

Training Calendar 2020-21

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



Bangladesh Public Administration Training Centre
Savar, Dhaka- 1343



BPATC

Prepared By

**Staff Training & Regional Centres (ST&RC) Department
Bangladesh Public Administration Training Centre
Savar, Dhaka- 1343**

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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.

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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 Centres (RPATCs) conduct training courses to enhance the capacity of the government employees for building effective, inclusive, accountable Public Administration system in line with BPATC. They 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 2020-2021 for its four RPATCs which contains twenty four in titles some workshops and training courses. Some five workshops and five training courses are designed for grade 9 and above officials and the equivalents, while seven of the courses are targeted for grade 10-12 employees. Six courses are designed for grade 13-16 employees and one course will be arranged for grade 17-20 employees. Some of these courses will be held more than once. It is expected that the training courses will help to implement governments 60 hour 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 2020-2021, 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.

Md Rakib Hossain, ndc

Rector

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Introducing RPATCs

Regional Public Administration Training Centres (RPATCs), the arms of Bangladesh Public Administration Training Centre (BPATC), are mandated to discharge training programmes for supporting staff and officials of the government at regional level. BPATC, 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





supporting 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, Rajshahi and Khulna. Each RPATC, headed by a Deputy Director, is staffed with twenty nine employees of different categories. In order to improve knowledge, skill, efficiency and managerial ability of the officers and staff working at field level, 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 organized at RPATCs range from one week to four weeks and some of the programmes are held more than once in a calendar year. Although BPATC as parent organization prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater the changing needs and demands of the clients.

Training courses conducted at RPATCs are 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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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 2020-21



Course/ Prog. for	Sl. No	Name of the Course/Programme	No. of course/ prog.	Duration (days)	2020						2021					
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Grade 09 or above Officials	01.	Workshop on Right to Information (RTI)	01	01			15									
	02.	Workshop on Women and Child Rights	01	01					17							
	03.	Workshop on National Integrity Strategy (NIS)	01	01							19					
	04.	Workshop on Localization of Sustainable Development Goals (SDGs)	01	01								22				
	05.	Workshop on Public Procurement Emphasizing on EGP	01	01									20			
	06.	Modern Office Management Course	01	12					29-10							
	07.	Financial Management Course	01	12							28-11					
	08.	Conduct and Discipline Course	01	05		23-27										
	09.	ICT and e-Governance Management Course	01	12			13-24									
	10.	Communicative English Course	01	12									04-15			
Grade 10 to 12 Employees	11.	Fundamental Training Course for Grade 10-12 Employees	04	26	05-30			18-12			17-11		11-06			
	12.	Office Management and ICT Course for Grade 10-12 Employees	01	12			06-17									
	13.	Financial Management Course for Grade 10-12 Employees	01	12					08-19							
	14.	Conduct and Discipline Course for Grade 10-12 Employees	01	05							07-11					
	15.	Information & Communication Technology (ICT) Course for Grade 10-12 Employees	01	12							14-25					
	16.	Communicative English Course for Grade 10-12 Employees	01	12										30-10		
	17.	e-Nothi Course for Grade 10-12 Employees	01	05						06-10						

Grade 13 to 16 Employees	18.	Fundamental Training Course for Grade 13-16 Employees	04	19		16-03	04-22			03-21				23-10	
	19.	Office Management and ICT Course for Grade 13-16 Employees	01	12	12-23										
	20.	Financial Management Course for Grade 13-16 Employees	01	12								28-08			
	21.	Conduct and Discipline Course for Grade 13-16 Employees	01	05		16-20									
	22.	Information & Communication Technology (ICT) Course for Grade 13-16 Employees	01	12							24-04				
	23.	e-Nothi Course for Grade 13-16 Employees	01	05			20-24								
Grade 17-20 Employees	24.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for Grade 17-20 Employees	06	12	12-23		13-24	11-22		20-31			07-18		06-17

*Schedule can be changed on emergency basis

01. Workshop on Right to Information (RTI)

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of workshop | : One in each RPATC |
| 3) Duration | : One day |
| 4) Date | : 15 September, 2020 |
| 5) Type of the programme | : Non-residential |
| 6) Expected number of participants | : 25-30 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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 workshop. |
- 10) **Workshop Objective(s):**
- a) To increase participants' level of understanding on the Right to Information Act, 2009
 - b) To make the participants aware about the importance of RTI in ensuring standard service delivery
 - c) To enable the participants implement RTI Act in their respective workplaces.
- 11) **Presentation/Discussion outline of the Workshop:**
- a) RTI and international charter;
 - b) Importance of RTI in good governance, human rights and poverty reduction;
 - c) Importance of people's awareness about RTI;
 - d) Overview of information distribution/dissemination system;
 - e) List of information that should be provided on demand.
- 12) **Modus Operandi:**
- a) Presentation of key-note paper
 - b) Questions and answers on the presentation
 - c) Group work/discussion and Group Report Presentation
 - d) Comments on Group Reports by session chairperson.



