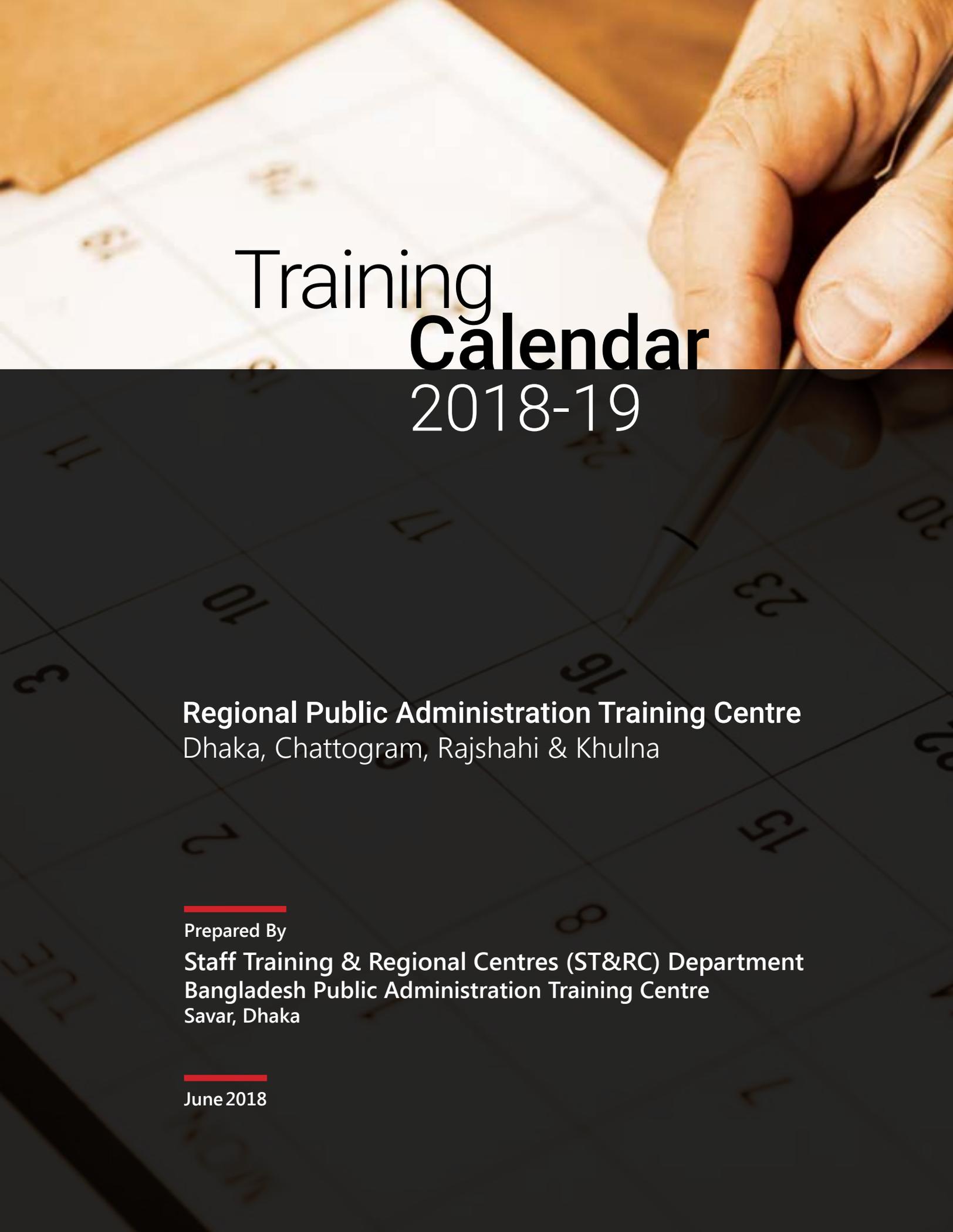


Training Calendar 2018-19



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

A close-up photograph of a hand holding a pen, poised to write on a calendar grid. The grid shows dates from 1 to 31. The background is a warm, golden-brown color, possibly a wooden desk. The text 'Training Calendar 2018-19' is overlaid on the image.

Training Calendar 2018-19

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

Prepared By

Staff Training & Regional Centres (ST&RC) Department
Bangladesh Public Administration Training Centre
Savar, Dhaka

June 2018



Vision and Mission of BPATC

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:

- 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.

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.

Preface



Regional Public Administration Training Centre (RPATC) conducts training to enhance the capacity of the government employees for building effective, inclusive, accountable Public Administration system in line with BPATC. From this year RPATCs will arrange three categories of Fundamental Training Courses for government employees of grade 10 to 20 to ensure quality work and improve public service delivery.

Furthermore, they also will arrange a good number of skill oriented specialized training courses each year for governmental and semi-governmental officials and employees as designed by BPATC. BPATC has prepared a training calendar for the year 2018-2019 for its four RPATCs which contain forty one training courses. Twelve of these courses are targeted to employees of grade 10 to 12 and the equivalents, while fifteen are designed for grade 13-16, thirteen are designed for grade 17-20 employees and one Special Foundation Training Course will be arranged for promoted government officials of grade 9. The courses are designed in such a way that helps participants to solve their day to day problems facing at their respective workplaces. The training courses will help to implement governments 60 hours training programmes for all level employees in upazila, district and divisional level offices to expedite implementation of the government development activities.

BPATC is sincerely committed to nurture the development of human resources and to support pursuit of academic and professional excellence. We continue to improve our training programmes to keep pace with the progress of science and technology, so that our trainees are well prepared for local and global engagements. If we remain focused, persistent and consistent in using these training programmes, they will empower us all to build thriving cultures of high performance and development and to anticipate as well as minimize the consequences of common pitfalls along the way.

We do believe that the training courses to be conducted by RPATCs during the year 2018-2019, will be of immense benefit for the officials and employees of governmental and semi-governmental organizations in enhancing their skills and expertise at a reasonable level, required to discharge their duties for the people more efficiently and effectively.

Dr M Aslam Alam
Rector





Introducing RPATCs

Regional Public Administration Training Centres (RPATCs), the arms of Bangladesh Public Administration Training Centre (BPATC), are mandated to discharge training programmes for support staff and officials of the government at regional level. BPATC, the apex public sector training institute of Bangladesh, as an organization, emerged on 28 April 1984 through promulgation of the Public Administration training Centre Ordinance, 1984 (Ordinance No. XXVI) 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 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

support staff. 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 only short specialized courses for officials and staff of the government. 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, Khulna and Rajshahi. 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, varied 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 organised at RPATCs range from one week to six 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 mainly non-residential but there are affluent accommodation facilities for the trainees in all four regional centres. 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.

RPATCs put emphasis on issues like Bangladesh Service Rules (BSR), Office Management, Information and Communication Technology (ICT) Course for official purposes.





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| | |
|---|----|
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BPATC, in all spheres of activities, cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism.

Gantt Chart of Training Calendar for RPATCs 2018-19



| Course/ Grade for | Sl. No | Name of the Course/Programme | No. of course/ prog. | Duration (days) | 2018 | | | | | | | 2019 | | | | | | |
|--------------------------|--------|---|-------------------------|-----------------|-------|-------|-------|-----------|-------|-------|-------|-------|-------|-------|-------|-------|--|-------|
| | | | | | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | | |
| Grade 09 | 01. | Special Foundation Training Course for promoted Officials | 01 | 45 | | | | | | | 17 | 30 | | | | | | |
| | 02. | Fundamental Training Course | 06 | 28 | 15-09 | 03-30 | | | 04-29 | | 03-28 | 06-31 | | | 05-30 | | | |
| Grade 10 to 12 Employees | 03. | Office Management and ICT Course | 01 | 12 | | 09-20 | | | | | | | | | | | | |
| | 04. | Financial Management Course | 01 | 12 | | | | | | 02-13 | | | | | | | | |
| | 05. | Conduct and Discipline Course | 01 | 05 | 22-26 | | | | | | | | | | | | | |
| | 06. | Information and Communication Technology(ICT) Course | 01 | 12 | | | | 02-11 | | | | | | | | | | |
| | 07. | Communicative English Course | 01 | 12 | | | | | | | | | | | | | | 16-27 |
| | 08. | e-Nothi Course | 01 | 05 | | | | | | | | | | | | 07-11 | | |
| | 09. | Fundamental Training Course | 10 | 21 | 08-26 | 09-27 | | 14-01 Nov | 11-29 | 03-23 | 03-21 | 06-24 | 03-20 | 07-25 | 05-23 | | | |
| | 10. | Office Management and ICT Course | 01 | 12 | 05-16 | | | | | | | | | | | | | |
| Grade 13-16 Employees | 11. | Financial Management Course | 01 | 12 | | | | | | | | | 10-20 | | | | | |
| | 12. | Conduct and Discipline Course | 01 | 05 | | | | | | | | | | | 21-25 | | | |
| | 13. | Information and Communication Technology(ICT) Course | 01 | 12 | | | | | | | 03-14 | | | | | | | |
| Grade 17 to 20 | 14. | e-Nothi Course | 01 | 05 | | | | | | | | | | | | 19-23 | | |
| | 15. | Fundamental Training Course | 12 | 14 | 15-26 | 06-19 | 16-27 | 14-25 | 18-29 | 02-13 | 20-31 | 17-28 | 17-30 | 12-23 | 09-20 | | | |
| | 16. | শ্রেণী ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স | 01 | 05 | | | | | | | | | | | | | | 23-27 |

