

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

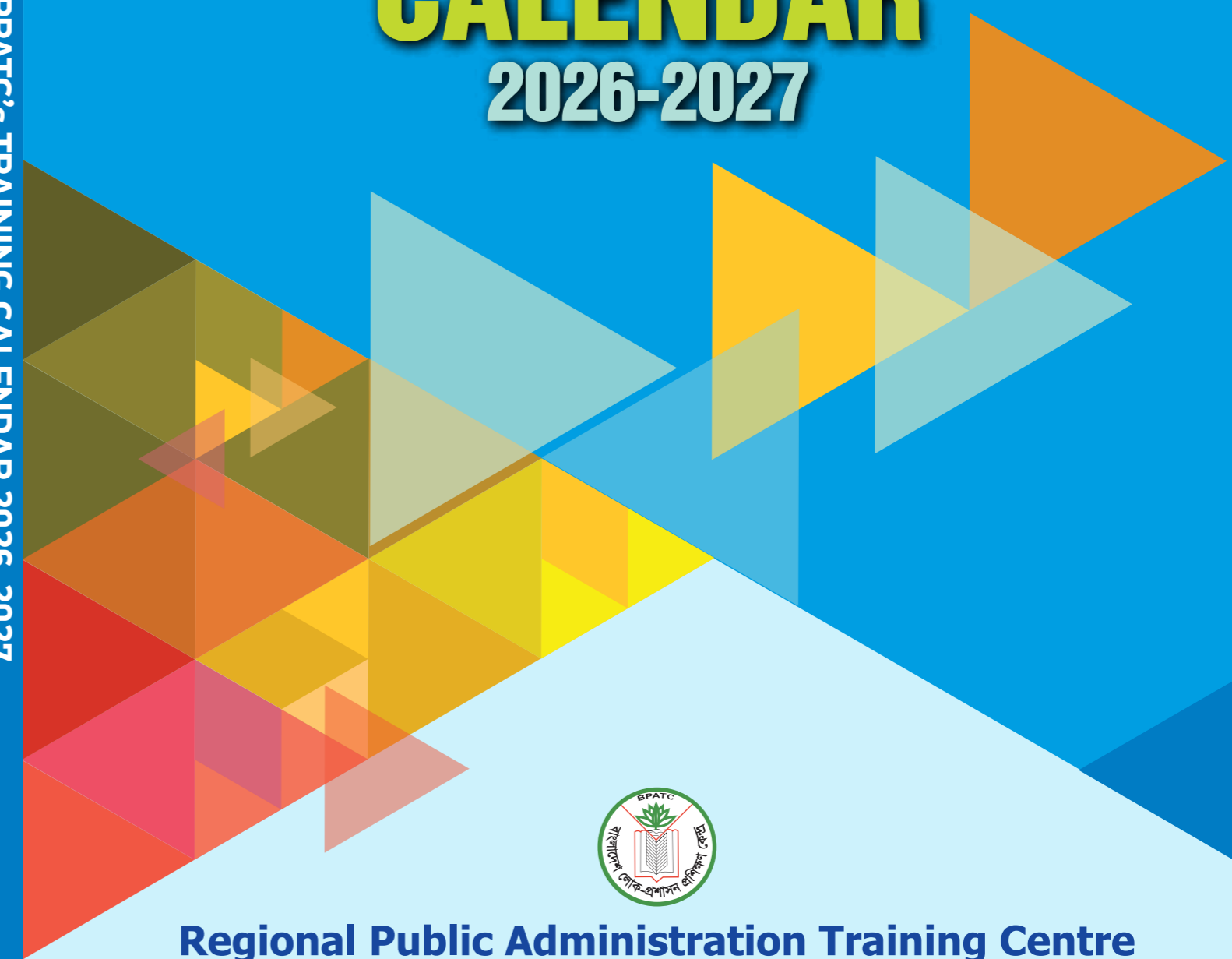


**Regional Public Administration Training Centre**  
Dhaka, Chattogram, Rajshahi & Khulna

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RPATC's TRAINING CALENDAR 2026-2027

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



Prepared by

**Staff Training & Regional Centre (ST&RC)**  
**Bangladesh Public Administration**  
**Training Centre**

Savar, Dhaka- 1343

June 25, 2026



**Sayeed Mahbub Khan**  
Rector  
(Secretary to the Government)  
BPATC

## Message

The Bangladesh Public Administration Training Centre (BPATC) has Published a demand-driven training curriculum across its four regional hubs, designed to modernize and review current modules through collaborative stakeholder dialogues to boost local-level competencies. This initiative is crucial to prepare skilled, efficient, and patriotic government servants for delivering effective and sustainable services. A quality training system is critical to establish and maintain high professional standards of conduct and performance in human resources. The Bangladesh.

Public Administration Training Centre persists in its unwavering commitment to human resource development and upholding academic and professional excellence. The four Regional Public Administration Training Centers (RPATCs) in Dhaka, Chattogram, Rajshahi, and Khulna are the regional hubs for core and skill-based training courses, imparting new knowledge and expertise and equipping government personnel with modern insights and tools.

I appreciate that the training contents for 2026-2027 are incorporated through collecting and addressing feedback from the participants of different courses and interactions among participants of "Training Need Assessment (TNA)" workshops held at the RPATCs in Dhaka, Chattogram, Rajshahi, and Khulna. This Training Calendar has been developed with a balanced emphasis on both emerging challenges and core administrative principles. I am confident that the Training Calendar 2026-2027 will significantly benefit employees from government, semi-governmental, and autonomous entities by enhancing their knowledge base, practical capabilities, and mindsets, preparing them to embrace essential transformations and serve the public efficiently. I congratulate all who have precisely accomplished this work.

**Sayeed Mahbub Khan**  
Rector (Secretary to the Government)  
Bangladesh Public Administration Training Centre



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## Background

As the apex body of conducting professional training of the public servants, BPATC always strive to cope with change in the system of governance system and procedure. In this age, officials at all levels faces not only modern regulatory changes but also challenges of digitalization and high expectation of citizens. Thus, one common objective of public service training is to support the implementation of regulatory reforms and modernization. The other objective is to improve the professional skills of the employees to increase the efficiency of the public service. Against this backdrop, the Training Calendar for the year 2026-2027 has been developed through collecting feedbacks from the participants different courses; and interactions among participants during the "Training Need Assessment (TNA)" workshops held in the RPATCs (Dhaka, Chattogram, Rajshahi and Khulna). The contents of this training calendar has also been incorporated the feedback of the workshops held with the resource persons of different RPATCs.

It has been perceived that the persistent penetration of digitization in the life and works of the people, and the increase in cross-sectional issues that requires joined-up efforts and efficiency has created demands for changes in the knowledge, skill and attitude of the service providers in the public sector. As Bangladesh is moving forward to a developed country close cooperation and understanding based on dialogue among the stakeholders is crucial to up-to-date the training calendar.

The training calendar for the upcoming fiscal year contains eight (08) workshops on contemporary issues and thirty (30) different training courses which 5000 government employees are expected to take part. It will also support to implement of Sixty (60) hours of training programmes and short courses for all level employees in Upazila, district and divisional office to expedite the implementation of the government development initiatives. BPATC is committed to develop human resource capacity and to improve the existing training programmes to keep pace with the progress of science and technology so that our trainees are well-prepared to reap the benefits of local and global challenges and changes.

