির্বাচন অফিসার	সুবর্ণচর, নোয়াখালী	০১৭২৭-৪৭৬১২৭	nusratjahanrifat@gmail.com
২১.	জনাব মেহেদী হাসান উপজেলা নির্বাচন অফিসার	টেকনাফ, কক্সবাজার	০১৭১৭-৯২০১৩৮	mahediimsf@gmail.com
২২.	জনাব মোঃ আলী সোহাল জুয়েল উপজেলা নির্বাচন অফিসার	আশাশুনি, সাতক্ষীরা	০১৯১৩-৯৩৬৭৬৬	sohaljewel88@gmail.com

ক্র.নং	কর্মকর্তার নাম ও পদবি	কার্যালয়ের নাম	মোবাইল নম্বর	ইমেইল
২৩.	জনাব মোঃ রুবায়েত হাসান উপজেলা নির্বাচন অফিসার	ভেদরগঞ্জ, শরিয়তপুর	০১৬৭১-১৫০৬৪১	rubayethpavel@gmail.com
২৪.	জনাব মোঃ মেজর আহাম্মেদ উপজেলা নির্বাচন অফিসার	জীবন নগর, চুয়াডাঙ্গা	০১৭৬৬-১৪৪৮২৪	abdullahmajor99@gmail.com
২৫.	জনাব ইসমাত জাহান লিপি উপজেলা নির্বাচন অফিসার	ফুলগাজী, ফেনী	০১৮৪৯-৫২৯৩৬৫	jahanirdu@gmail.com
২৬.	মুহাম্মদ রায়হান আরেফীন উপজেলা নির্বাচন অফিসার	ফরিদগঞ্জ চাঁদপুর	০১৫১৫-২১১৭৯৩	raihanarefin.du10@gmail.com
২৭.	জনাব মোহাম্মদ সাইদুর রহমান উপজেলা নির্বাচন অফিসার	বালিয়াকান্দি, রাজবাড়ী	০১৭২৩-৯৯৯৬৮৮	msaidurbd@gmail.com
২৮.	জনাব মোঃ মেজবাহ উদ্দিন উপজেলা নির্বাচন অফিসার	নলছিটি, ঝালকাঠী	০১৮৪৩-০১৪০৫৯	mezbaru4059@gmail.com
২৯.	জনাব মোঃ সোহাগ চৌধুরী উপজেলা নির্বাচন অফিসার	সারিয়াকান্দি, বগুড়া	০১৭২৫-৯৩২৭৩৫	shohag.tex08@gmail.com
৩০.	জনাব গণেশ চন্দ্র বিশ্বাস উপজেলা নির্বাচন অফিসার	মোড়লগঞ্জ, বাগেরহাট	০১৯৮২-৬৮০৯৯৯	ganesbiswas103@gmail.com
৩১.	জনাব এম. ফাহিম ফয়সাল উপজেলা নির্বাচন অফিসার	খোকসা, কুষ্টিয়া	০১৩০৯-০০০৩১১	mfathimfaisal@outlook.com
৩২.	জনাব মোঃ আব্দুল্লাহ-আল-মামুন উপজেলা নির্বাচন অফিসার	শ্যামনগর, সাতক্ষীরা	০১৫১৫-২৪৩৬১৭	almamun691@gmail.com
৩৩.	জনাব রাজু আহমেদ উপজেলা নির্বাচন অফিসার	আদমদিঘী, বগুড়া	০১৫১৫-২১২১২৯	rajuahmeddu31@gmail.com
৩৪.	জনাব এস.এম.এম. রোমেল উপজেলা নির্বাচন অফিসার	বোচাগঞ্জ, দিনাজপুর	০১৭৫১-২১৬১৯৭	smmromel@gmail.com
৩৫.	জনাব মোঃ মোস্তফা কামাল উপজেলা নির্বাচন অফিসার	করিবহাট, নোয়াখালী	০১৮২১-১৯৬৯৬৯	sm.kamal.du99@gmail.com
৩৬.	জনাব মোঃ কাজল রানা উপজেলা নির্বাচন অফিসার	ফুলবাড়ী, দিনাজপুর	০১৭৭৩-২৫৪০১৭	kajolranaraj@gmail.com