*Schedule can be changed on emergency basis

01. Special Foundation Training Course for Promoted Officials (Grade 09)

| | |
|---|--|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 01 in each RPATC |
| 3) Duration | : 45 days |
| 4) Date | : 17 Dec. 2018 – 30 Jan. 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees Promoted to the post of Grade 09 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | : 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. |

Distribution of days

| | |
|-------------------------|---------|
| Duration | 45 days |
| Weekly & other holidays | 12 |
| Working days | 33 |
| a Inauguration | ½ day |
| b Closing | ½ day |
| c Field Visit (Two) | 2 days |
| d Exam/Exercises | 2½ days |
| e Cultural Program | ½ day |
| Total 6 days | |

Available days for Classroom session days 27x (5 sessions everyday) = 135 sessions are admissible.

Total Sessions of the Module- 127



11) Course Contents

Module 01 : Bangladesh : History, Society and Culture
Total Marks : 50
Evaluation Methods : Group Report
Module Director :
Objective : To give participants a common understanding regarding the Key social, cultural, historical and political aspects of Bangladesh

| Topic Code | Session Hour | Topic. | Training Method |
|------------|--------------|--|-----------------|
| 01.01 | 01 | Historical Background of Bangladesh | L&D |
| 01.02 | 02 | Liberation War of Bangladesh: Background and Spirit | L&D |
| 01.03 | 01 | Natural Resources of Bangladesh | L&D |
| 01.04 | 01 | Social Structure and Cultural Heritage of Bangladesh | L&D |
| 01.05 | - | Know Bangladesh | Field Vis. |

Module-02 : Behavioral Governance
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Module Objectives : The participants will be able to –

- Understand and apply means of HRM and Good Governance in work place; and
- Maintain basic office procedures appropriately.

| Topic Code | Session Hour | Topic. | Training Method |
|------------|--------------|---|-----------------|
| 02.01 | 02 | Know Thyself | L&D |
| 02.02 | 01 | Attitude Change and Mindset Building | L&D |
| 02.03 | 01 | Etiquette, Manner and Dress Code | L&D |
| 02.04 | 01 | Table Manners | L&P |
| 02.05 | 01 | Administrative Ethics and Values | L&D |
| 02.06 | 01 | Problem Solving and Decision Making Process | L&D |

Module 03 : Constitution and Other Legal Provision Relating to Public Service Delivery
Total Marks : 50
Evaluation Methods : Written Examination

Module Director :
Objective : To adhere to the basic rules, organs and procedures of Bangladesh Government

| Topic Code | Session Hour | Topic. | Training Method |
|------------|--------------|---|-----------------|
| 03.01 | 02 | Salient Features of Bangladesh Constitution and Fundamental Rights | L&D |
| 03.02 | 01 | Executive Organ of Bangladesh | L&D |
| 03.03 | 01 | Legislature of Bangladesh | L&D |
| 03.04 | 01 | Judiciary of Bangladesh | L&D |
| 03.05 | 01 | Rights and Obligations of Public Servants and Constitutional Provisions | L&D |

Module 04 : **Public Sector Management**
Total Marks : 50
Evaluation Methods : **Group Report**
Module Director :
Objective : To orient participants with the dynamics of changing public sector management

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 04.01 | 01 | Essentials of Public Management | L & D |
| 04.02 | 01 | New Public Management: changing dynamics of PSM | L & D |
| 04.03 | 01 | Citizen Charter: Bangladesh perspective | L & E |
| 04.04 | 01 | Public Policy process and decision making | L & D |
| 04.05 | 01 | Good governance: components, practices and challenges | L & D |
| 04.06 | 01 | Ethics in Public Service Delivery | L & D |
| 04.07 | 01 | Performance Management, APA and ACR Writing | L & E |

Module-05 : **Strategic Management and Leadership**
Total Marks : 50
Evaluation Methods : **Group Exercise**
Module Director :
Objectives : **The participants will be able to –**

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



| Topic Code | Session Hour | Topic. | Training Method |
|------------|--------------|--|-----------------|
| 05.01 | 02 | Leadership and Personality Development, Group Dynamics and Team Building | L&D |
| 05.02 | 01 | Negotiation Skill | L&D |
| 05.03 | 01 | Conflict Management and Behavioral Attitude | L&D |
| 05.04 | 02 | Strategic Management: SWOT Analysis , Crafting Strategies, Setting SMART Objectives, 5 Force Model | L&P |

Module 06 : Essential Service Rules
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Objective : To acquaint participants with essential service rules and regulations

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 06.01 | 01 | Bangladesh Service Rules (BSR) | L & D |
| 06.02 | 01 | General conditions of government service | L & D |
| 06.03 | 01 | Recruitment, joining time, promotion and Seniority Rules | L & D |
| 06.04 | 01 | Leave Rules, 1959 | L & D |
| 06.05 | 01 | The Government Servant Conduct Rules, 1979 | L & D |
| 06.06 | 02 | The Government Servant (Discipline and Appeal) Rules 1985 | L & E |

Module 07 : Office Management
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Objective : To enable to apply official procedures effectively and efficiently

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 07.01 | 01 | Introduction to Secretariat Instructions 2014 | L & D |
| 07.02 | 01 | Office procedure: docketing, filing and referencing | L & D |

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 07.03 | 01 | Records Management (relevant part of The Bengal records Manual, 1943) | L & D |
| 07.04 | 01 | Noting, Drafting and Summary writing | L & E |
| 07.05 | 01 | Forms of written communication | L & E |
| 07.06 | 01 | Equipment, Store and Stationary Management | L & E |
| 07.07 | 01 | Office inspection & Office Security | L & D |

Module 08 : **Financial Management**
Total Marks : **45**
Evaluation Methods : **Written Exam-25, Group Report-20**
Module Director :
Objective : **Enable the participants to apply financial rules and regulations correctly**

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 08.01 | 01 | General Financial Rules | L & D |
| 08.02 | 01 | Office budget preparation and MTBF | L & D |
| 08.03 | 02 | Duties and responsibilities of Drawing and Disbursing Officer | L & D |
| 08.04 | 01 | Delegation of financial power | L & D |
| 08.05 | 01 | Pay fixation | L & E |
| 08.06 | 01 | Pension and Gratuity | L & E |
| 08.07 | 01 | Travelling Allowance (TA) & Daily Allowance (DA) Rules | L & E |
| 08.08 | 02 | Income Tax and VAT Rules, Income Tax Return Preparation | L & E |
| 08.09 | 01 | General Provident Fund, Benevolent Fund and Group Insurance Rules | L & D |
| 08.10 | 01 | Audit Procedures: objection and reply | L & D |

Module 09 : **Public Procurement Management**
Total Marks : **50**
Evaluation Methods : **Group Exercise**
Module Director :
Objective : **To acquaint with and apply rules and regulations of public procurement**



| Code | Session | Title of the Topic | Method |
|-------|---------|--|----------|
| 09.01 | 01 | Key features of PPA 2006 and PPR 2008 | L & D |
| 09.02 | 02 | Public Procurement Methods: Goods, Works & Intellectual and Professional Services | L & D |
| 09.03 | 02 | Standard Tender Documents (ITT, GCC, PCC, Technical Specification) | L & D |
| 09.04 | 01 | Exercise on TDS | Exercise |
| 09.05 | 02 | Tender/Proposal opening and evaluation | L,D & E |
| 09.06 | 01 | Tender/Proposal approval and award procedure with reference to CCGP and Contract Administration and Management | L,D & E |

Module 10 : **Achieving Sustainable Development Goals**
Total Marks : **75**
Evaluation Methods : **Written Examination-25, Group Report-50**
Module Director :
Objectives : **The participants will be able to –**

- Explain the factors influencing the development and economic policies of Bangladesh.
- Prevent environmental degradation and negative impact of environmental change by taking appropriate R&D initiative and pave the way of furthering it by innovation and research.