### **ST & RC Wing**

Bangladesh Public Administration Training Centre

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# Introduction to Bangladesh Public Administration Training Centre (BPATC)

## BPATC—A Home of Nation Builders

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

A leader in administration and development is not always an inborn talent; it can be taught, cultivated and practised. The centre aims to equip future leaders and policymakers with the background necessary to understand varied social, economic, political, environmental, scientific and organisational aspects involved in planning national policies and strategies.

## Foundation of A Dream-BPATC is Born

With the dire necessity of fulfilling the demand for prepared human resources of a newly born independent country creating a core of efficient, dynamic, competent, citizen-focused, proactive and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization.

## Vision

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

## Mission

We are committed to achieve the shared vision through:

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

## Core Values

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

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## Introduction to Management and Development Division

Bangladesh Public Administration Training Centre is headed by a Rector (Secretary to the Government) followed by Six Members Directing Staff (MDS) who supervise the following six divisions.

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

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

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

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

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## Introduction to Regional Public Administration Training Centres (RPATCs)

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

BPATC has four regional centres located at the 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 the knowledge, skill, efficiency and managerial ability of

the officers and staff working at the field level, various training programmes are offered at the RPATCs. RPATCs put emphasis on issues like Bangladesh Service Rules (BSR), Office Management, and Information and Communication Technology (ICT) Courses for official purposes. RPATCs impart fundamental training programmes for the employees of grades 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 fiscal year. Although BPATC, as a parent organization, prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater for the changing needs and demands of the clients.

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

## Regional Public Administration Training Centre, Dhaka



Regional Public Administration Training Centre (RPATC), Dhaka is a regional body of Bangladesh Public Administration Training Centre (BPATC). Since its inception on the 28<sup>th</sup> April 1984, RPATC, Dhaka has been conducting job and skill oriented training courses for Government employees, Semi- government, and Autonomous/Statutory bodies. RPATC, Dhaka is located at 49 New Eskaton, a mid way place between Banglamotor Bus Stand and Moghbazar Cross roads in the capital city. The centre contains two multi-storied buildings constructed on near about two bigas of land. The Centre can impart training 200 participants at a time.

## Regional Public Administration Training Centre, Chattogram



Regional Public Administration Training Centre, Chattogram is one of the arms of Bangladesh Public Administration Training Centre (BPATC), Dhaka. It is located at 10 S. S. Khaled Road (West Bank of Askar Dighi), South Pahartoli, Khulshi mouza, Kotwali thana, Chattogram-4000. Since its inception the RPATC Chattogram has been conducting specialized short Courses, Workshops, Seminars and skill development courses for the Officials and Staffs of the Government,

Semi-government and Autonomous bodies. The RPATC campus area is about 0.8124 acres with five multi-storied buildings surrounded by security wall. The centre is well-equipped with two Modern Computer Labs, Two Auditoriums, Properly Organized Classrooms, Enriched Library, Spacious Gymnasium, Decorated Dormitories, Medical Support, Two Prayer Rooms (male and female), Common room for non-residential female participants, Indoor and Outdoor games facilities, Beautiful Garden and Pleasant Living Environment. It can arrange training programs for 250 participants at a time. Besides this, the full campus is facilitated with smooth internet connection, closed circuit camera and all-time security guards. RPATC Chattogram has a great impact on government employees in enhancing their skills and knowledge, and expertise them to discharge their duties more efficiently and effectively to make a developed Bangladesh.

## Regional Public Administration Training Centre, Rajshahi



Regional Public Administration Training Centre, Rajshahi, is located in the heart of Rajshahi, the most clean and green city in the country. It is located beside LGD Bhabon at Kazihata (Word No-7), under the Raj para Thana. The total area of the Rajshahi RPATC campus is 1.7825 acres. It is close to Botanical Garden and Zoo and behind the Office of the Divisional Commissioner, Rajshahi. The address is Kazihata, Rajpara, Rajshahi-6000. The centre is well-communicated and connected with other divisions, including the capital city, Dhaka, by road, rail and air. The centre can impart training 180 participants at a time.

## Regional Public Administration Training Centre, Khulna



RPATC, Khulna has an office of 2.0840 acres and a residential area of 0.5240 acres. It is located along with Khulna-Jessore-Dhaka Highway, near office of Divisional Commissioner Khulna. The address is 1 Soto Boyra Masjid Bari Rd, Khulna. It has good road, rail and waterway connectivity with the capital Dhaka and is well connected with other divisional cities of the country. Jessore Airport is only 80 km away from RPATC, Khulna. The Centre can impart training 120 participants at a time.

BPATC has taken initiatives to enhance the capacity of the existing RPATCs and establish four new Regional Centres in Barisal, Sylhet, Rangpur and Mymensingh divisions.

## Daily Schedule for Training Activities

Time	Activities
06.00 - 07.00	Physical Exercise*
08.00 - 08.30	Breakfast
09.00 - 10.00	Classroom Session (1 <sup>st</sup> Session)
10.05 - 11.05	Classroom Session (2 <sup>nd</sup> Session)
11.05 - 11.20	Tea Break
11.20 - 12.20	Classroom Session (3 <sup>rd</sup> Session)
12.25 - 13.25	Classroom Session (4 <sup>th</sup> Session)
13.25 - 14.25	Prayer & Lunch
14.25 - 15.25	Classroom Session (5 <sup>th</sup> Session)
15.30 - 16.30	Classroom Session (6 <sup>th</sup> Session)
16.00 - 18.00	Games & Sports (One Hour)*
19.00 - 21.00	Evening Session**
20.30-21.30	Dinner

\* Subject to change according to sunrise and sunset.

\*\* Evening session can be arranged if required

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## List of Abbreviations

ACR	Annual Confidential Report	IP	Individual Presentation
ADP	Annual Development Programme	IR	Individual Report
AI	Artificial Intelligence	LDC	Least Developed Countries
APA	Annual Performance Agreement	L&D	Lecture and Discussion
APP	Annual Procurement Plan	L&E	Lecture and Exercise
ATT	Attendance	L&P	Lecture and Practice
BASC	Bangladesh Administrative Staff College	LD&P	Lecture, Discussion and Practice
BCS	Bangladesh Civil Service	MDS	Member Directing Staff
BPATC	Bangladesh Public Administration Training Centre	MTBF	Mid-term Budgetary Framework
BPPA	Bangladesh Public Procurement Authority	NIPA	National Institute of Public Administration
CC	Citizen Charter	NIS	National Integrity Strategy
CMT	Course Management Team	OBE	Open Book Examination
COTA	Civil Officers Training Academy	PFM	Public Financial Management
DA	Daily Allowance	PC	Personal Computer
DDO	Drawing Disbursing Officer	PT	Practical Test
D-Nothi	Digital Nothi	PPA	Public Procurement Act
DO	Demi Official	PPR	Public Procurement Rules
EFT	Electronic Fund Transfer	Q&A	Question and Answer
e-GP	Electronic Government Procurement	RPATC	Regional Public Administration Training Centre
ERP	Enterprise Resource Planning	RTI	Right to Information
FM	Faculty Member	SD	Skills Development
FTC	Fundamental Training Course	SDG	Sustainable Development Goal
GA	Group Assignment	STI	Staff Training Institute
GE	Group Exercise	ST&RC	Staff Training and Regional Centre
GP	Group Presentation	TA	Training Allowance
GR	Group Report	TM	Training Method
GRS	Grievance Redress System	TNA	Training Need Assessment
GS	Guest Speaker	TQM	Total Quality Management
IA	Individual Assignment/Assessment	VAT	Value Added Tax
IBAS	Integrated Budget Management System	WE	Written Examination
ICT	Information and Communication Technology	WS	Workshop
IE	Individual Exercise	4IR	Fourth Industrial Revolution