02. Workshop on Women and Child Rights

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of workshop | : One in each RPATC |
| 3) Duration | : One day |
| 4) Date | : 17 November, 2020* |
| 5) Type of the programme | : Non-residential |
| 6) Expected number of participants | : 25-30 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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 workshop. |

10) Workshop Objective(s):

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

11) Presentation/Discussion outline of the Workshop:

- a) State of women: Global context;
- b) Situation of women and children: Bangladesh scenario;
- c) Special needs of women and children for balanced development;
- d) UN Charters/Conventions regarding women & children rights and protection;
- e) Existing laws, provisions and safe guards for women and children in Bangladesh;
- f) Barriers of women and child development and remedial prospects.

12) Modus Operandi:

- a) Presentation of key-note paper
- b) Questions and answers on the presentation
- c) Group work/discussion and Group Report Presentation
- d) Comments on Group Reports by session chairperson.

03. Workshop on National Integrity Strategy (NIS)

1) Venue	: All RPATCs
2) Number of workshop	: One in each RPATC
3) Duration	: One day
4) Date	: 19 January, 2021
5) Type of the programme	: Non-residential
6) Expected number of participants	: 25-30
7) Eligible participants	: Officials holding the post of Grade 09 or above
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 workshop.

10) Workshop Objective(s):

- a) To orient the participants about National Integrity Strategy (NIS);
- b) To develop awareness among the participants for ensuring standard service delivery through NIS;
- c) To inform and motivate participants about rearing NIS for establishing good governance.

11) Presentation/Discussion outline of the Workshop:

- a) An overview on National Integrity;
- b) National Integrity Strategy- State Institutions;
- c) National Integrity Strategy- Non-State Institutions;
- d) Implementation of National Integrity Strategy.

12) Modus Operandi:

- a) Presentation of key-note paper
- b) Questions and answers on the presentation
- c) Group work/discussion and Group Report Presentation
- d) Comments on Group Reports by session chairperson.



04. Workshop on Localization of Sustainable Development Goals (SDGs)

- | | |
|--|---|
| 1) Venue | : All RPATCs |
| 2) Number of workshop | : One in each RPATC |
| 3) Duration | : One day |
| 4) Date | : 22 March, 2021 |
| 5) Type of the programme | : Non-residential |
| 6) Expected number of participants | : 25-30 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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 workshop. |

10) Workshop Objective(s):

- a) To orient the participants with Sustainable Development Goals (SDGs) from the perspective of Bangladesh;
- b) To Develop awareness among the participants regarding the importance and initiatives through SDGs;
- c) To promote capacities of the participants for contributing to inclusive societies by sustainable development.

11) Presentation/Discussion outline of the Workshop:

- a) Overview of Sustainable Development Goals (SDGs);
- b) Discuss the relevance of SDGs focusing on developmental scope of Bangladesh;
- c) Indication of barriers that hindering the achievement of the goals;
- d) Discuss the role of the community, the private sector and local governments in fulfilling the Sustainable Development.

12) Modus Operandi:

- a) Presentation of key-note paper
- b) Questions and answers on the presentation
- c) Group work/discussion and Group Report Presentation
- d) Comments on Group Reports by session chairperson.

05. Workshop on Public Procurement Emphasizing on EGP

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of workshop | : One in each RPATC |
| 3) Duration | : One day |
| 4) Date | : 20 April, 2021 |
| 5) Type of the programme | : Non-residential |
| 6) Expected number of participants | : 25-30 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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 workshop. |

10) Workshop Objective(s):

- a) To acquaint the participants with Public Procurement Act and Rules;
- b) To enable them utilise public fund in line with Public Procurement Act and Rules;
- c) To enable the participants understand and apply the eGP system.

11) Presentation/Discussion outline of the Workshop:

- a) Salient features of Public Procurement Act 2006 and Public Procurement Rules 2008;
- b) Methods of goods, works and service procurement;
- c) Approval procedure;
- d) Phases and key functionalities of eGP;
- e) Procedures of making complain and settlement.

12) Modus Operandi:

- a) Presentation of key-note paper
- b) Questions and answers on the presentation
- c) Group work/discussion and Group Report Presentation
- d) Comments on Group Reports by session chairperson.



06. Modern Office Management Course

- 1) **Venue** : All RPATCs
- 2) **Number of course** : 01 in each RPATC
- 3) **Duration** : 12 days
- 4) **Date** : 29 November – 10 December, 2020
- 5) **Type of the programme** : Residential/Non-Residential
- 6) **Expected number of participants** : 25
- 7) **Eligible participants** : Officials holding the post of Grade 09 or above
- 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-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 45

11) Course Contents:

Module-01 : Official Rules
No. of Sessions : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Salient Features of the Constitution of Bangladesh	Faculty/Guest speaker	L&D
01.02-03	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.04	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.05-06	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&E
01.07	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
01.08-09	2	বঙ্গবন্ধুর জীবনদর্শন ও অর্থনৈতিক মুক্তি	Faculty/Guest speaker	L&D
01.10-11	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Official Procedures
No. of Sessions : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Secretariat Instruction, 2014	Faculty/Guest speaker	L&D
02.02	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
02.03	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
02.04-05	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	D&E
02.06	1	Office Inspection	Faculty/Guest speaker	L&E
02.07	1	Citizen Charter	Faculty/Guest speaker	L&D
02.08	1	Office manner and etiquette	Faculty/Guest speaker	L&D