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 10.01 | 02 | Socio Economic Indicators of Bangladesh | L&D |
| 10.02 | 02 | Aligning SDGs with 7th Five Year Plan and Vision 2021 | L&D |
| 10.03 | 01 | Sustainable Development : Concept and Issues in Context of Bangladesh | L&D |
| 10.04 | 01 | Disaster Management & SDGs | L&D |
| 10.05 | 01 | Goal 01: No Poverty | L&D |
| 10.06 | 01 | Goal 02: Zero Hunger | L&D |
| 10.07 | 01 | Goal 03: Good Health & Well-being | L&D |
| 10.08 | 01 | Goal 04: Quality Education | L&D |
| 10.09 | 01 | Goal 05: Gender Equality | L&D |
| 10.10 | 01 | Goal 6: Clean Water and Sanitation | L&D |
| 10.11 | 01 | Goal 8: Decent Work & Economic Growth | L&D |

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 10.12 | 01 | Goal 9: Industry, Innovation & Infrastructure | L&D |
| 10.13 | 01 | Goal 10: Reduced Inequality | L&D |
| 10.14 | 01 | Goal 11: Sustainable Cities (Urban Management) and Communities | L&D |
| 10.15 | 01 | Goal 12: Responsible Consumption and Production | L&D |
| 10.16 | 01 | Goal 13: Climate Action (Climate Change and Disaster Risk Reduction) | L&D |
| 10.17 | 01 | Goal 14: Life below Water | L&D |
| 10.18 | 01 | Goal 15: Life on Land | L&D |
| 10.19 | 02 | Goal 16: Peace, Justice and Strong Institutions Goal 17: Partnership to Achieve the Goal | L&D |

Module 11 : **Project Management**
Total Marks : **50**
Evaluation Methods : **Group Exercise**
Module Director :
Objective : **To make participants understand the different stages of project cycle and enable them to use different tools of project management**

| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 11.01 | 01 | Project Planning Process in Bangladesh: An Overview | L & D |
| 11.02 | 01 | Project: Concepts, Classification and Stages | L & D |
| 11.03 | 01 | Project Preparation: Various Formats | L & D |
| 11.04 | 01 | Project Appraisal and Approval | L & D |
| 11.05 | 01 | Project Implementation Techniques & Challenges | L & D |
| 11.06 | 01 | Project Risk Analysis and Scoping | L & D |
| 11.07 | 01 | Project monitoring and evaluation system | L & D |

Module 12 : **ICT and e-Governance**
Total Marks : **50**
Evaluation Methods : **Practical**
Module Director :
Objective : **To aware participants of the application of ICT in Governance**



| Code | Session | Title of the Topic | Method |
|-------|---------|---|--------|
| 12.01 | 02 | Information Literacy for Better Public Service Delivery | L & D |
| 12.02 | 01 | E- governance: Conceptual Overview | L & D |
| 12.03 | 01 | Electronic File management, File Tracking and Record Keeping, e-Nothi | L & D |
| 12.04 | 02 | Innovation in Service Delivery and Service Process Simplification | L & E |
| 12.05 | 02 | Essential ICT Skills: Power Point, Excel etc | L & D |

Module 13 : **Use of Official Language and Communicative English**
Total Marks : **50**
Evaluation Method : **Class Test**
Module Director :
Objective : **The participants through this module will be able to enhance their language skills**

| Code | Session | Title of the Topic | Method |
|-------|---------|--|--------|
| 13.01 | 01 | প্রমিত বাংলা বানান রীতি | L & E |
| 13.02 | 01 | Common errors in Bangla | L & E |
| 13.03 | 02 | English Language Skills: Listening | L & E |
| 13.04 | 02 | English Language Skills: Reading | L & E |
| 13.05 | 02 | English Language Skills: Speaking | L & E |
| 13.06 | 01 | English Language Skills: Writing (Descriptive & Argumentative) | L & E |
| 13.07 | 01 | Common errors in English | L & E |
| 13.08 | 02 | Debate | L & D |

Module 14 : **Art of Reviewing Book/Journals**
Total Marks : **50**
Evaluation Method : **Report Writing-30, Presentation-20**
Module director :
Objectives : **Objectives of the module are:**
a. to develop skills in critically reviewing books;
b. to enhance public speaking capability of the trainees; and
c. to develop reading habits.

| Code | Hrs | Topics | Method |
|-------|-----|--|--------|
| 14.01 | 2 | Introduction to Art of Book Review | L & D |
| 14.02 | 7 | Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A) | R & P |

Module 15 : **Physical Conditioning and Games**
Total Marks : **100**
Evaluation Methods : **Written Examination-25, Attendance & Others Activities-75**
Module Director :
Objective : **To help make physical exercise a habitual behavior**

| Code | Session | Title of the Topic | Method |
|-------|---------|--|----------|
| 15.01 | 01 | Effects of Sedentary Lifestyle and Management | L & D |
| 15.02 | 01 | Health, Challenges & way forward | L & E |
| 15.03 | 01 | Managing Wellness | L & D |
| 15.04 | - | Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. | Practice |
| 15.05 | - | Games (Evening): According to Participants' Interest (Volleyball, Tennis, Badminton & other activities) | Practice |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 275 |
| b) | Group Exercise | 150 |
| c) | Group Report | 170 |



| | | |
|--------------|--|------------|
| d) | Class Test | 50 |
| e) | Report Writing | 30 |
| f) | Presentation | 20 |
| g) | practical | 50 |
| h) | Class Attendance and Overall Conduct & Discipline | 75 |
| Total | | 820 |



02. Fundamental Training Course for Grade 10-12 Employees

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 06 in each RPATC |
| 3) Duration | : 28 days |
| 4) Date | : 1 st Course 15 July – 09 August 2018 2 nd Course 03 – 30 September 2018 3 rd Course 04 – 29 November 2018 4 th Course 06 – 31 January 2019 5 th Course 03 – 28 March 2019 6 th Course 05 – 30 May 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 10-12 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | : a) To enable participants for understanding potentials and opportunities of Bangladesh; b) To develop a sense of ethical values and patriotic feelings among the participants; c) To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules; d) To enable participants identify and analyze communication process and behavior patterns of management practices; and e) To equip participants to utilize information communication technology in office management. |

**Distribution of days**

| | |
|----------------------|---------|
| Duration | 28 days |
| Weekly holidays | 8 |
| Working days | 20 |
| a. Inauguration | ½ day |
| b. Closing | ½ day |
| c. Field Visit (Two) | 1½ days |
| d. Exam/Exercises | 1day |
| e. Cultural Program | ½ day |
| Total 4 days | |

Available days for Classroom session 16 x (5 sessions everyday) = 80 sessions are admissible.

Total Sessions of the Modules- 77**11) Course Contents**

Module-01 : Bangladesh Studies
No. of Sessions : 12

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 01.01 | 1 | Background & Spirit of Liberation War of Bangladesh | | |
| 01.02 | 1 | Socio-Economic Condition of Bangladesh | | |
| 01.03-04 | 2 | Vision 2021 and Perspective Plan 2041 | | |
| 01.05-06 | 2 | Sustainable Development Goals: Bangladesh Perspective | | |
| 01.07-10 | 4 | Potentials of Bangladesh (Workshop) | | |
| 01.11 | 1 | Role of Government Employees During Elections | | |
| 01.12 | 1 | Comprehensive Disaster Management | | |

Module-02 : Ethics for Government Employees
No. of Sessions : 12

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.01-02 | 2 | Constitutional obligation of the public servants | | |
| 02.03 | 1 | Manner, Etiquettes and Dress Code of Government Employees | | |
| 02.04-05 | 2 | National Integrity Strategy (NIS) | | |

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.06 | 1 | Combating Corruption in Public Service Delivery | | |
| 02.07 | 1 | Religious Values in Controlling Corruption | | |
| 02.08 | 1 | Dealing with Service Recipients | | |
| 02.09-12 | 4 | Workshop on Empathy Building | | |

Module-03 : Service Rules and Office Management
No. of Sessions : 15

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 03.01 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 03.02 | 1 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 03.03 | 1 | The Public Employees (Punctual Attendance) Ordinance, 1982 | | |
| 03.04 | 1 | Leave Rules, 1959 | | |
| 03.05 | 1 | Right to Information Act, 2009 | | |
| 03.06 | 1 | Performance Evaluation and Annual Confidential Report (ACR) Writing | | |
| 03.07 | 1 | Annual Performance Agreement (APA) | | |
| 03.08 | 1 | File Management Including Secretariat Instructions | | |
| 03.09 | 1 | Writing Note, Draft and Summary | | |
| 03.10 | 1 | Forms of Written Communication (Official Letter, DO and Office Memorandum) | | |
| 03.11 | 1 | Forms of Written Communication (Exercise) | | |
| 03.12 | 1 | Conducting Meeting, Preparing Working Paper and Writing Minutes | | |
| 03.13 | 1 | Office Inspection | | |
| 03.14 | 1 | Citizen Charter | | |
| 03.15 | 1 | Procedure of Condemnation of Office Equipment | | |