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# Courses For Grade 09 or Above Employees

# 01. Procurement Management Course

Venue	All RPATCs
Number of course	Two in each RPATC
Duration	12 days
Date	12-23 July 2026; 7-18 February 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

## Course Objectives

- To understand procurement rules and different stages of procurement of goods, works and services with e-GP system; and
- To improve knowledge and skills on financial management.

### Distribution of days

Duration	12 days	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/2 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**

## Courses For Grade 09 or Above Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Procurement Management and Planning</b>
<b>Evaluation Method</b>	<b>: Individual Report</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance knowledge and skill in public procurement system</b>
<b>Session Hours</b>	<b>: 18</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Overview of PPA-2006 & PPR-2025	Faculty/Guest Speaker	Exercise
2.02	2	Annual Procurement Plan (APP)	Faculty/Guest Speaker	Exercise
2.03	1	Formation of Different Procurement Related Committees	Faculty/Guest Speaker	L&D
2.04	1	Different Methods of Public Procurements	Faculty/Guest Speaker	L&D
2.05	2	Procurement Methods of Goods & Works	Faculty/Guest Speaker	L&D
2.06	1	Procurement Methods of Services	Faculty/Guest Speaker	L&D
2.07	2	Preparing Technical Specifications and Official Cost Estimate (OCE)	Faculty/Guest Speaker	Practice
2.08	2	Preparation of TD (PG-1,PG-3, PW-3)	Faculty/Guest Speaker	Practice
2.09	1	Advertisement and Issuance of Tender	Faculty/Guest Speaker	Practice
2.10	2	Opening and Evaluation of Tender	Faculty/Guest Speaker	L&D
2.11	2	Notification of Award (NOA), Contract Administration and Management	Faculty/Guest Speaker	L&D

## Courses For Grade 09 or Above Employees

<b>Module-03</b>	<b>: Electronic Government Procurement (e-GP)</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To explain the Electronic Government Procurement (e-GP) and its importance.</b>
<b>Session Hours</b>	<b>: 11</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Overview of Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	D&P
3.02	2	Basic Software for e-GP, e-GP Login Logout, Creation of PE Office, Designation and Users	Faculty/Guest Speaker	D&P
3.03	1	Creation of TEC, Assigning Procurement Role and Profile Management	Faculty/Guest Speaker	Practical
3.04	2	a) Creation of APP in e-GP (Create APP, Create Workflow, Its Approval and Publication Procedure). b) Creation Tender Documents in e-GP.	Faculty/Guest Speaker	Practical
3.05	1	Creation and Publication of e-Tender Notice	Faculty/Guest Speaker	Practical
3.06	1	Tender Evaluation in e-GP	Faculty/Guest Speaker	Practical
3.07	1	Approval Procedure, Providing NOA and Signing Contract	Faculty/Guest Speaker	Practical
3.08	1	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical

*Note: For conducting Session on 03.02 to 03.09 the Speaker/ facilitator must have access to the e-GP system.*

## Courses For Grade 09 or Above Employees

<b>Module-04</b>	<b>: Financial Management</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To improve knowledge and skill on financial management</b>
<b>Session Hours</b>	<b>: 11</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	1	Delegation of Financial Power	Faculty/Guest Speaker	L&D
4.03	1	Duties and Responsibilities of DDO	Faculty/Guest Speaker	L&D
4.04	2	Practical Uses of Value Added Tax (VAT) in Public Offices	Faculty/Guest Speaker	L&D
4.05	2	Laws and Practices of Income Tax	Faculty/Guest Speaker	L&E
4.06	2	Audit, Audit Objections and Settlement Procedure (broad sheet reply)	Faculty/Guest Speaker	L&E
4.07	1	Procedure of Acceptance of Goods & Works and its Management	Faculty/Guest Speaker	L&E
4.08	1	Store & Equipment Management	Faculty/Guest Speaker	L&E

<b>Module-05</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about primary health care, nutrition management, sedentary lifestyle to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
5.03	2	Emotional Intelligence	Faculty/Guest Speaker	L&D

## Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

## Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Individual Assignment / Report	70
b) Group Exercise/ Report/Presentation	50
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>



Participants and Faculty Members in a Photo session at RPATC, Chattogram

## 02. ICT and e-Governance Management Course

<b>Venue</b>	All RPATCs
<b>Number of course</b>	One in each RPATC
<b>Duration</b>	12 days
<b>Date</b>	3-14 January 2027
<b>Type of the programme</b>	Residential/Non-Residential
<b>Expected number of participants</b>	35
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, and Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the course.

### Course Objectives

- To enhance ICT knowledge and skills of the participants for leveraging ICT at their official activities; and
- To understand e-Governance practices in Bangladesh.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**

## Courses For Grade 09 or Above Employees

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Essential ICT Skills</b>
<b>Evaluation Method</b>	<b>: Individual Practical TEST</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance essential ICT knowledge and skills</b>
<b>Session Hours</b>	<b>: 18</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
2.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&Practical
2.02	1	New Hardware and Software Installation	Faculty/Guest Speaker	Practical
2.03	1	Document Preparation	Faculty/Guest Speaker	Practical
2.04	2	Power Point Presentation (Use of Gamma, Canva)	Faculty/Guest Speaker	Practical
2.05	2	Spreadsheet Analysis	Faculty/Guest Speaker	Practical
2.06	2	Virtual Office Management: Online Training, Meeting and Seminar	Faculty/Guest Speaker	Practical
2.07	1	Uses of Unicode	Faculty/Guest Speaker	Practical
2.08	5	Usage of D-Nothi	Faculty/Guest Speaker	Practical
2.09	1	Cloud Computing: Concept and Usage	Faculty/Guest Speaker	L&D
2.10	2	How to Manage virtual meetings by using Zoom, Meet, Webex, and others	Faculty/Guest Speaker	Practical