Module-03 : Organizational Process
No. of Sessions : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Human Resource Management and Planning	Faculty/Guest speaker	L&D
03.02	1	Managerial Leadership	Faculty/Guest speaker	L&D
03.03	1	Motivation, Supervision and Coordination	Faculty/Guest speaker	L&D
03.04	1	Team Building	Faculty/Guest speaker	L&E
03.05	1	Decision Making Process	Faculty/Guest speaker	L&D
03.06	1	Delegation of Administrative and Financial Power	Faculty/Guest speaker	L&E
03.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
03.08	1	Role of Police in ensuring public safety and how people can help them	Faculty/Guest speaker	L&D

Module-04 : Financial Rules and Procedures
No. of Sessions : 12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest speaker	L&E
04.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
04.07-08	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
04.09	2	Pay fixation, Pension and Gratuity	Faculty/Guest speaker	D&E
04.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
04.11	1	VAT Rules	Faculty/Guest speaker	L&D

Module-05 : Information and Communication Technology
No. of Sessions : 07

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&D
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Unicode: Bangla Typing	Faculty/Guest speaker	Practical
05.06	1	Introduction to e-filing	Faculty/Guest speaker	Practical
05.07	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E

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



07. Financial Management Course

2) Venue	: All RPATCs
3) Number of course	: One in each RPATC
4) Duration	: 12 days
5) Date	: 28 February – 11 March 2021
6) Type of the programme	: Residential/Non-Residential
7) Expected number of participants	: 25
8) Eligible participants	: Officials holding the post of Grade 09 or above
9) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
10) Deadline for sending nomination letter	: 07 days before the commencement of the course.

11) 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 analyze financial rules in decision making process.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 33

12) Course Contents

Module-01 : Financial Planning and Control

No. of Sessions : 12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Financial Management: Concepts and Issues	Faculty/Guest speaker	L&D
01.02	1	Financial management system in Bangladesh	Faculty/Guest speaker	L&D
01.03-05	3	Budget and Budgetary process in Bangladesh and Preparation Of Budget using MTBF	Faculty/Guest speaker	L&E
01.06-07	2	Audit ,Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
01.08	1	Financial Institutions in Bangladesh	Faculty/Guest speaker	L&D
01.09	1	Monetary Policy	Faculty/Guest speaker	L&D
01.10	1	Store management	Faculty/Guest speaker	L&D
01.11	2	Bangladesh Capital Market: Challenges & way Forward	Faculty/Guest speaker	L&D

Module-02 : Financial Rules and Procedures

No. of Sessions : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	General Financial Rules	Faculty/Guest speaker	L&D
02.02	1	Treasury Rules	Faculty/Guest speaker	L&D
02.03	1	Duties and Responsibilities of Drawing and Disbursing Officers	Faculty/Guest speaker	L&D
02.04	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
02.05-06	2	Public Procurement with eGP	Faculty/Guest speaker	L&E
02.07	1	Cost Control Mechanism	Faculty/Guest speaker	L&D
02.08	1	Laws relating to Income Tax and Role of NBR	Faculty/Guest speaker	L&D
02.09	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&E
02.10	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest speaker	L&D



Module-03 : Service Rules
No. of Sessions : 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Bangladesh Service Rules (BSR)	Faculty/Guest speaker	L&D
03.02-03	2	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
03.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
03.05	1	Pay Fixation and Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
03.06-07	2	Pension and Gratuity Rules	Faculty/Guest speaker	L&D
03.08-09	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
03.10-11	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

13) Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit (if manageable)

14) Evaluation Method

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

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

08. Conduct and Discipline Course

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : One in each RPATC |
| 3) Duration | : 05 days |
| 4) Date | : 23 – 27 August 2020 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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 1¼days	

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

Total Sessions of the Modules- 23

**11) Course Contents****Module-01 : Official Rules and Regulations****No. of Sessions : 14**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.03	1	The Government Servants(Conduct) Rules,1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&E
01.06-07	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&E
01.08	1	National Integrity Strategy (NIS)	Faculty/Guest speaker	L&D
01.09	1	Role of BPSC in the Matters of Discipline and Appeal Rules-2018	Faculty/Guest speaker	L&D
01.10	1	Anti-corruption Act -2004	Faculty/Guest speaker	L&D
01.11-12	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.13-14	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Managing Disciplinary Cases**No. of Sessions : 09**

Topic Code	Hours	Topics	Facilitator / Speaker	TM
02.01-02	2	General Conditions of Service	Faculty/Guest speaker	L&D
02.03	1	Techniques Statement of Allegations	Faculty/Guest speaker	L&D
02.04	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
02.05	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
02.06	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator / Speaker	TM
02.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&D
02.08	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest speaker	L&D
02.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D

12) Training Method

- a) Lecture and Discussion
- b) Exercise
- c) Case Study

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



09. ICT and e-Governance Management Course

1) Venue	: All RPATCs
2) Number of course/RPATC	: One in each RPATC
3) Duration	: 12 days
4) Date	: 13 – 24 September, 2020
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Officials holding the post of Grade 09 or above
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-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 41