Module-04 : Financial Rules and Procedures
No. of Sessions : 13

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|-------------------------|----------------------|----|
| 04.01 | 1 | General Financial Rules | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 04.02 | 1 | Treasury Rules | | |
| 04.03-04 | 2 | Public Procurement Act, 2006 and Public Procurement Regulations, 2008 | | |
| 04.05 | 1 | Budget and Budgetary Process in Bangladesh | | |
| 04.06 | 1 | Audit and Settlement of Audit Objections | | |
| 04.07 | 1 | Pay Fixation | | |
| 04.08 | 1 | TA & DA Rules (with exercise) | | |
| 0 4.09 | 1 | Pension and Gratuity | | |
| 0 4.10 | 1 | General Provident Fund, Benevolent Fund and Group Insurance Rules | | |
| 0 4.11 | 1 | VAT Rules | | |
| 0 4.12 | 1 | Laws Relating to Income Tax | | |
| 0 4.13 | 1 | Self Tax Assessment and Income Tax Return Preparation | | |

Module-05 : Information and Communication Technology
No. of Sessions : 17

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 05.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 05.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 05.04 | 1 | Essential ICT Skill: MS Excel | | |
| 05.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 05.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |
| 05.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 05.12 | 1 | Introduction to e-nothi | | |
| 05.13-16 | 4 | Workshop on e-nothi | | |
| 05.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-06 : Management of Other Important Issues
No. of Sessions : 08

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 06.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 06.02 | 1 | Purchasing and Preservation of Goods | | |
| 06.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 06.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |
| 06.05 | 1 | Maintenance of Furniture and Equipment | | |
| 06.06-07 | 2 | Project Management and Project Cycle | | |
| 06.08 | 1 | Health Awareness (Communicable and non Communicable Diseases) | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 80 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 200 |



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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 12 days
- 4) Date : 09 – 20 September 2018
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

- a) To enhance participants’ knowledge and skills with regard to the proper applications of Government systems and rules;
- b) To enable participants identify and analyze communication process and behavior patterns of management practices; and
- c) To equip participants to utilise information communication technology in office management.

Distribution of days

| | |
|---------------------|---------|
| Duration | 12 days |
| Weekly holidays | 2 |
| Working days | 10 |
| a. Inauguration- | ½ day |
| b. Closing- | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Service Rules and Office Management

No. of Sessions : 14

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 01.02 | 1 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 01.03 | 1 | The Pubic Employees (Punctual Attendance) Ordinance, 1982 | | |
| 01.04 | 1 | Leave Rules, 1959 | | |
| 01.05 | 1 | Right to Information Act, 2009 | | |
| 01.06 | 1 | Performance Evaluation and Annual Confidential Report (ACR) Writing | | |
| 01.07 | 1 | Annual Performance Agreement (APA) | | |
| 01.08-09 | 2 | File Management and Record management as per Secretariat Instructions | | |
| 01.10 | 1 | Writing Note, Draft and brief | | |
| 01.11 | 1 | Forms of Written Communication (Official Letter, DO and Office Memorandum) | | |
| 01.12 | 1 | Forms of Written Communication (Exercise) | | |
| 01.13 | 1 | Citizen Charter | | |
| 01.14 | 1 | Procedure of Condemnation of Office Equipment | | |

Module-02 : Information and Communication Technology

No. of Sessions : 17

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 02.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 02.04 | 1 | Essential ICT Skill: MS Excel | | |
| 02.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 02.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 02.12 | 1 | Introduction to e-nothi | | |
| 02.13-16 | 4 | Workshop on e-nothi | | |
| 02.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-03 : Store Management**No. of Sessions : 05**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 03.02 | 1 | Purchasing and Preservation of Goods | | |
| 03.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 03.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |
| 03.05 | 1 | Maintenance of Furniture and Equipment | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 30 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |

04. Financial Management Course for Grade 10-12 Employees

| | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : One in each RPATC |
| 3) Duration | : 12 days |
| 4) Date | : 02 – 13 December 2018 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 10-12 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | : |

- a) To increase participants' level of understanding about the constitutional and legal aspects of financial management of Bangladesh;
- b) To make participants aware about their role as financial managers; and
- c) To enable participants correctly perceive, interpret and analyse financial rules in decision making process.

Distribution of days

| | |
|---------------------|---------|
| Duration | 12 days |
| Weekly holidays | 2 |
| Working days | 10 |
| a. Inauguration- | ½ day |
| b. Closing- | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 35

**11) Course Contents****Module-01 : Financial Rules and Procedures****No. of Sessions : 13**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 01.01 | 1 | General Financial Rules | | |
| 01.02 | 1 | Treasury Rules | | |
| 01.03-04 | 2 | Public Procurement Act, 2006 and Public Procurement Regulations, 2008 | | |
| 01.05 | 1 | Budget and Budgetary Process in Bangladesh | | |
| 01.06 | 1 | Audit and Settlement of Audit Objections | | |
| 01.07 | 1 | Pay Fixation | | |
| 01.08 | 1 | TA & DA Rules (with exercise) | | |
| 01.09 | 1 | Pension and Gratuity | | |
| 01.10 | 1 | General Provident Fund, Benevolent Fund and Group Insurance Rules | | |
| 01.11 | 1 | VAT Rules | | |
| 01.12 | 1 | Laws Relating to Income Tax | | |
| 01.13 | 1 | Self Tax Assessment and Income Tax Return Preparation | | |

Module-02 : Information and Communication Technology**No. of Sessions : 17**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 02.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 02.04 | 1 | Essential ICT Skill: MS Excel | | |
| 02.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 02.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |
| 02.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 02.12 | 1 | Introduction to e-nothi | | |
| 02.13-16 | 4 | Workshop on e-nothi | | |
| 02.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-03 : Store Management
No. of Sessions : 05

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 03.02 | 1 | Purchasing and Preservation of Goods | | |
| 03.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 03.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |
| 03.05 | 1 | Maintenance of Furniture and Equipment | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 30 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |



05. Conduct and Discipline Course for Grade 10-12 Employees

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 22 – 26 July 2018
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To increase participants’ knowledge and skills with regard to the theoretical and practical aspects of conduct and discipline.

Distribution of days

| | |
|----------------------|-------------------------------------|
| Duration | 05 days |
| Weekly holidays | 00 |
| Working days | 05 |
| a. Inauguration- | ¼ day |
| b. Closing- | ¼ day |
| c. Field Visit | ½ day |
| d. Exam/Exercises | ¼ day |
| e. Cultural Program | 00 day (May be arranged at evening) |
| Total 1¼ days | |

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 18

11) Course Contents

Module-01 : Official Rules and Regulations

No. of Sessions : 08

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | The Constitution of Bangladesh and Expected Conduct of Government Servants | | |
| 01.02 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 01.03-04 | 2 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 01.05-06 | 2 | Existing Ordinances Related to Discipline Matters: The Government Servants (Special Provision) Ordinance, 1979 The Public Employees (Punctual Attendance) Ordinance, 1982 The Public Servants (Dismissal on Conviction) Ordinance, 1985 | | |
| 01.07 | 1 | National Integrity Strategy (NIS) | | |
| 01.08 | 1 | Role of BPSC in the Matters of Discipline and Appeal Rules | | |

Module-02 : Managing Disciplinary Cases

No. of Sessions : 10

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01-02 | 2 | General Conditions of Service | | |
| 02.03 | 1 | Techniques of Preparing Statement of Allegations | | |
| 02.04 | 1 | Framing of Charges Against the Accused | | |
| 02.05 | 1 | Inquiry Procedure of Departmental Cases | | |
| 02.06 | 1 | Writing of Inquiry Report | | |
| 02.07 | 1 | Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise) | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.08 | 1 | The Administrative Tribunal Act, 1980 (with Amendments) | | |
| 02.09 | 1 | Introduction to Norms, Ethics, Values and Morality | | |
| 02.10 | 1 | Manner, Etiquettes and Dress Code of Government Employees | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 |
| Total | 100 |

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

| | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course/RPATC | : One in each RPATC |
| 3) Duration | : 12 days |
| 4) Date | : 02 – 11 October 2018 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 10-12 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) 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- | ½ day |
| b. Closing- | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 33