## Courses For Grade 09 or Above Employees

<b>Module-03</b>	<b>: e-Governance and ICT for Development</b>
<b>Evaluation Method</b>	<b>: Group Exercise/ Presentation</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To understand e-Governance and ICT as tools for development</b>
<b>Session Hours</b>	<b>: 16</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	e-Governance: Concept, Architecture & Readiness and Challenges	Faculty/Guest Speaker	L&D
3.02	2	Office Automation: ERP, GRP, Digital Communication etc.	Faculty/Guest Speaker	L&P
3.03	2	Web Portal Management	Faculty/Guest Speaker	P
3.04	2	MyGov and e-Services in Bangladesh	Faculty/Guest Speaker	L&E
3.05	2	Use of ICT in Public Procurement: Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	L&E
3.06	2	Safe Internet Use, Social Media Guidelines, and Responsible Digital Communication (Email Writing)	Faculty/Guest Speaker	L&D
3.07	2	Cyber Security Act, 2023 and ICT Related Laws & Rules	Faculty/Guest Speaker	L&P
3.08	2	Fourth Industrial Revolution (4IR): Artificial Intelligence (AI), Internet of Things (IoT), Big Data, Robotics, Block Chain, Crypto Currency	Faculty/Guest Speaker	L&D

<b>Module-04</b>	<b>: Trouble Shooting: Hardware and Software</b>
<b>Evaluation Method</b>	<b>: Individual Exercise/ Practical Demonstration/ Practice</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance knowledge and skills for trouble shooting</b>
<b>Session Hours</b>	<b>: 06</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Identification and Solution of Hardware Related Problems	Faculty/Guest Speaker	L, D&P
4.02	2	Identification and Solution of Software Related Problems	Faculty/Guest Speaker	L, D&P
4.03	2	Solution of Network and Internet Related Problems	Faculty/Guest Speaker	Practical

## Courses For Grade 09 or Above Employees

<b>Module-05</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 05</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	2	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	70
b) Group Report/Activity/Presentation	50
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>

## 03. Electronic Government Procurement (e-GP) Course

<b>Venue</b>	All RPATCs
<b>Number of course</b>	Two in each RPATC
<b>Duration</b>	05 days
<b>Date</b>	19-23 July 2026, 22-26 November 2026
<b>Type of the programme</b>	Residential/Non-Residential
<b>Expected number of participants</b>	35
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the course.

### Course Objectives

At present, almost 45% of the annual budget and around 75% of the Annual Development Program (ADP) is spent on public procurement by different government agencies. So, it is essential to understand the whole procedure and legal framework for spending public money through the e-GP system. The training aims to

- develop each participant's public procurement capacity using an electronic system;
- understand different procurement rules, stages and implementation of Public Procurement through the Electronic Government Procurement (e-GP) system;
- improve public procurement performance of the procuring entities under the procuring agencies;

#### Distribution of days

Duration	5 days	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	<b>Total</b>	<b>2 days</b>

Available days for classroom sessions 24 (6 sessions every day x 4 days = 24). (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Course Contents

<b>Module-01</b>	: Electronic Government Procurement (e-GP)
<b>Evaluation Method</b>	: Individual Exercise & Group Report
<b>Total Marks</b>	: IR-40 & GR-30
<b>Objective</b>	: To explain the Electronic Government Procurement (e-GP) and its importance.
<b>Session Hours</b>	: 24

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	Overview of Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	Discussion and Practical Demonstration
1.02	2	APP Preparation (Different Budget, APP Creation, Workflow), Approval and Publish	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.03	5	Tender Notice and Tender Document Preparation	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.04	3	TEC Formation, Publication of Tender Notice in e-GP portal, and Newspaper, Tender preparation, Tender Amendment	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.05	2	Creation Tender Documents in e-GP.	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.06	3	Tender Evaluation: Evaluation Configuration & Declaration, Evaluate Tender Form & Seek Clarification to Tenderer, Preparation of TERs (Sent to TEC Chairperson)	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.07	5	Completing the Tender Evaluation, sending the Evaluation Report to AA, Tender Approval, Issuing NOA and Contract Award and Tender Security Release	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.08	2	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical Demonstration with Exercise

**Note:** Facilitators must have access to the e-GP system and the RPATCs-required e-GP training IDs to conduct sessions. Course coordinators are requested to create a block schedule, maintain sequences, and select speakers from the pool well ahead of course initiation.

**Courses For Grade 09 or Above Employees**

**Training Methods**

- Hands-on-Training/exercise
- Lecture and Discussion
- Practical Demonstration
- Peer learning
- Experience sharing
- Audio-Visual

**Evaluation Methods**

Members of the course management will evaluate the participants in the course. Each participant will be evaluated within 100 marks. Breakdown of the marks is as follows:

a) IR & GR	70
b) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



Participants are attending a session at RPATC, Chattogram



# Workshops For Grade 09 or Above Employees

## 04. Workshop on "Bangladesh Before All"

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	20 July 2026
Type of the programme	Non-Residential
Expected number of participants	40
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objectives

- To sensitize participants to uphold the spirit of "nation-first" in public administration, ensuring transparency and dedication to civic duty.
- To strengthen participants' understanding of Bangladesh's social safety net programmes and their role in reducing poverty, vulnerability, and inequality.

### Presentation/Discussion outline of the Workshop

- **Social Safety Nets:** Family Card, Farmer's Card, financial and food support
- **Healthcare:** Large-scale recruitment, quality services, maternal & preventive care
- **Education:** Skills-based, technology-supported, employment-oriented system
- **Youth & Employment:** Skills development, entrepreneurship, merit-based jobs
- **Sports Development:** Infrastructure and career opportunities at local levels
- **Environment & Climate:** River restoration, tree plantation, waste management

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 05. Workshop on GPMS

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	20 August 2026
Type of the programme	Non-Residential
Expected number of participants	40
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objectives

- To enhance participants' understanding of the concepts, frameworks, and importance of Government Performance Management Systems in improving public sector efficiency and accountability.
- To develop participants' skills in setting performance indicators, monitoring progress, and evaluating outcomes within government institutions.
- To enable participants to apply performance management tools and techniques for better decision-making, service delivery, and results-based governance.

### Presentation/Discussion outline of the Workshop

- Introduction to Government Performance Management System (GPMS)
- Key Components: Indicators, Targets, and Measurement Tools
- Monitoring, Evaluation, and -Reporting Mechanisms
- Challenges in Implementing GPMS in Public Sector
- Best Practices and Case Examples for Results-Based Governance

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 06. Workshop on Climate Change & Locally Led Adaptation

<b>Venue</b>	All RPATCs
<b>Number of Workshop</b>	One in each RPATC
<b>Duration</b>	Day-long
<b>Date</b>	17 September 2026
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	40
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objectives

- To build awareness of the specific vulnerabilities and climate-related risks facing different regions and communities across Bangladesh;
- To introduce the principles and practices of LLA, emphasizing community-driven solutions, indigenous knowledge, and local leadership in climate resilience; and
- To support participants in aligning local adaptation strategies with national policies and international frameworks, ensuring inclusive and sustainable climate action.

### Presentation/Discussion outline of the Workshop

- Provide an overview of climate change impacts in Bangladesh, highlighting key vulnerabilities in coastal, flood-prone, and drought-affected areas.
- Introduce the concept and principles of Locally Led Adaptation (LLA), focusing on community ownership, inclusivity, and context-specific solutions.
- Showcase successful LLA practices and case studies from different regions of Bangladesh that demonstrate resilience and innovation.
- Discuss policy alignment and institutional support mechanisms needed to scale up and sustain locally led adaptation initiatives.