৩৭.	জনাব মোঃ মোস্তাফিজুর রহমান উপজেলা নির্বাচন অফিসার	মহম্মদপুর, মাগুরা	০১৭০৫-২৪৪৯৮০	infocareer577@gmail.com
৩৮.	অনিমেষ কুমার বসু উপজেলা নির্বাচন অফিসার	কাশিয়ানী, গোপালগঞ্জ	০১৯২৪-০১৪০৩১	animeshbosuket@gmail.com
৩৯.	মোঃ ফয়সল আরিফ উপজেলা নির্বাচন অফিসার	মিঠামইন, কিশোরগঞ্জ	০১৭৮৯-৯৫৩৬৩৫	arif.ipe115003@gmail.com
৪০.	জনাব মেহরাজুল হাসান উপজেলা নির্বাচন অফিসার	তাড়াশ, সিরাজগঞ্জ	০১৭২২-৭০৩১০১	shakileee01@gmail.com
৪১.	জনাব তোফায়েল আহমেদ উপজেলা নির্বাচন অফিসার	গোমস্তাপুর, চাঁপাই নবাবগঞ্জ	০১৭১৭-৪৭২৭৯৩	topu.ru.se@gmail.com
৪২.	জনাব পলাশ কুমার দাশ উপজেলা নির্বাচন অফিসার	হরিনাকুন্ডু, ঝিনাইদহ	০১৭৭৭-১৫৯৪০৯	palash.urp@gmail.com
৪৩.	জনাব মোঃ সাইফুল ইসলাম উপজেলা নির্বাচন অফিসার	শিবালয়, মানিকগঞ্জ	০১৭১৫০৪৯৯৭৯	saifulislamueo@gmail.com
৪৪.	জনাব ফখরুল আজম উপজেলা নির্বাচন অফিসার	খালিয়াজুরী, নেত্রকোনা	০১৭৫৮-৬৫৭৭০৮	rochy090493@gmail.com
৪৫.	জনাব শাহ্ মোঃ আহসান হাবিব উপজেলা নির্বাচন অফিসার	দেবীগঞ্জ, পঞ্চগড়	০১৯৫৪-৫৬৪০৩৬	habibahsan66@gmail.com
৪৬.	জনাব মঈনুল হক উপজেলা নির্বাচন অফিসার	বোয়ালখালী, চট্টগ্রাম	০১৭৩৭-৮৭১৫৫৯	moinulhaque992@gmail.com

ক্র.নং	কর্মকর্তার নাম ও পদবি	কার্যালয়ের নাম	মোবাইল নম্বর	ইমেইল
৪৭.	জনাব মোঃ সাহারুজ্জামান উপজেলা নির্বাচন অফিসার	ভাংগুড়া, পাবনা	০১৭৫৮-৭১৭২০১	shaharuzzamani93@gmail.com
৪৮.	জনাব মোঃ মেহেদী হাসান উপজেলা নির্বাচন অফিসার	ফকিরহাট, বাগেরহাট	০১৭২৫-৭৯১৩১৯	mehedihasan.1255@gmail.com
৪৯.	জনাব আবুল কালাম আজাদ উপজেলা নির্বাচন অফিসার	গুরুদাসপুর, নাটোর	০১৫২১-২২০৪২৩	azadak309kjhd@gmail.com
৫০.	জনাব শাহানাজ আক্তার উপজেলা নির্বাচন অফিসার	বাহুবল, হবিগঞ্জ	০১৯২৩-০১৬৭১৩	shahanajbcs40@gmail.com
৫১.	জনাব মোঃ বাবু হক উপজেলা নির্বাচন অফিসার	নন্দীগ্রাম, বগুড়া	০১৭১৮-৬৪৫২৮৩	tohid.kuet.ce@gmail.com
৫২.	জনাব মোঃ আব্দুর রউফ উপজেলা নির্বাচন অফিসার	পাঁচবিবি, জয়পুরহাট	০১৭৩৩-৮৬৭৪১৩	arpriyo.dhaka@gmail.com
৫৩.	জনাব ফাতেমা তুজ জোহরা উপজেলা নির্বাচন অফিসার	শ্রীপুর, গাজীপুর	০১৯৫৪-৮০১১১৪	ftj_bup@yahoo.com