**11) Course Contents****Module-01 : ICT Skills****No. of Sessions : 22**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | Need Assessment of ICT Skills/ICT Skill Test | | |
| 01.02 | 1 | Use of ICT in Office Management | | |
| 01.03-04 | 2 | Essential ICT Skill: MS Word | | |
| 01.05-06 | 2 | Essential ICT Skill: MS Excel | | |
| 01.07-08 | 2 | Essential ICT Skill: MS Power Point | | |
| 01.09-11 | 3 | Essential ICT Skill: MS Access | | |
| 01.12-13 | 2 | Essential ICT Skill: Browsing Internet and using email | | |
| 01.14-15 | 2 | Unicode: Bangla Typing | | |
| 01.16-17 | 2 | Blind Typing Practice: Bangla & English | | |
| 01.18-22 | 5 | e-Nothi (workshop) | | |

Module-02 : PC Hardware and Troubleshooting**No. of Sessions : 11**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.01-02 | 2 | Introduction to computer a. Basics of Computer b. Organization of Computer c. Software and Hardware d. Input Output Devices | | |
| 02.03 | 1 | How to Setup Different Devices on PC | | |
| 02.04 | 1 | Basic Tips on PC Hardware Maintenance | | |
| 02.05-06 | 2 | User Level Maintenance and Troubleshooting | | |
| 02.07 | 1 | Troubleshooting-Software | | |
| 02.08-09 | 2 | Troubleshooting-Hardware | | |
| 02.10 | 1 | Sharing Files in Google Drive | | |
| 02.11 | 1 | Uploading File in Networking Server | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Study Visit

13) 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 | 80 |
| b) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |





07. Communicative English Course for Grade 10-12 Employees

- 1) Venue : All RPATCs
- 2) Number of course/RPATC : One in each RPATC
- 3) Duration : 12 days
- 4) Date : 16 – 27 June 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 10 -12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To enable participants use English language effectively for official and other purposes.

Distribution of days

| | |
|---------------------|---------|
| Duration | 12 days |
| Weekly holidays | 2 |
| Working days | 10 |
| a. Inauguration | ½ day |
| b. Closing | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Vocabulary

No. of Sessions : 05

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|------------------------------------|----------------------|----|
| 01.01 | 1 | Building Vocabulary | | |
| 01.02 | 1 | The Use of a Dictionary | | |
| 01.03 | 1 | Common Mistakes in English | | |
| 01.04 | 1 | Public Speaking/Extempore Speech | | |
| 01.05 | 1 | How to behave with clients & Media | | |

Module-02 : Grammar

No. of Sessions : 07

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.01 | 1 | Building Sentences | | |
| 02.02 | 1 | Tense and Time | | |
| 02.03 | 1 | Use of Modal Auxiliaries & Prepositions | | |
| 02.04 | 1 | Use of Article | | |
| 02.05 | 1 | Direct Speech & Indirect Speech | | |
| 02.06 | 1 | Paraphrasing | | |
| 02.07 | 1 | Voice Change | | |

Module-03 : Speaking Skills

No. of Sessions : 09

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 03.01 | 1 | Techniques of Speaking | | |
| 03.02 | 1 | Providing Welcome Address, Vote of Thanks and Announcement | | |
| 03.03 | 1 | Asking and Answering | | |
| 03.04 | 1 | Introducing Oneself | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 03.05 | 1 | Greetings, Expressing Gratitude, Regret, Command, Request & Advice | | |
| 03.06 | 1 | Basic Rules of Pronunciation | | |
| 03.07 | 1 | Speaking Extemporaneously | | |
| 03.08 | 1 | Dialogue Practice | | |
| 03.09 | 1 | Enhancing Presentation Skills | | |

Module-04 : Writing Skills**No. of Sessions : 07**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 04.01 | 1 | Techniques of Writing | | |
| 04.02 | 1 | Writing Skills: Practice sessions | | |
| 04.03 | 1 | Business (Official) Writing-Writing a CV, Report, | | |
| 04.04 | 1 | Summary, Application, E-mail communication | | |
| 04.05 | 1 | Writing minutes, memorandum | | |
| 04.06 | 1 | IELTS Writing Task-one (Descriptive Writing & Argumentative Writing) | | |
| 04.07 | 1 | Common Mistakes in English | | |

Module-05 : Reading Skills**No. of Sessions : 04**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|-----------------------------|----------------------|----|
| 05.01 | 1 | Techniques of Reading | | |
| 05.02 | 1 | IELTS Reading: Techniques | | |
| 05.03 | 1 | Practice session on Reading | | |
| 05.04 | 1 | English Book Review | | |

Module-06 : Listening Skills
No. of Sessions : 04

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|-------------------------------|----------------------|----|
| 06.01 | 1 | Techniques of Listening | | |
| 06.02 | 1 | Movie Show and Listening | | |
| 06.03 | 1 | IELTS Listening | | |
| 06.04 | 1 | Practice Session on Listening | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Study Visit

13) 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 Conduct & Discipline | 20 |
| Total | | 100 |





08. e-Nothi Course for Grade 10-12 Employees

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 16 – 27 June 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25 in each Course
- 7) Eligible participants : Employees holding the post of Grade 10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations , Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objectives :

To orient the participants with elementary computer technology and its application for official purpose.

Distribution of days

| | |
|----------------------|-------------------------------------|
| Duration | 05 days |
| Weekly holidays | 00 |
| Working days | 05 |
| a. Inauguration | ¼ day |
| b. Closing | ¼ day |
| c. Field Visit | ½ day |
| d. Exam/Exercises | ¼ day |
| e. Cultural Program | 00 day (May be arranged at evening) |
| Total 1¼ days | |

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 19

11) Course Contents

Module -01 : e-Nothi

No. of Sessions : 13

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|-----------------------------------|----------------------|----|
| 01.01 | 1 | Introduction to e-Nothi | | |
| 01.02 | 1 | e-Nothi Login Process | | |
| 01.03 | 1 | Major Feature of e-Nothi | | |
| 01.04 | 1 | Major Feature of Dak | | |
| 01.05 | 1 | Major Feature of Nothi | | |
| 01.06 | 1 | Preparation Digital Guard File | | |
| 01.07 | 1 | Preparation Office Seal | | |
| 01.08 | 1 | Preparation Drafting Letter | | |
| 01.09 | 1 | Preparation Online patrojari | | |
| 01.10 | 1 | Register, Report, Dashboard | | |
| 01.11 | 1 | Practice on Dak | | |
| 01.12 | 1 | Practice on Dak and Nothi | | |
| 01.13 | 1 | End of e-Nothi Session/Evaluation | | |

Module -02 : Typing

No. of Sessions : 06

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|------------------------------------|----------------------|----|
| 01.01 | 1 | Introduction to Unicode | | |
| 01.02 | 1 | Description of Bangla Software | | |
| 01.03 | 1 | Bangla Typing Nikosh Font | | |
| 01.04 | 1 | Bangla Typing যুক্তবর্ণ | | |
| 01.05-06 | 2 | Bangla and English Typing Practice | | |
| 01.13 | 1 | End of e-Nothi Session/Evaluation | | |

12) Training Method

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



13) 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 | 80 |
| b) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |



09. Fundamental Training Course for Grade 13-16 Employees

- | | |
|---|--|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 10 in each RPATC |
| 3) Duration | : 21 days |
| 4) Date | : 1st Course 08 – 26 July 2018 2nd Course 09 – 27 September 2018 3rd Course 14 October – 01 November 2018 4th Course 11 – 29 November 2018 5th Course 03 – 23 December 2018 6th Course 06 – 24 January 2019 7th Course 03 – 20 February 2019 8th Course 03 – 21 March 2019 9th Course 07 – 25 April 2019 10th Course 05 – 23 May 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade13-16 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | : a) To develop a knowledge of national identity, prospects and enhance competencies with ethics, morality and integrity among the participants; b) To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules; c) To enable participants identify and analyze communication process and behavior patterns of management practices; and d) To equip participants to utilize information communication technology in office management. |

**Distribution of days**

| | | |
|-----------------|---------------------|---------------|
| Duration | 21 days | |
| Weekly holidays | 6 | |
| Working days | 15 | |
| | a. Inauguration | ½ day |
| | b. Closing | ½ day |
| | c. Field Visit | 1 day |
| | d. Exam/Exercises | ½ day |
| | e. Cultural Program | ½ day |
| | Total | 3 days |

Available days for Classroom session 12 x (5 sessions everyday) = 60 sessions are admissible.