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 07. Workshop on Artificial Intelligence (AI) in Public Service

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	15 October 2026
Type of the programme	Non-Residential
Expected number of participants	40
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objectives

- To provide participants with a foundational understanding of key AI concepts, technologies, and terminologies, including machine learning, natural language processing, and neural networks;
- To demonstrate how AI is being applied across various sectors such as healthcare, education, governance, and industry, highlighting real-world case studies and best practices; and
- To equip participants with knowledge about ethical considerations, data privacy, and policy implications related to AI, promoting responsible and inclusive adoption in their respective fields.

### Presentation/Discussion outline of the Workshop

- Introduce the basics of Artificial Intelligence, covering its definition, types, and evolution.
- Highlight key AI technologies and applications across sectors like healthcare, education, governance, and industry.
- Discuss the ethical, legal, and societal challenges associated with AI, including data privacy and algorithmic bias.
- Explore strategies for AI readiness and capacity building, focusing on skills development, infrastructure, and policy frameworks.

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 08. Workshop on Technical Skill Development and Economic Growth

<b>Venue</b>	All RPATCs
<b>Number of Workshop</b>	One in each RPATC
<b>Duration</b>	Day-long
<b>Date</b>	19 November 2026
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	40
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objectives

- To equip participants with a clear understanding of how skill development contributes to productivity, employment generation, and overall economic growth.
- To enable participants to analyze existing skill development frameworks, identify gaps (e.g., mismatch with labor market needs), and explore practical solutions.
- To support participants in designing actionable strategies, policies, or programs that strengthen skills training, improve employability, and foster inclusive economic growth.

### Presentation/Discussion outline of the Workshop

- Definition and types of skills (basic, technical, soft, digital)
- Link between human capital and economic growth
- Global trends and future of work
- Relevance for developing economies like Bangladesh

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation and
- Comments on group reports by session chairperson.

## 09. Workshop on e-GP

<b>Venue</b>	All RPATCs
<b>Number of Workshop</b>	One in each RPATC
<b>Duration</b>	Day-long
<b>Date</b>	24 December 2026
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	40
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objectives

- To enable the participants understand and apply the e-GP system.

### Presentation/Discussion outline of the Workshop

- Methods of goods, works and service procurement;
- Steps in Procurement;
- Phases and key functionalities of e-GP; and
- Procedures of making complain and settlement.

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants ;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 10. Workshop on Social Protection and Welfare Initiatives of the Government

<b>Venue</b>	All RPATCs
<b>Number of Workshop</b>	One in each RPATC
<b>Duration</b>	Day-long
<b>Date</b>	21 January 2027
<b>Type of the programme</b>	Non-Residential
<b>Expected number of participants</b>	40
<b>Eligible participants</b>	Officials holding the post of grade 09 or above
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the workshop.

### Workshop Objectives

- To appraise the participants about the core structures and targets of flagship safety net programs, including the Family Card and the Farmer's Card system;
- To make them aware on the operational expansion of sectoral welfare, focusing on mass healthcare recruitment, e-health cards, and free primary education materials; and
- To sensitize them to efficiently execute, monitor, and streamline local-level distribution channels to ensure transparency, gender empowerment, and maximum inclusion.

### Presentation/Discussion outline of the Workshop

- Understanding LiveCycle-based vulnerabilities and the core targets of state welfare initiatives in Bangladesh.
- Reviewing the female-centered 'Family Card' registration system and its mechanism for monthly cash and food assistance.
- Analyzing the deployment of 'Farmer's Card' for subsidized inputs, accessible credit, and climate-risk crop insurance.
- Evaluating the recruitment of health workers (80% women), e-health cards, and free primary school supplies.
- Examining the institutionalization of targeted technical/linguistic skills training for youth.
- Discussing G2P electronic transfers, non-partisan beneficiary selection, and strategic measures to eliminate leakages in service delivery.

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

## 11. Workshop on Food Safety, Good Health and Wellbeing

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	18 February 2027
Type of the programme	Non-Residential
Expected number of participants	40
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

### Workshop Objectives

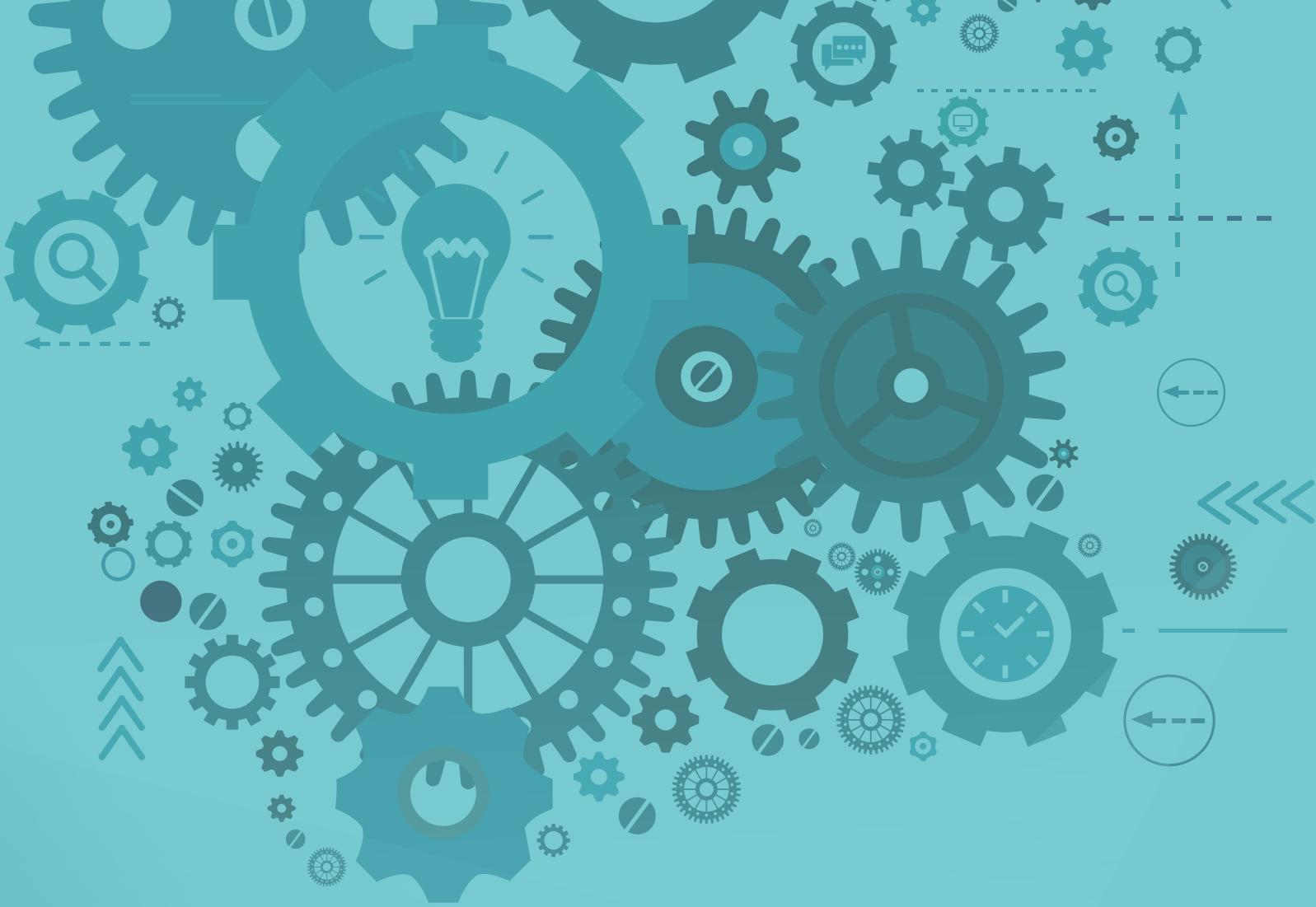
- To enable participants to understand the link between food safety, nutrition, and overall health and wellbeing, including the prevention of food-borne diseases.
- To equip participants with practical knowledge and skills on safe food handling, hygiene, storage, and preparation practices in everyday settings.
- To support participants in identifying key food safety risks and developing actionable strategies to promote healthier behaviors and improve public health outcomes.