11) Course Contents

Module-01 : Essential ICT Skills

No. of Sessions : 20

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&Practical
01.03-04	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
01.05-06	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
01.07-08	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
01.09-10	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Practical
01.11-12	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
01.13-14	2	Unicode: Bangla Typing	Faculty/Guest speaker	Practical
01.15-16	2	Introduction to e-filing	Faculty/Guest speaker	Practical
01.17-18	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.19-20	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D
01.21	1	ICT Act-2006	Faculty/Guest speaker	L&D

Module-02 : e-Governance and ICT for Development

No. of Sessions : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	e-Governance: Concept and Architecture	Faculty/Guest speaker	L&D
02.03-04	2	e-Governance: Challenges and Opportunities	Faculty/Guest speaker	L&E
02.05-06	2	e-services at District, Upazila and Union levels	Faculty/Guest speaker	L&D
02.07-08	2	Improving Service Delivery through ICT in Bangladesh	Faculty/Guest speaker	L&E
02.09-10	2	Networked Government: Basics of Networking and e-Government over Networks	Faculty/Guest speaker	L&D
02.11-12	2	ICT for Development: Policy and Challenges	Faculty/Guest speaker	L&D
02.13-14	2	Cyber Ethics, Internet security & Use of Social Media	Faculty/Guest speaker	Practical



Module-03 : PC Hardware and Troubleshooting
No. of Sessions : 07

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Identification of Hardware and Software related problems	Faculty/Guest speaker	L&D
03.02-03	2	Solution of Hardware and Software related problems	Faculty/Guest speaker	D & Practical
03.04-05	2	User Level Maintenance and Troubleshooting	Faculty/Guest speaker	D& Practical
03.06	1	New Hardware and Software Installation	Faculty/Guest speaker	Practical
03.07	1	Solution of Network and Internet related problems	Faculty/Guest speaker	Practical

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration and Exercise
- c) 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:

d)	Exercise/Practical Test	80
e)	Class Attendance and Overall Conduct & Discipline	20
Total		100

10. Communicative English Course

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course/RPATC | : One in each RPATC |
| 3) Duration | : 12 days |
| 4) Date | : 04 – 15 April, 2021 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Officials holding the post of Grade 09 or above |
| 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-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 42

**11) Course Contents**

Module-01 : Vocabulary
No. of Sessions : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Building Vocabulary	Faculty/Guest speaker	L&D
01.02	1	The Use of a Dictionary	Faculty/Guest speaker	L&D
01.03	1	Common Mistakes in English	Faculty/Guest speaker	L&D
01.04-05	2	Public Speaking/Extempore Speech	Faculty/Guest speaker	Exercise
01.06	1	How to behave with Service recipient & Media	Faculty/Guest speaker	L&D

Module-02 : Grammar
No. of Sessions : 07

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

Module-03 : Speaking Skills
No. of Sessions : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Techniques of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D

03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Introducing Oneself	Faculty/Guest speaker	L& E
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07	1	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.08	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.09	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

Module-04 : Writing Skills

No. of Sessions : 04

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

Module-05 : Reading Skills

No. of Sessions : 07

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05'02	1	Practice session on Reading	Faculty/Guest speaker	L&E
05.03	1	English Book Review	Faculty/Guest speaker	Presentati on
05.04-05	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
05.06-07	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

**Module-06 : Listening Skills****No. of Sessions : 03**

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

Module-07 : IELTS Preparation and Practice**No. of Sessions : 06**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01	1	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.02	1	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.03	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.04	2	IELTS Writing Task-one (Descriptive Writing & Argumentative Writing)	Faculty/Guest speaker	L&E

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 Overall Conduct & Discipline	20
Total		100

11. Fundamental Training Course for Grade 10-12 Employees

- | | |
|---|--|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 04 in each RPATC |
| 3) Duration | : 26 days |
| 4) Date | : 1 st Course 05 July – 30 July 2020
2 nd Course 18 October – 12 November 2020
3 rd Course 17 January – 11 February 2021
4 th Course 11 April – 06 May 2021 |
| 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	26 days	
Weekly holidays	6	
Working days	20	
i.	Inauguration	½day
ii.	Closing	½day
iii.	Field Visit (Two)	1½ days
iv.	Exam/Exercises	1day
v.	Cultural Program	½day
Total		4 days

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

Total Sessions of the Modules- 82**11) Course Contents**

Module-01 : Bangladesh Studies

No. of Sessions : 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03	1	Socio-Economic Condition of Bangladesh	Faculty/Guest speaker	L&D
01.04-05	2	Vision 2021 and 2041	Faculty/Guest speaker	L&D
01.06-07	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.08-09	2	Bangladesh on The March Towards Prosperity	Faculty/Guest speaker	L&D
01.10	1	Role of Government Employees During Elections	Faculty/Guest speaker	L&D
01.11	1	Comprehensive Disaster Management	Faculty/Guest speaker	L&D
01.12-13	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.14-15	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
02.03	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
02.04-05	2	National Integrity Strategy (NIS)	Faculty/Guest speaker	L&E
02.06	1	Combating Corruption in Public Service Delivery	Faculty/Guest speaker	L&D
02.07	1	Religious Values in Controlling Corruption	Faculty/Guest speaker	L&D
02.08	1	Dealing with Service Recipients	Faculty/Guest speaker	L&D
02.09-12	4	Workshop on Empathy Building	Faculty/Guest speaker	L&E