Total Sessions of the Modules - 59

11) Course Contents

Module-01 : Bangladesh Studies and Ethical Issues for Public Servants
No. of Sessions : 11

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 01.01 | 1 | Background & Spirit of Liberation War of Bangladesh | | |
| 01.02 | 1 | Socio-Economic Condition of Bangladesh | | |
| 01.03-04 | 2 | Vision 2021 and Perspective Plan 2041 | | |
| 01.05-06 | 2 | Sustainable Development Goals: Bangladesh Perspective | | |
| 01.07 | 1 | Introduction to Norms, Ethics, Values and Morality | | |
| 01.08 | 1 | Manner, Etiquettes and Dress Code of Government Employees | | |
| 01.09 | 1 | National Integrity Strategy (NIS) | | |
| 01.10 | 1 | Role of Government Employees During Elections | | |
| 01.11 | 1 | Comprehensive Disaster Management in Bangladesh | | |

Module-02 : Service Rules and Office Management
No. of Sessions : 13

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 02.02 | 1 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 02.03 | 1 | The Pubic Employees (Punctual Attendance) Ordinance, 1982 | | |
| 02.04 | 1 | Leave Rules, 1959 | | |
| 02.05 | 1 | Right to Information Act, 2009 | | |
| 02.06 | 1 | Performance Evaluation and Annual Confidential Report (ACR) Writing | | |
| 02.07 | 1 | Annual Performance Agreement (APA) | | |
| 02.08 | 1 | File Management Including Secretariat Instructions | | |
| 02.09 | 1 | Writing Note, Draft and Summary | | |
| 02.10 | 1 | Forms of Written Communication (Official Letter, DO and Office Memorandum) | | |
| 02.11 | 1 | Forms of Written Communication (Exercise) | | |
| 02.12 | 1 | Citizen Charter | | |
| 02.13 | 1 | Procedure of Condemnation of Office Equipment | | |

Module-03 : Financial Rules and Procedures
No. of Sessions : 13

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.01 | 1 | General Financial Rules | | |
| 03.02 | 1 | Treasury Rules | | |
| 03.03-04 | 2 | Public Procurement Act, 2006 and Public Procurement Regulations, 2008 | | |
| 03.05 | 1 | Budget and Budgetary Process in Bangladesh | | |
| 03.06 | 1 | Audit and Settlement of Audit Objections | | |
| 03.07 | 1 | Pay Fixation | | |
| 03.08 | 1 | TA & DA Rules (with exercise) | | |
| 03.09 | 1 | Pension and Gratuity | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.10 | 1 | General Provident Fund, Benevolent Fund and Group Insurance Rules | | |
| 03.11 | 1 | VAT Rules | | |
| 03.12 | 1 | Laws Relating to Income Tax | | |
| 03.13 | 1 | Self Tax Assessment and Income Tax Return Preparation | | |

Module-04 : Information and Communication Technology**No. of Sessions : 17**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 04.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 04.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 04.04 | 1 | Essential ICT Skill: MS Excel | | |
| 04.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 04.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |
| 04.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 04.12 | 1 | Introduction to e-nothi | | |
| 04.13-16 | 4 | Workshop on e-nothi | | |
| 04.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-05 : Store Management**No. of Sessions : 05**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 05.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 05.02 | 1 | Purchasing and Preservation of Goods | | |
| 05.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 05.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 05.05 | 1 | Maintenance of Furniture and Equipment | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 80 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 200 |





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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 12 days
- 4) Date : 05 – 16 August 2018
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade13-16
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

- a) To enhance participants’ knowledge and skills with regard to the proper applications of government systems and rules;
- b) To enable participants identify and analyze communication process and behavior patterns of management practices; and
- c) To equip participants to utilise information communication technology in office management.

Distribution of days

| | |
|---------------------|---------|
| Duration | 12 days |
| Weekly holidays | 2 |
| Working days | 10 |
| a. Inauguration | ½ day |
| b. Closing | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Service Rules and Office Management

No. of Sessions : 14

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 01.02 | 1 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 01.03 | 1 | The Pubic Employees (Punctual Attendance) Ordinance, 1982 | | |
| 01.04 | 1 | Leave Rules, 1959 | | |
| 01.05 | 1 | Right to Information Act, 2009 | | |
| 01.06 | 1 | Performance Evaluation and Annual Confidential Report (ACR) Writing | | |
| 01.07 | 1 | Annual Performance Agreement (APA) | | |
| 01.08-09 | 2 | File Management and Record management as per Secretariat Instructions | | |
| 01.10 | 1 | Writing Note, Draft and brief | | |
| 01.11 | 1 | Forms of Written Communication (Official Letter, DO and Office Memorandum) | | |
| 01.12 | 1 | Forms of Written Communication (Exercise) | | |
| 01.13 | 1 | Citizen Charter | | |
| 01.14 | 1 | Procedure of Condemnation of Office Equipment | | |

Module-02 : Information and Communication Technology

No. of Sessions : 17

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 02.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 02.04 | 1 | Essential ICT Skill: MS Excel | | |
| 02.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 02.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 02.12 | 1 | Introduction to e-nothi | | |
| 02.13-16 | 4 | Workshop on e-nothi | | |
| 02.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-03 : Store Management
No. of Sessions : 05

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 03.02 | 1 | Purchasing and Preservation of Goods | | |
| 03.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 03.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |
| 03.05 | 1 | Maintenance of Furniture and Equipment | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 30 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |

11. Financial Management Course for Grade 13-16 Employees

| | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : One in each RPATC |
| 3) Duration | : 12 days |
| 4) Date | : 10 – 20 February 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade13-16. |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | : |

- a) To increase participants' level of understanding about the constitutional and legal aspects of financial management of Bangladesh;
- b) To make participants aware about their role as financial managers; and
- c) To enable participants correctly perceive, interpret and analyse financial rules in decision making process.

Distribution of days

| | |
|---------------------|---------|
| Duration | 12 days |
| Weekly holidays | 2 |
| Working days | 10 |
| a. Inauguration- | ½ day |
| b. Closing- | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |

Total 3 days

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 35

**11) Course Contents****Module-01 : Financial Rules and Procedures****No. of Sessions : 13**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 0 1.01 | 1 | General Financial Rules | | |
| 0 1.02 | 1 | Treasury Rules | | |
| 01.03-04 | 2 | Public Procurement Act, 2006 and Public Procurement Regulations, 2008 | | |
| 01.05 | 1 | Budget and Budgetary Process in Bangladesh | | |
| 0 1.06 | 1 | Audit and Settlement of Audit Objections | | |
| 0 1.07 | 1 | Pay Fixation | | |
| 01.08 | 1 | TA & DA Rules (with exercise) | | |
| 0 1.09 | 1 | Pension and Gratuity | | |
| 0 1.10 | 1 | General Provident Fund, Benevolent Fund and Group Insurance Rules | | |
| 0 1.11 | 1 | VAT Rules | | |
| 0 1.12 | 1 | Laws Relating to Income Tax | | |
| 0 1.13 | 1 | Self Tax Assessment and Income Tax Return Preparation | | |

Module-02 : Information and Communication Technology**No. of Sessions : 17**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01 | 1 | Introduction to Computer: Hardware and Software | | |
| 02.02-03 | 2 | Essential ICT Skill: MS Word | | |
| 02.04 | 1 | Essential ICT Skill: MS Excel | | |
| 02.05 | 1 | Essential ICT Skill: MS Power Point | | |
| 02.06 | 1 | Essential ICT Skill: Browsing Internet and using email | | |
| 02.07-11 | 5 | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | | |
| 02.12 | 1 | Introduction to e-nothi | | |
| 02.13-16 | 4 | Workshop on e-nothi | | |
| 02.17 | 1 | PC Maintenance and Troubleshooting | | |

Module-03 : Store Management
No. of Sessions : 05

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 03.01 | 1 | Orientation and Effective Utilization of Office Equipments | | |
| 03.02 | 1 | Purchasing and Preservation of Goods | | |
| 03.03 | 1 | Distribution and Maintenance of Accounts of Stationeries | | |
| 03.04 | 1 | Purchase and Distribution of Dresses and Liveries of the Government Employees | | |
| 03.05 | 1 | Maintenance of Furniture and Equipment | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 | 30 |
| c) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |



12. Conduct and Discipline Course for Grade 13-16 Employees

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 21 – 25 April 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 13-16
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To increase participants’ knowledge and skills with regard to the theoretical and practical aspects of conduct and discipline.