### Presentation/Discussion outline of the Workshop

- Food Safety and Health Linkages
- Safe Food Handling and Hygiene Practices
- Nutrition and Healthy Lifestyle
- Challenges in Ensuring Food Safety
- Strategies and Action Planning

### Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.



# Courses For Grade 10-12 Employees

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

Venue	All RPATCs
Number of course	03 in each RPATC
Duration	26 days
Date	02-27 August 2026 04-29 November 2026 28 February - 25 March 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35 in each course
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To develop a sense of ethical values and patriotic feelings among the participants;
- To enhance participants' knowledge and skills about Government systems and rules;
- To develop communication and behavior patterns of management practices and
- To equip participants for using ICT in office management.

#### Distribution of days

Duration	26 days	
Weekly holidays	06	
Working days	20	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	2 day
	d. Exam/Exercises	1/2 day
	e. Cultural Program	1/2 day
	<b>Total</b>	<b>4 days</b>

Available days for classroom session 16 x (6 sessions everyday) = 96 sessions are admissible. (Evening sessions may be arranged and weekly holidays may be utilized if required)

**Total Session Hours of the Modules- 91**

## Courses For Grade 10-12 Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and the Development Imperatives of Bangladesh</b>
<b>Objective</b>	<b>: To know the history and culture of Bangladesh.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Ethics and Values for Government Employees</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To develop a sense of ethical values and patriotic feelings among the participants</b>
<b>Session Hours</b>	<b>: 14</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Constitutional Obligation of the Public Servants	Faculty/Guest Speaker	L&D
2.02	2	Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees	Faculty/Guest Speaker	L&D
2.03	2	Total Quality Management: Kaizen & 5S	Faculty/Guest Speaker	L&D
2.04	2	Sympathy and Empathy Building	Faculty/Guest Speaker	L&E
2.05	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	Simulation/ Group work
2.06	2	Ethics, Values and Virtues in Public Service	Faculty/Guest Speaker	L&D
2.07	2	Combating Corruptions in Bangladesh	Faculty/Guest Speaker	L&D

## Courses For Grade 10-12 Employees

<b>Module-03</b>	<b>: Service Rules and Smart Office Management</b>
<b>Evaluation Method</b>	<b>: Individual Exercise/Written Examination</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To enhance participants' knowledge and skills with regard to proper applications of Government systems and rules;</b>
<b>Session Hours</b>	<b>: 23</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	সরকারি চাকরি আইন, ২০১৮ এবং সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D
3.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
3.03	3	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	Practical
3.04	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
3.05	1	Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D
3.06	1	Overview on Secretariat Instruction 2024	Faculty/Guest Speaker	L&D
3.07	2	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	Lecture & Practical
3.08	2	Preparing Draft, Writing Note & Summary	Faculty/Guest Speaker	L&E with Practical
3.09	2	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
3.10	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	Practical
3.11	2	Office Inspection: Report Writing and Reply	Faculty/Guest Speaker	Practical
3.12	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
3.13	1	প্রমিত বাংলা বানান রীতি	Faculty/Guest Speaker	L&D
3.14	1	দাপ্তরিক কাজে ব্যবহৃত বাংলা	Faculty/Guest Speaker	L&D
3.15	1	The Bangladesh National Flag, Anthem and Emblem order 1972	Faculty/Guest Speaker	L&D

## Courses For Grade 10-12 Employees

<b>Module-04</b>	<b>: Financial Rules and Procedures</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: The participants will be able to understand financial rules and procedures</b>
<b>Session Hours</b>	<b>: 30</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Overview of General Financial Rules	Faculty/Guest Speaker	L&D
4.02	1	Overview of Treasury Rules	Faculty/Guest Speaker	L&D
4.03	1	TA & DA Rules (with exercise)	Faculty/Guest Speaker	L&E
4.04	1	Pay Fixation	Faculty/Guest Speaker	L&E
4.05	2	Calculation of Pension and Gratuity	Faculty/Guest Speaker	L&E
4.06	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
4.07	2	Overview of PPA-2006 & PPR-2025	Faculty/Guest Speaker	L&E
4.08	1	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&E
4.09	2	Different Procurement Methods	Faculty/Guest Speaker	L&D
4.10	6	Public Procurement Emphasizing on e-GP (with Practical)	Faculty/Guest Speaker	L&E (with Practical)
4.11	2	Audit, Audit Objections and Settlement Procedure (broad sheet reply)	Faculty/Guest Speaker	L&E
4.12	1	Practical Uses of Value Added Tax (VAT) in Public Offices	Faculty/Guest Speaker	L&D
4.13	2	Self-Tax Assessment and Income Tax/e-Tax Return Preparation	Faculty/Guest Speaker	L&E (with Practical)
4.14	1	Store & Equipment Management	Faculty/Guest Speaker	L&D
4.15	2	Delegation of Financial and Administrative Power	Faculty/Guest Speaker	L&D
4.16	3	Bill Entry, EFT, iBAS++	Faculty/Guest Speaker	Practical

Note: 4.10 Session will be conducted in a single working day.