Module-03 : Service Rules and Office Management

No. of Sessions : 17

Topic Code	Hours	Topics	Facilitator / Speaker	TM
03.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
03.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
03.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
03.05	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
03.06	1	Right to Information Act, 2009	Faculty/Guest speaker	L&D
03.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
03.08	1	Annual Performance Agreement (APA)	Faculty/Guest speaker	L&D
03.09	1	File Management as per Secretariat Instructions	Faculty/Guest speaker	L&D
03.10	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
03.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
03.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E



03.13	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&D
03.14	1	Office Inspection	Faculty/Guest speaker	L&D
03.15	1	Citizen Charter	Faculty/Guest speaker	L&D
03.16	2	Procedure of Condemnation of Office Equipment	Faculty/Guest speaker	L&D

Module-04 : Financial Rules and Procedures**No. of Sessions : 14**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
04.05-06	2	Budgetary Process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
04.07-08	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
04.09	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
0 4.10	1	Pay fixation, Pension and Gratuity	Faculty/Guest speaker	L&E
0 4.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
0 4.12	1	VAT Rules	Faculty/Guest speaker	L&D
0 4.13	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
0 4.14	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

Module-05 : Information and Communication Technology
No. of Sessions : 16

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
05.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
05.10-14	5	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
05.15	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
05.16	1	ICT Act-2006	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
06.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
06.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
06.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
06.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D
06.06-07	2	Project Management and Project Cycle	Faculty/Guest speaker	L&E
06.08	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D



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

12. 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 | : 06 – 17 September 2020 |
| 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 utilize information communication technology in office management. |

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 40

**11) Course Contents****Module-01 : Service Rules and Office Management****No. of Sessions : 19**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.05	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
01.06	1	Right to Information Act, 2009	Faculty/Guest speaker	L&D
01.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
01.08	1	Annual Performance Agreement (APA)	Faculty/Guest speaker	L&E
01.09	1	File Management and Record management as per Secretariat Instructions	Faculty/Guest speaker	L&D
01.10	1	Writing Note and Draft	Faculty/Guest speaker	L&D
01.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.13	1	Citizen Charter	Faculty/Guest speaker	L&D
01.14	2	Procedure of Condemnation of Office Equipment	Faculty/Guest speaker	L&D
01.15-16	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.17-18	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Information and Communication Technology
No. of Sessions : 16

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
05.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
05.10-14	5	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
05.15	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
05.16	1	ICT Act-2006	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
03.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
03.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
03.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D



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

13. 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 | : 08 – 19 November 2020 |
| 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' level of understanding about the constitutional and legal aspects of financial management of Bangladesh;
 - To make participants aware about their role as financial managers; and
 - To enable participants correctly perceive, interpret and analyze financial rules in decision making process.

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 40

**11) Course Contents****Module-01 : Financial Rules and Procedures****No. of Sessions : 14**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	General Financial Rules	Faculty/Guest speaker	L&D
01.02	1	Treasury Rules	Faculty/Guest speaker	L&D
01.03-04	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.09	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.10	1	Pay Fixation, Pension and Gratuity	Faculty/Guest speaker	L&E
01.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
01.12	1	VAT Rules	Faculty/Guest speaker	L&D
01.13	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.14	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

Module-02 : Information and Communication Technology**No. of Sessions : 21**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10	1	Introduction to e-nothi	Faculty/Guest speaker	Practical
02.11-15	5	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E

02.16	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.17-18	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
02.19-20	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D
02.21	1	ICT Act-2006	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
03.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
03.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
03.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D

12) Training Method

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



14. 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 : 07 – 11 February 2021
- 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 1¼days	

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

Total Sessions of the Modules- 22

11) Course Contents

Module-01 : Official Rules and Regulations
No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.03	1	The Government Servants(Conduct) Rules,1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.06-07	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.08	2	National Integrity Strategy (NIS)	Faculty/Guest speaker	L&E
01.09	1	Role of BPSC in the Matters of Discipline and Appeal Rules	Faculty/Guest speaker	L&D
01.10-11	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.12-13	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Managing Disciplinary Cases
No. of Sessions : 09

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



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.08	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
02.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D

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

15. 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	: 14 – 25 February 2021
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-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 39

**11) Course Contents****Module-01 : ICT Skills****No. of Sessions : 27**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Need Assessment of ICT Skills/ICT Skill Test	Faculty/Guest speaker	L&E
01.02	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
01.03-04	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
01.05-06	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
01.07-08	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
01.09-11	3	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
01.12-13	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
01.14-15	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
01.16-17	2	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
01.18-22	5	e-Nothi (workshop)	Faculty/Guest speaker	L&E
01.23-24	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.25-26	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D
01.27	1	ICT Act-2006	Faculty/Guest speaker	L&D

Module-02 : PC Hardware and Trouble shooting**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	Faculty/Guest speaker	L&E
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E
02.08-09	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E
02.10	1	Sharing Files in Google Drive	Faculty/Guest speaker	L&E
02.11-12	2	Uploading File in Networking Server with exercise	Faculty/Guest speaker	L&E