Distribution of days

| | |
|----------------------|-------------------------------------|
| Duration | 05 days |
| Weekly holidays | 00 |
| Working days | 05 |
| a. Inauguration- | ¼ day |
| b. Closing- | ¼ day |
| c. Field Visit | ½ day |
| d. Exam/Exercises | ¼ day |
| e. Cultural Program | 00 day (May be arranged at evening) |
| Total 1¼ days | |

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 18

11) Course Contents

Module-01 : Official Rules and Regulations

No. of Sessions : 08

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | The Constitution of Bangladesh and Expected Conduct of Government Servants | | |
| 01.02 | 1 | The Government Servants (Conduct) Rules, 1979 | | |
| 01.03-04 | 2 | The Government Servants (Discipline and Appeal) Rules, 1985 | | |
| 01.05-06 | 2 | Existing Ordinances Related to Discipline Matters: The Government Servants (Special Provision) Ordinance, 1979 The Public Employees (Punctual Attendance) Ordinance, 1982 The Public Servants (Dismissal on Conviction) Ordinance, 1985 | | |
| 01.07 | 1 | National Integrity Strategy (NIS) | | |
| 01.08 | 1 | Role of BPSC in the Matters of Discipline and Appeal Rules | | |

Module-02 : Managing Disciplinary Cases

No. of Sessions : 10

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 02.01-02 | 2 | General Conditions of Service | | |
| 02.03 | 1 | Techniques of Preparing Statement of Allegations | | |
| 02.04 | 1 | Framing of Charges Against the Accused | | |
| 02.05 | 1 | Inquiry Procedure of Departmental Cases | | |
| 02.06 | 1 | Writing of Inquiry Report | | |
| 02.07 | 1 | Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise) | | |
| 02.08 | 1 | The Administrative Tribunal Act, 1980 (with Amendments) | | |



| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.09 | 1 | Introduction to Norms, Ethics, Values and Morality | | |
| 02.10 | 1 | Manner, Etiquettes and Dress Code of Government Employees | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) 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 |
| Total | 100 |



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

| | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course/RPATC | : One in each RPATC |
| 3) Duration | : 12 days |
| 4) Date | : 03 – 14 March 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 13-16 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) 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 | ½ day |
| b. Closing | ½ day |
| c. Field Visit | 1 day |
| d. Exam/Exercises | ½ day |
| e. Cultural Program | ½ day |
| Total 3 days | |

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 33

**11) Course Contents****Module-01 : ICT Skills****No. of Sessions : 22**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|--|----------------------|----|
| 01.01 | 1 | Need Assessment of ICT Skills/ICT Skill Test | | |
| 01.02 | 1 | Use of ICT in Office Management | | |
| 01.03-04 | 2 | Essential ICT Skill: MS Word | | |
| 01.05-06 | 2 | Essential ICT Skill: MS Excel | | |
| 01.07-08 | 2 | Essential ICT Skill: MS Power Point | | |
| 01.09-11 | 3 | Essential ICT Skill: MS Access | | |
| 01.12-13 | 2 | Essential ICT Skill: Browsing Internet and using email | | |
| 01.14-15 | 2 | Unicode: Bangla Typing | | |
| 01.16-17 | 2 | Blind Typing Practice: Bangla & English | | |
| 01.18-22 | 5 | e-Nothi (workshop) | | |

Module-02 : PC Hardware and Troubleshooting**No. of Sessions : 11**

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|---|----------------------|----|
| 02.01-02 | 2 | Introduction to computer a. Basics of Computer b. Organization of Computer c. Software and Hardware d. Input Output Devices | | |
| 02.03 | 1 | How to Setup Different Devices on PC | | |
| 02.04 | 1 | Basic Tips on PC Hardware Maintenance | | |
| 02.05-06 | 2 | User Level Maintenance and Troubleshooting | | |
| 02.07 | 1 | Troubleshooting-Software | | |
| 02.08-09 | 2 | Troubleshooting-Hardware | | |
| 02.10 | 1 | Sharing Files in Google Drive | | |
| 02.11 | 1 | Uploading File in Networking Server | | |

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration

- c) Exercise
- d) Study Visit

13) 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 | 80 |
| b) | Class Attendance and Overall Conduct & Discipline | 20 |
| Total | | 100 |





14. e-Nothi Course for Grade 13-16 Employees

| | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : One in each RPATC |
| 3) Duration | : 05 days |
| 4) Date | : 19 – 23 May 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 13-16 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objectives | : |

To orient the participants with elementary computer technology and its application for official purpose.

Distribution of days

| | |
|----------------------|-------------------------------------|
| Duration | 05 days |
| Weekly holidays | 00 |
| Working days | 05 |
| a. Inauguration- | ¼ day |
| b. Closing- | ¼ day |
| c. Field Visit | ½ day |
| d. Exam/Exercises | ¼ day |
| e. Cultural Program | 00 day (May be arranged at evening) |
| Total 1¼ days | |

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 19

11 Course Contents

Module -01 : e-Nothi

No. of Sessions : 13

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|-----------------------------------|----------------------|----|
| 01.01 | 1 | Introduction to e-Nothi | | |
| 01.02 | 1 | e-Nothi Login Process | | |
| 01.03 | 1 | Major Feature of e-Nothi | | |
| 01.04 | 1 | Major Feature of Dak | | |
| 01.05 | 1 | Major Feature of Nothi | | |
| 01.06 | 1 | Preparation Digital Guard File | | |
| 01.07 | 1 | Preparation Office Seal | | |
| 01.08 | 1 | Preparation Drafting Letter | | |
| 01.09 | 1 | Preparation Online patrojari | | |
| 01.10 | 1 | Register, Report, Dashboard | | |
| 01.11 | 1 | Practice on Dak | | |
| 01.12 | 1 | Practice on Dak and Nothi | | |
| 01.13 | 1 | End of e-Nothi Session/Evaluation | | |

Module -02 : Typing

No. of Sessions : 06

| Topic Code | Hours | Topics | Facilitator/ Speaker | TM |
|------------|-------|------------------------------------|----------------------|----|
| 01.01 | 1 | Introduction to Unicode | | |
| 01.02 | 1 | Description of Bangla Software | | |
| 01.03 | 1 | Bangla Typing Nikosh Font | | |
| 01.04 | 1 | Bangla Typing যুক্তবর্ণ | | |
| 01.05-06 | 2 | Bangla and English Typing Practice | | |

12) Training Method

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



13) 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 | 80 |
| b) | Class Attendance and Overall Conduct & Discipline | 20 |
| | Total | 100 |



15. গ্রেড ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স

| | |
|--------------------------------------|---|
| ১) স্থান | : সকল আরপিএটিসি |
| ২) কোর্সের সংখ্যা | : প্রত্যেক আরপিএটিসিতে ১২টি |
| ৩) সময় | : ১৪ দিন |
| ৪) তারিখ | : ১ম কোর্স ১৫ - ২৬ জুলাই ২০১৮ ২য় কোর্স ০৬ - ১৯ আগস্ট ২০১৮ ৩য় কোর্স ১৬ - ২৭ সেপ্টেম্বর ২০১৮ ৪র্থ কোর্স ১৪ - ২৫ অক্টোবর ২০১৮ ৫ম কোর্স ১৮ - ২৯ নভেম্বর ২০১৮ ৬ষ্ঠ কোর্স ০২ - ১৩ ডিসেম্বর ২০১৮ ৭ম কোর্স ২০ - ৩১ জানুয়ারি ২০১৯ ৮ম কোর্স ১৭ - ২৮ ফেব্রুয়ারী ২০১৯ ৯ম কোর্স ১০ - ২১ মার্চ ২০১৯ ১০ম কোর্স ১৭ - ৩০ এপ্রিল ২০১৯ ১১শ কোর্স ১২ - ২৩ মে ২০১৯ ১২শ কোর্স ০৯ - ২০ জুন ২০১৯ |
| ৫) প্রোগ্রামের ধরন | : আবাসিক/অনাবাসিক |
| ৬) প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা | : প্রত্যেক কোর্সে ২৫ জন |
| ৭) প্রশিক্ষণার্থীদের যোগ্যতা | : ১৭-২০ গ্রেডের কর্মচারী |
| ৮) মনোনয়নের পদ্ধতি | : আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিসসমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে। |
| ৯) মনোনয়ন প্রেরণের শেষ সময় | : কোর্স শুরুর ০৭দিন পূর্ব পর্যন্ত |
| ১০) কোর্সের উদ্দেশ্য | : |

ক) দেশের মৌলিক বিষয় সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;

খ) প্রশিক্ষণার্থীদের মৌলিক বিধি বিধান সম্পর্কে ধারণা প্রদান; এবং

গ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষণার্থীদের সচেতনতা বৃদ্ধি করা।

দিনের বিভাজন

| | | |
|----------------|------------------------|---------|
| সময় | ১৪ দিন | |
| সাপ্তাহিক ছুটি | ৪ দিন | |
| কর্মদিবস | ১০ | |
| | ক) উদ্বোধন | ১/২ দিন |
| | খ) সমাপন | ১/২ দিন |
| | গ) মাঠ পরিদর্শন | ১ দিন |
| | ঘ) পরীক্ষা/অনুশীলন | ১/২ দিন |
| | ঙ) সাংস্কৃতিক অনুষ্ঠান | ১/২ দিন |
| | মোট ৩ দিন | |