## Courses For Grade 10-12 Employees

<b>Module-05</b>	<b>: Information and Communication Technology</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To equip participants to utilize ICT in office management.</b>
<b>Session Hours</b>	<b>: 16</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	2	Unicode Bangla Typing & Official Document Preparation	Faculty/Guest Speaker	Practical
5.02	2	MS Word for Official Work	Faculty/Guest Speaker	Practical
5.03	2	MS Excel for daily office management	Faculty/Guest Speaker	Practical
5.04	2	MS Powerpoint for Official Presentation	Faculty/Guest Speaker	Practical
5.05	4	D-Nothi Practical Operation	Faculty/Guest Speaker	L & Practical
5.06	2	Use of AI Tools in Daily Office Management	Faculty/Guest Speaker	Demonstration and Practice
5.07	2	Safe Internet Use, Social Media Guidelines, and Responsible Digital Communication (Email Writing)	Faculty/Guest Speaker	L&E

## Courses For Grade 10-12 Employees

<b>Module-06</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 04</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
6.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
6.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
6.03	2	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

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) Group Presentation/Exercise	100
b) Written Examination/Individual Practical Test	60
c) Class Attendance and Overall Conduct & Discipline, Attendance in Sports, Cultural Programme and Tour	40
<b>Total</b>	<b>200</b>

## 13. Electronic Government Procurement (e-GP) Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	01-05 November 2026
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of 10-12 grade
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send a nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

At present, almost 45% of the annual budget and around 75% of the Annual Development Program (ADP) is spent on public procurement by different government agencies. So, it is essential to understand the whole procedure and legal framework for spending public money through the e-GP system. The training aims to

- develop each participant's public procurement capacity using an electronic system;
- understand different procurement rules, stages and implementation of Public Procurement through the Electronic Government Procurement (e-GP) system; and
- improve public procurement performance of the procuring entities under the procuring agencies;

#### Distribution of days

Duration	5 days	
Weekly holidays	05	
Working days	10	
	a. Inauguration-	1/4 day
	b. Closing-	1/4 day
	<b>Total</b>	<b>1 day</b>

Available days for classroom sessions 24 (6 sessions every day x 4 days = 24). (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Courses For Grade 10-12 Employees

### Course Contents

<b>Module-01</b>	<b>: Electronic Government Procurement (e-GP)</b>
<b>Evaluation Method</b>	<b>: Individual Exercise &amp; Group Report</b>
<b>Total Marks</b>	<b>: IE-40 &amp; GR-30</b>
<b>Objective</b>	<b>: To explain the Electronic Government Procurement (e-GP) and its importance.</b>
<b>Session Hours</b>	<b>: 24</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	Overview of Electronic Government Procurement (e-GP), Basic Software for e-GP, e-GP Login, Logout, Creation of PE Office, Designation and Users, Assigning Procurement Roles and Profile Management	Faculty/Guest Speaker	Discussion and Practical Demonstration
1.02	2	APP Preparation (Different Budget, APP Creation, Workflow), Approval and Publish	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.03	5	Tender Notice and Tender Document Preparation	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.04	3	TEC Formation, Publication of Tender Notice in e-GP portal, and Newspaper, Tender preparation, Tender Amendment	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.05	2	Creation Tender Documents in e-GP	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.06	3	Tender Evaluation: Evaluation Configuration & Declaration, Evaluate Tender Form & Seek Clarification to Tenderer, Preparation of TERs (Sent to TEC Chairperson)	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.07	5	Completing the Tender Evaluation, sending the Evaluation Report to AA, Tender Approval, Issuing NOA and Contract Award and Tender Security Release	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.08	2	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical Demonstration with Exercise

**Note:** Facilitators must have access to the e-GP system and the RPATCs-required e-GP training IDs to conduct sessions. Course coordinators are requested to create a block schedule, maintain sequences, and select speakers from the pool well ahead of course initiation.

## Training Methods

- Hands-on-Training/exercise
- Lecture and Discussion
- Practical Demonstration
- Peer learning
- Experience sharing
- Audio-Visual

## Evaluation Methods

Members of the course management will evaluate the participants in the course. Each participant will be evaluated within 100 marks. Breakdown of the marks is as follows:

a) Individual Exercise & Group Report	70
b) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



Participant is receiving certificate from the Course Management Team at RPATC, Dhaka

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 March 2027-08 April 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

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

#### Distribution of days

Duration	12 days	
Weekly holidays	02	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged and weekend may be utilized if required)

**Total Session Hours of the Modules- 48**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture, Liberation War and Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Service Rules and Smart Office Management</b>
<b>Evaluation Method</b>	<b>: Written Examination &amp; Group Report</b>
<b>Total Marks</b>	<b>: WE-40; GR-50</b>
<b>Objective</b>	<b>: To enhance participants' knowledge and skills with regard to proper applications of Government systems and rules in managing office;</b>
<b>Session Hours</b>	<b>: 23</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	সরকারি চাকরি আইন, ২০১৮ এবং সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	3	The Government Servants (Discipline and Appeal) Rules, 2018 focus on Charges Frame	Faculty/Guest Speaker	L&Practical
2.04	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.05	1	Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D
2.06	1	Overview of Secretariat Instructions-2024	Faculty/Guest Speaker	L&D
2.07	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.08	2	Preparing Draft, writing Note & Summary	Faculty/Guest Speaker	L&E (with Practical)
2.09	2	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E

## Courses For Grade 10-12 Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	Practical
2.11	2	Office Inspection: Report Writing and Reply	Faculty/Guest Speaker	L&D
2.12	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
2.13	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
2.14	2	দাপ্তরিক কাজে প্রমিত বাংলা ব্যবহার (প্রশাসনিক পরিভাষাসহ)	Faculty/Guest Speaker	L&D

<b>Module-03</b>	<b>: Information and Communication Technology</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To equip participants to utilize information and communication technology in office management.</b>
<b>Session Hours</b>	<b>: 18</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to Hardware, software and AI	Faculty/Guest Speaker	L&E
3.02	2	Essential ICT Skill: MS Word and Google Doc	Faculty/Guest Speaker	Practical
3.03	2	Essential ICT Skill: MS Excel and Google Sheets	Faculty/Guest Speaker	Practical
3.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
3.05	2	Safe Internet Use, Social Media Guidelines, and Responsible Digital Communication (Email Writing)	Faculty/Guest Speaker	Practical
3.06	2	Unicode, Blind typing (Bangla & English)	Faculty/Guest Speaker	Practical
3.07	4	D-Nothi: Introduction, Application	Faculty/Guest Speaker	Practical
3.08	2	e-Governance, Innovation and MyGov	Faculty/Guest Speaker	L&D
3.09	2	Use of AI Tools (ChatGPT, Grammarly, Canva, Deepseek, Gemini etc.)	Faculty/Guest Speaker	L&P

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report/Exercise	50
b) Individual Practical Test/Written Examination	70
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	04-15 October 2026
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 10-12 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To develop participants' level of understanding about financial management, procurement management, financial rules and procedures; and
- To make participants aware of budget-making process, audit objections, service rules and official procedures.