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



16. 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 : 30 May – 10 June, 2021
- 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-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day
Total 2 days		

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

Total Sessions of the Modules- 43

11) Course Contents

Module-01 : Vocabulary
No. of Sessions : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Building Vocabulary	Faculty/Guest speaker	L&D
01.02	1	The Use of a Dictionary	Faculty/Guest speaker	L&D
01.03	1	Common Mistakes in English	Faculty/Guest speaker	L&D
01.04-05	2	Public Speaking/Extempore Speech	Faculty/Guest speaker	Exercise
01.06	1	How to behave with clients & Media	Faculty/Guest speaker	L&D

Module-02 : Grammar
No. of Sessions : 07

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

Module-03 : Speaking Skills
No. of Sessions : 09

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



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

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing	Faculty/Guest speaker	L&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.04	1	Summary, Application, E-mail communication	Faculty/Guest speaker	Exercise
04.05	1	Writing minutes, memorandum	Faculty/Guest speaker	Exercise
04.06	1	Common Mistakes in English	Faculty/Guest speaker	L&E

Module-05 : Reading Skills**No. of Sessions : 07**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&E
05.03	1	English Book Review	Faculty/Guest speaker	Presentation
05.04-05	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
05.06-07	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-06 : Listening Skills
No. of Sessions : 03

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

Module-07 : IELTS Preparation and Practice
No. of Sessions : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01	1	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.02	1	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.03	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.04	2	IELTS Writing Task-one (Descriptive Writing & Argumentative Writing)	Faculty/Guest speaker	L&E

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.	Written Examination/Exercise/ Individual Assignment	80
b.	Class Attendance and Overall Conduct & Discipline	20
	Total	100



17. 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** : 06 – 10 December 2020
- 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 Objective(s):**

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 1¼days	

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

Total Sessions of the Modules- 23

1) Course Contents

Module- 01 : e-Nothi

No. of Sessions : 13

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

Module-02 : Typing

No. of Sessions : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Unicode	Faculty/Guest speaker	L&E
02.02	1	Description of Bangla Software	Faculty/Guest speaker	L&E
02.03	1	Bangla Typing Nikosh Font	Faculty/Guest speaker	Practical
02.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
02.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical
02.07-08	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
02.09-10	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

18. Fundamental Training Course for Grade 13-16 Employees

- | | |
|---|--|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 04 in each RPATC |
| 3) Duration | : 19 days |
| 4) Date | : 1 st Course 16 August – 03 September, 2020
2 nd Course 04 – 22 October, 2020
3 rd Course 03 – 21 January, 2021
4 th Course 23 May – 10 June, 2021 |
| 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	19 days
Weekly holidays	4
Working days	15
a. Inauguration	½day
b. Closing	½day
c. Field Visit	1 day
d. Exam/Exercises	½day
e. Cultural Program	½day

Total 3 days

Available days for Classroom session 12 x (5 sessions everyday) = 60 sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules – 64**11) Course Contents**

Module-01 : Bangladesh Studies and Ethical Issues for Public Servants
No. of Sessions : 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03	1	Socio-Economic Condition of Bangladesh	Faculty/Guest speaker	L&D
01.04-05	2	Vision 2021 and 2041	Faculty/Guest speaker	L&D
01.06-07	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.08	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
01.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
01.10	1	National Integrity Strategy (NIS)	Faculty/Guest speaker	L&E
01.11	1	Comprehensive Disaster Management in Bangladesh	Faculty/Guest speaker	L&D
01.12-13	2	বঙ্গবন্ধুর জীবন ও আদর্শ	Faculty/Guest speaker	L&D
01.14-15	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Service Rules and Office Management
No. of Sessions : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants(Conduct) Rules,1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
02.05	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
02.06	1	Right to Information Act, 2009	Faculty/Guest speaker	L&D
02.07	1	Annual Performance Agreement (APA)	Faculty/Guest speaker	L&E
02.08	1	File Management Including Secretariat Instructions	Faculty/Guest speaker	L&E
02.09	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
02.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D
02.11	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
02.12	1	Citizen Charter	Faculty/Guest speaker	L&E
02.13-14	2	Procedure of Condemnation of Office Equipment	Faculty/Guest speaker	L&D

**Module-03 : Financial Rules and Procedures****No. of Sessions : 14**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03-04	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
03.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
03.07-08	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
03.09	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
03.10	1	Pay Fixation, Pension and Gratuity	Faculty/Guest speaker	L&E
03.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
03.12	1	VAT Rules	Faculty/Guest speaker	L&D
03.13	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
03.14	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

Module-04 : Information and Communication Technology**No. of Sessions : 16**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
04.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
04.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
04.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
04.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
04.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
04.10-14	5	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E

04.15	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
04.16	1	ICT Act-2006	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
05.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
05.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
05.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
05.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D

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



19. 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** : 12 – 23 July 2020
- 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 utilize information communication technology in office management.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day
Total 2 days		