ক্লাশরুমের সেশনের জন্য দিন থাকে ৭ (প্রতিদিন ৫টি সেশন)= ৩৫টি সেশন হতে পারে।

মডিউলের মোট সেশন- ২৯

১১) কোর্সের বিষয়সমূহ

মডিউল-০১ : বাংলাদেশ পরিচিতি
সেশন সংখ্যা : ১০

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|--|-------|----------------|
| ০১.০১-০২ | ২ | বাংলাদেশ: ভৌগোলিক এলাকা, পাশ্ববর্তী দেশসমূহ এবং এর আঞ্চলিক গুরুত্ব | | |
| ০১.০৩-০৪ | ২ | বাংলাদেশের স্বাধীনতা যুদ্ধের পটভূমি ও চেতনা এবং জাতীয় দিবসসমূহ উদযাপন | | |
| ০১.০৫ | ১ | বাংলাদেশের আর্থ-সামাজিক অবস্থা | | |
| ০১.০৬ | ১ | নীতি, নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি | | |
| ০১.০৭ | ১ | জাতীয় শুদ্ধাচার কৌশল (এনআইএস) | | |
| ০১.০৮ | ১ | সরকারী কর্মচারীর স্বদেশপ্রেম | | |
| ০১.০৯ | ১ | অফিসের পরিবেশ এবং পরিচ্ছন্নতা | | |
| ০১.১০ | ১ | সমন্বিত দূর্যোগ ব্যবস্থাপনা | | |

মডিউল-০২ : চাকরির মৌল নীতিসমূহ
সেশন সংখ্যা : ১০

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|---|-------|----------------|
| ০২.০১ | ১ | চাকরির সাধারণ শর্তাবলী | | |
| ০২.০২ | ১ | সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯ | | |
| ০২.০৩-০৪ | ২ | সরকারী কর্মচারী (শৃঙ্খলা এবং আপীল) বিধিমালা, ২০১৮ | | |

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|---|-------|----------------|
| ০২.০৫ | ১ | গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২ | | |
| ০২.০৬ | ১ | ছুটি বিধি | | |
| ০২.০৭ | ১ | গণকর্মচারী (অবসর) বিধিমালা, ১৯৭৫ | | |
| ০২.০৮ | ১ | টিএ এবং ডিএ রুলস | | |
| ০২.০৯ | ১ | সরকারী চাকরিজীবীদের কল্যাণ বিধি | | |
| ০২.১০ | ১ | গ্রেড ১৭-২০ কর্মচারীর পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা | | |

মডিউল-০৩ : মৌলিক দক্ষতা এবং আচরণ
সেশন সংখ্যা : ০৯

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|--|-------|----------------|
| ০৩.০১ | ১ | কম্পিউটার পরিচিতি: হার্ডওয়্যার | | |
| ০৩.০২-০৩ | ২ | বাংলা কী বোর্ড (অত্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং | | |
| ০৩.০৪ | ১ | ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল | | |
| ০৩.০৫ | ১ | অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য | | |
| ০৩.০৬ | ১ | আচরণের রীতি | | |
| ০৩.০৭ | ১ | সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাক রীতি | | |
| ০৩.০৮ | ১ | সময়ানুবর্তিতা | | |
| ০৩.০৯ | ১ | নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন | | |

১২) প্রশিক্ষণ কৌশল

- ক) বক্তৃতা এবং আলোচনা
- খ) ব্যবহারিক প্রদর্শনী
- গ) অনুশীলন
- ঘ) শিক্ষা সফর

১৩) মূল্যায়ন পদ্ধতি

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

| | | |
|------------|---|------------|
| ক) | লিখিত পরীক্ষা | ১০০ |
| খ) | অনুশীলন/দলীয় কাজ | ৩০ |
| গ) | শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা | ২০ |
| মোট | | ১৫০ |

16. গ্রেড ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স

| | |
|--------------------------------------|---|
| ১) স্থান | : সকল আরপিএটিসি |
| ২) কোর্সের সংখ্যা | : প্রত্যেক আরপিএটিসি'তে ০১ টি |
| ৩) সময় | : ০৫ দিন |
| ৪) তারিখ | : ২৩ - ২৭ জুন ২০১৯ |
| ৫) প্রোগ্রামের ধরন | : আবাসিক/অনাবাসিক |
| ৬) প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা | : প্রত্যেক কোর্সে ২৫ জন |
| ৭) প্রশিক্ষণার্থীদের যোগ্যতা | : ১৭-২০ গ্রেডের কর্মচারী |
| ৮) মনোনয়নের পদ্ধতি | : আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা অফিসসমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে |
| ৯) মনোনয়ন প্রেরণের শেষ সময় | : কোর্স শুরুর ০৭ দিন পূর্ব পর্যন্ত |
| ১০) কোর্সের উদ্দেশ্য | : |

ক) প্রশিক্ষণার্থীদের মৌলিক বিধিবিধান সম্পর্কে ধারণা প্রদান; এবং

খ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষণার্থীদের সচেতনতা বৃদ্ধি করা।

দিনের বিভাজন

| | |
|------------------------|---|
| সময় | ০৫ দিন |
| সাপ্তাহিক ছুটি | ০০ দিন |
| কর্মদিবস | ০৫ |
| ক) উদ্বোধন | ১/৪ দিন |
| খ) সমাপন | ১/৪ দিন |
| গ) মাঠ পরিদর্শন | ১/২ দিন |
| ঘ) পরীক্ষা/অনুশীলন | ১/৪ দিন |
| ঙ) সাংস্কৃতিক অনুষ্ঠান | ০০ দিন (যেকোন সন্ধ্যায় আয়োজন করা যেতে পারে) |
| মোট | ১.১/৪ দিন |

ক্লাশরুমের সেশনের জন্য দিন থাকে ৪ (প্রতিদিন ৫টি সেশন)= ২০টি সেশন হতে পারে।

মডিউলের মোট সেশন- ২১

১১) কোর্সের বিষয়সমূহ

মডিউল-০১ : চাকরির মৌলিক বিধানসমূহ
সেশন সংখ্যা : ১০

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|---|-------|----------------|
| ০১.০১ | ১ | চাকরির সাধারণ শর্তাবলী | | |
| ০১.০২ | ১ | সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯ | | |
| ০১.০৩-০৪ | ২ | সরকারী কর্মচারী (শৃঙ্খলা এবং আপীল) বিধিমালা, ২০১৮ | | |
| ০১.০৫ | ১ | গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২ | | |
| ০১.০৬ | ১ | ছুটি বিধি | | |
| ০১.০৭ | ১ | গণকর্মচারী (অবসর) বিধিমালা, ১৯৭৫ | | |
| ০১.০৮ | ১ | টিএ এবং ডিএ রুলস | | |
| ০১.০৯ | ১ | সরকারী চাকরিজীবীদের কল্যাণ বিধি | | |
| ০১.১০ | ১ | গ্রেড ১৭-২০ কর্মচারীর পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা | | |

মডিউল-০২ : মৌলিক দক্ষতা এবং আচরণ
সেশন সংখ্যা : ১১

| বিষয় কোড | ঘন্টা | বিষয়সমূহ | বক্তা | প্রশিক্ষণ কৌশল |
|-----------|-------|--|-------|----------------|
| ০২.০১ | ১ | কম্পিউটার পরিচিতি: হার্ডওয়্যার | | |
| ০২.০২ | ১ | বাংলা কী বোর্ড (অত্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং | | |
| ০২.০৩-০৪ | ২ | ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল | | |
| ০২.০৫ | ১ | অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য | | |
| ০২.০৬ | ১ | আচরণ রীতি | | |
| ০২.০৭ | ১ | দৃষ্টিভঙ্গি, আচরণ এবং পোশাক রীতি | | |
| ০২.০৮ | ১ | সরকারি অফিসে নীতি, নৈতিকতা, মূল্যবোধ এবং শিষ্টাচার চর্চা | | |
| ০২.০৯ | ১ | জাতীয় শুদ্ধাচার কৌশল (এনআইএস) | | |
| ০২.১০ | ১ | নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন | | |
| ০২.১১ | ১ | অফিসের পরিবেশ এবং পরিচ্ছন্নতা | | |

১২) প্রশিক্ষণ কৌশল

- ক) বক্তৃতা এবং আলোচনা
- খ) ব্যবহারিক প্রদর্শনী
- গ) অনুশীলন
- ঘ) শিক্ষা সফর

১৩) মূল্যায়ন পদ্ধতি

কোর্স ব্যবস্থাপনার সদস্যগণ কোর্সের প্রশিক্ষার্থীদের মূল্যায়ন করবেন। প্রত্যেক প্রশিক্ষার্থীকে ১০০ নম্বরের মধ্যে মূল্যায়ন করতে হবে। নম্বরের বিভাজন নিম্নরূপ হবে:

| | | |
|----|---|-----|
| ক) | লিখিত পরীক্ষা | ৮০ |
| খ) | শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা | ২০ |
| | মোট | ১০০ |





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