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

Total Sessions of the Modules- 39

11) Course Contents

Module-01 : Service Rules and Office Management
No. of Sessions : 18

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.05	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
01.06	1	Right to Information Act, 2009	Faculty/Guest speaker	L&D
01.07	1	Performance Management and Confidential Report (ACR) Annual	Faculty/Guest speaker	L&D
01.08	1	Annual Performance Agreement (APA)	Faculty/Guest speaker	L&E
01.09	1	File Management and Record management as per Secretariat Instructions	Faculty/Guest speaker	L&D
01.10	1	Writing Note, Draft and brief	Faculty/Guest speaker	L&D
01.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.13	1	Citizen Charter	Faculty/Guest speaker	L&D
01.14	1	Procedure of Condemnation of Office Equipment	Faculty/Guest speaker	L&D
01.15-16	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.17-18	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

**Module-04 : Information and Communication Technology No. of Sessions : 16**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
04.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
04.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
04.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
04.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
04.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
04.10-14	5	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
04.15	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
04.16	1	ICT Act-2006	Faculty/Guest speaker	L&D

**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	Faculty/Guest speaker	L&D
03.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
03.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
03.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D

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



20. 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** : 28 March – 08 April 2021
- 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):**

- 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 analyze financial rules in decision making process.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	¼ day
	b. Closing-	¼ day
	c. Field Visit	½ day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 40

11) Course Contents

Module-01 : Financial Rules and Procedures

No. of Sessions : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	General Financial Rules	Faculty/Guest speaker	L&D
01.02	1	Treasury Rules	Faculty/Guest speaker	L&D
01.03-04	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.09	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.10	1	Pay Fixation, Pension and Gratuity	Faculty/Guest speaker	L&E
01.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
01.12	1	VAT Rules	Faculty/Guest speaker	L&D
01.13	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.14	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

Module-02 : Information and Communication Technology

No. of Sessions : 21

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02-03	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.06	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.07-10	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical



02.11-15	5	Workshop on e-nothi (Whole day with practiced)	Faculty/Guest speaker	L&E
02.16	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
04.17	1	ICT Act	Faculty/Guest speaker	L&D
02.18-19	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
02.20-21	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

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	Faculty/Guest speaker	L&D
03.02	1	Purchasing and Preservation of Goods	Faculty/Guest speaker	L&D
03.03	1	Distribution and Maintenance of Accounts of Stationeries	Faculty/Guest speaker	L&D
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees	Faculty/Guest speaker	L&D
03.05	1	Maintenance of Furniture and Equipment	Faculty/Guest speaker	L&D

12) Training Method

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

21. 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 | : 16 – 20 August, 2021 |
| 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 1¼days	

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

Total Sessions of the Modules- 22

**11) Course Contents**

Module-01 : Official Rules and Regulations
No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.03	1	The Government Servants(Conduct) Rules,1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&E
01.06-07	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&E
01.08	1	National Integrity Strategy (NIS)	Faculty/Guest speaker	L&D
01.09	1	Role of BPSC in the Matters of Discipline and Appeal Rules-2018	Faculty/Guest speaker	L&D
01.10-11	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.12-13	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

Module-02 : Managing Disciplinary Cases
No. of Sessions : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	General Conditions of Service	Faculty/Guest speaker	L&D
02.03	1	Techniques Statement of Allegations	Faculty/Guest speaker	L&D
02.04	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
02.05	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
02.06	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E
02.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&D
02.08	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
02.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D

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



22. 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 : 24 January – 04 February 2021
- 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-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 2 days

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

Total Sessions of the Modules- 39

11) Course Contents

Module-01 : ICT Skills
No. of Sessions : 27

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Need Assessment of ICT Skills/ICT Skill Test	Faculty/Guest speaker	L&E
01.02	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
01.03-04	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
01.05-06	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
01.07-08	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
01.09-11	3	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
01.12-13	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
01.14-15	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
01.16-17	2	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
01.18-22	5	e-Nothi (workshop)	Faculty/Guest speaker	L&E
01.23-24	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
01.25-26	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D
01.27	1	ICT Act-2006	Faculty/Guest speaker	L&D

Module-02 : PC Hardware and Trouble shooting
No. of Sessions : 12

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	Faculty/Guest speaker	L&E
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E
02.08-09	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E
02.10	1	Sharing Files in Google Drive	Faculty/Guest speaker	L&E
02.11	2	Uploading File in Networking Server with exercise	Faculty/Guest speaker	L&E

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

23. 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 | : 20 – 24 September, 2020 |
| 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 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 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 1¼days	

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

Total Sessions of the Modules- 23

**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	Faculty/Guest speaker	L&D
01.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
01.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
01.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
01.05	1	Major Feature of Nothi	Faculty/Guest speaker	L&E
01.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
01.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
01.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
01.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
01.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
01.11	1	Practice on Dak	Faculty/Guest speaker	L&E
01.12	1	Practice on Dak and Nothi	Faculty/Guest speaker	L&E
01.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

Module-02 : Typing**No. of Sessions : 10**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Unicode	Faculty/Guest speaker	L&E
02.02	1	Description of Bangla Software	Faculty/Guest speaker	L&E
02.03	1	Bangla Typing Nikosh Font	Faculty/Guest speaker	Practical
02.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
02.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical

02.07-08	2	বঙ্গবন্ধুর জীবন ও দর্শন	Faculty/Guest speaker	L&D
02.09-10	2	প্রাথমিক স্বাস্থ্য সেবা	Faculty/Guest speaker	L&D

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



24. Fundamental Training Course (মৌলিক কোর্স) for Grade 17-20 Employees

- ১) স্থান : সকল আরপিএটিসি
- ২) কোর্সের সংখ্যা : প্রত্যেক আরপিএটিসি'তে ০৬টি
- ৩) সময় : ১২ দিন
- ৪) তারিখ : ১ম কোর্স ১২ - ২৩ জুলাই, ২০২০
২য় কোর্স ১৩ - ২৪ সেপ্টেম্বর, ২০২০
৩য় কোর্স ১১ - ২২ অক্টোবর, ২০২০
৪র্থ কোর্স ২০ - ৩১ ডিসেম্বর, ২০২০
৫ম কোর্স ০৭ - ১৮ মার্চ, ২০২১
৬ষ্ঠ কোর্স ০৬ - ১৭ জুন, ২০২১
- ৫) প্রোগ্রামের ধরন : আবাসিক/ অনাবাসিক
- ৬) প্রশিক্ষার্থীদের আনুমানিক সংখ্যা : প্রত্যেক কোর্সে ২৫ জন
- ৭) প্রশিক্ষার্থীদের 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 প্রশিক্ষার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;
 - খ) প্রশিক্ষার্থীদের মৌলিক বিধি বিধান সম্পর্কে ধারণা প্রদান; এবং
 - গ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষার্থীদের সচেতনতা বৃদ্ধি করা।

দিনের বিভাজন

সময়	১২ দিন	
সাপ্তাহিক ছুটি	২ দিন	
কর্মদিবস	১০ দিন	
	ক) উদ্বোধন	১/ ৪ দিন
	খ) সমাপন	১/ ৪ দিন
	গ) মাঠ পরিদর্শন	১ দিন
	ঘ) পরীক্ষা/ অনুশীলন	১/ ২ দিন
	ঙ) সাংস্কৃতিক অনুষ্ঠান	১/ ২ দিন
	মোট ২১/ ২ দিন	

ক্লাশরুমের সেশনের জন্য দিন থাকে $৭ \times$ (প্রতিদিন ৫টি সেশন) = ৩৫টি সেশন হতে পারে।
(প্রয়োজনে সাক্ষ্যকালীন অধিবেশন হতে পারে)

মডিউলের মোট সেশন- ৩৩

১১) কোর্সের বিষয়সমূহ

মডিউল- ০১ : বাংলাদেশ পরিচিতি
সেশন সংখ্যা : ১৪

বিষয় কোড	ঘণ্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০১. ০১	১	বাংলাদেশ: ভৌগোলিক এলাকা, পার্শ্ববর্তী দেশসমূহ এবং এর আঞ্চলিক গুরুত্ব	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ০২- ০৩	২	বাংলাদেশের স্বাধীনতা যুদ্ধের পটভূমি ও চেতনা এবং জাতীয় দিবসসমূহ উদযাপন	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ০৪-০৫	২	বাংলাদেশের আর্থ- সামাজিক অবস্থা: উন্নয়নের অগ্রযাত্রা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ০৬	১	নীতি, নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ০৭	১	জাতীয় শুদ্ধাচার কৌশল (এনআইএস)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০১. ০৮	১	সরকারী কর্মচারীর স্বদেশপ্রেম	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ০৯	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ১০	১	সমন্বিত দূর্যোগ ব্যবস্থাপনা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ১১-১২	২	বঙ্গবন্ধুর জীবন ও দর্শন	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১. ১৩-১৪	২	প্রাথমিক স্বাস্থ্য সেবা	অনুষদ/অতিথি বক্তা	বক্তৃতা



মডিউল- ০২ : চাকরির মৌল নীতিসমূহ
সেশন সংখ্যা : ১০

বিষয় কোড	ঘণ্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০২. ০১	১	চাকরির সাধারণ শর্তাবলী	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ০২	১	সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ০৩- ০৪	২	সরকারী কর্মচারী (শৃঙ্খলা এবং আপীল) বিধিমালা, ২০১৮	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ০৫	১	সরকারি চাকুরি আইন, ২০১৮	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ০৬	১	নির্ধারিত ছুটি বিধিমালা, ১৯৫৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ০৭	১	পেনশন ও গ্রাচুইটি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২. ০৮	১	ভ্রমণভাতা বিধিমালা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২. ০৯	১	সরকারী চাকরিরজীবীদের কল্যাণ বিধি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২. ১০	১	গ্রেড ১৭-২০ কর্মচারীর পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা	অনুষদ/অতিথি বক্তা	বক্তৃতা

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

বিষয় কোড	ঘণ্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০৩. ০১	১	কম্পিউটার পরিচিতি: হার্ডওয়্যার	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩. ০২- ০৩	২	বাংলা কী বোর্ড (অত্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩. ০৪	১	ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩. ০৫	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৩. ০৬	১	আচরণের রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৩. ০৭	১	সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাক রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৩. ০৮	১	সময়ানুবর্তিতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৩. ০৯	১	নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন	অনুষদ/অতিথি বক্তা	বক্তৃতা

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 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



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