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 06</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture, Liberation War and Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D
1.03	2	Ethics, Values, and Virtues in Public Service	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Financial Rules and Procedures</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance the knowledge and skills of financial rules and procedures</b>
<b>Session Hours</b>	<b>: 19</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	2	Public Procurement Act, 2006 and Public Procurement Rules 2025	Faculty/Guest Speaker	L&E
2.04	2	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
2.05	2	Duties and Responsibilities of DDO	Faculty/Guest Speaker	L&D
2.06	1	Pay Fixation	Faculty/Guest Speaker	D&E
2.07	1	Practical Uses of Value Added Tax (VAT) in Public Offices	Faculty/Guest Speaker	L&D
2.08	2	Self-Tax Assessment and Income Tax Return Preparation	Faculty/Guest Speaker	L&E
2.09	2	Writing of Cash Book and Other Financial Registers and their Preservation Procedures	Faculty/Guest Speaker	L&D
2.10	4	Bill Entry, EFT, ibas++	Faculty/Guest Speaker	Practical
2.11	1	Store & Equipment Management	Faculty/Guest Speaker	L&D

## Courses For Grade 10-12 Employees

<b>Module-03</b>	<b>: Governance and Financial Management</b>
<b>Evaluation Method</b>	<b>: Group Exercise/Report</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To understand the governance and public financial System of Bangladesh</b>
<b>Session Hours</b>	<b>: 10</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
3.02	2	Total Quality Management: Kaizen & 5S	Faculty/Guest Speaker	L&D
3.03	2	Monetary and Fiscal Policy	Faculty/Guest Speaker	L&D
3.04	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
3.05	2	Audit, Audit Objections and Settlement Procedure (broad sheet reply)	Faculty/Guest Speaker	L&E

<b>Module-04</b>	<b>: Service Rules &amp; Official Procedures</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance knowledge and skills of Service Rules &amp; Official Procedures</b>
<b>Session Hours</b>	<b>: 09</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
4.02	1	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E
4.03	2	Different Welfare Facilities (Government Kormochari Hospital, Bangladesh Staff Welfare Board, GPF, BF, GI)	Faculty/Guest Speaker	L&D
4.04	2	Calculation of Pension and Gratuity	Faculty/Guest Speaker	L&D
4.05	1	Differents Loans and Advances for the Govt. Employees	Faculty/Guest Speaker	L&D
4.06	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D

<b>Module-05</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
5.03	2	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report/Exercise	50
b) Individual Exercise	70
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>



Faculty members of RPATC, Rajshahi in a photograph with participants.

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

<b>Venue</b>	All RPATCs
<b>Number of course</b>	One in each RPATC
<b>Duration</b>	05 days
<b>Date</b>	09-13 May 2027
<b>Type of the programme</b>	Residential/Non-Residential
<b>Expected number of participants</b>	35
<b>Eligible participants</b>	Officials holding the post of grade 10 to 12
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the course.

### Course Objectives

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

#### Distribution of days

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

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture, Liberation War and Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Official Rules and Regulations</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 40</b>
<b>Objective</b>	<b>: To enhance knowledge and skills about official rules and regulations</b>
<b>Session Hours</b>	<b>: 09</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.01	2	সরকারি চাকরি আইন, ২০১৮ এবং সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D
2.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.04	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.05	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
2.06	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

## Courses For Grade 10-12 Employees

<b>Module-03</b>	<b>: Managing Disciplinary Cases</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To understand departmental proceeding and its execution</b>
<b>Session Hours</b>	<b>: 09</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Bangladesh Service Rules (BSR) Part 1 & 2	Faculty/Guest Speaker	L&E
3.02	1	General Conditions of Service	Faculty/Guest Speaker	L&E
3.03	1	Techniques of Writing Statement of Allegations	Faculty/Guest Speaker	L&E
3.04	1	Preparing Statement of Allegations and Framing of Charges	Faculty/Guest Speaker	L&E
3.05	2	Inquiry Procedure of Departmental Cases and Framing of Charges	Faculty/Guest Speaker	Exercise
3.06	2	Writing of Inquiry Report and Inquiry Procedure	Faculty/Guest Speaker	practical
3.07	1	Administrative Tribunal Act, 1980	Faculty/Guest Speaker	L&D

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about Good Health and Well-being</b>
<b>Session Hours</b>	<b>: 02</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D

## Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

## Evaluation Methods

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) Group Presentation/Report/Exercise	30
b) Individual Exercise/Written Exam/Assignment/MCQ	40
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



RPATC, Rajshahi is celebrating Bengali New Year 1433

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10-21 January 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

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

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration	1/2 day
	b. Closing	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible.  
(Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture, Liberation War and Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: ICT Skills</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance ICT skills in office management.</b>
<b>Session Hours</b>	<b>: 18</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Use of ICT in Office Management	Faculty/Guest Speaker	L&D
2.02	2	Essential ICT Skill: MS Word and Google Doc	Faculty/Guest Speaker	Exercise
2.03	2	Essential ICT Skill: MS Excel and Google Sheet	Faculty/Guest Speaker	Exercise
2.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Exercise
2.05	1	Essential ICT Skill: Browsing Internet and Writing email	Faculty/Guest Speaker	Exercise
2.06	2	Blind Typing Practice: Bangla & English	Faculty/Guest Speaker	Exercise
2.07	1	Voice Typing	Faculty/Guest Speaker	Exercise
2.08	4	D-Nothi	Faculty/Guest Speaker	Exercise
2.09	3	Use of AI Tools in Daily Office Management	Faculty/Guest Speaker	Exercise

## Courses For Grade 10-12 Employees

<b>Module-03</b>	<b>: Troubleshooting Hardware Software</b>
<b>Evaluation Method</b>	<b>: Individual Exercise/Demonstration/Practical Test/Practice</b>
<b>Total Marks</b>	<b>: 35</b>
<b>Objective</b>	<b>: To enhance ICT skills in office management</b>
<b>Session Hours</b>	<b>: 06</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Introduction to computer 1. Basics of Computer 2. Organization of Computer 3. Software and Hardware 4. Input Output Devices	Faculty/Guest Speaker	L&E
3.02	1	How to Set up Different Devices on PC	Faculty/Guest Speaker	L&E
3.03	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest Speaker	L&E
3.04	2	Trouble shooting- Hardware & Software	Faculty/Guest Speaker	L&E

<b>Module-04</b>	<b>: ICT and E-governance</b>
<b>Evaluation Method</b>	<b>: Group Report</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To enhance trainees' knowledge regarding e-governance, ICT related rules and its application</b>
<b>Session Hours</b>	<b>: 17</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	MyGov and E-services in Bangladesh	Faculty/Guest Speaker	L&D
4.02	2	Fourth Industrial Revolution (4IR): Concept and Technology	Faculty/Guest Speaker	L&E
4.03	2	Web Portal Management	Faculty/Guest Speaker	P
4.04	2	Bill entry, EFT, IBAS++	Faculty/Guest Speaker	L&E
4.05	4	Overview of Electronic Government Procurement (e-GP), Basic Software for e-GP, e-GP Login, Logout, Creation of PE Office, Designation and Users, Assigning Procurement Roles and Profile Management and e-CMS	Faculty/Guest Speaker	L,E & Practical
4.06	1	Use of social media: Rules and Guidelines	Faculty/Guest Speaker	L&D

## Courses For Grade 10-12 Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.07	2	Cloud Computing: Concept and Usage	Faculty/Guest Speaker	L&D
4.08	2	Law Related ICT, and Cyber Security in Bangladesh	Faculty/Guest Speaker	L&D

<b>Module-05</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about Good Health and Well-being</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
5.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report/Exercise	50
b) Individual Exercise/Demonstration/Practical Test/ Practice	70
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>

## 18. D-Nothi Course for Grade 10-12 Employees

<b>Venue</b>	All RPATCs
<b>Number of course</b>	One in each RPATC
<b>Duration</b>	05 days
<b>Date</b>	6-10 June 2027
<b>Type of the programme</b>	Residential/Non-Residential
<b>Expected number of participants</b>	35
<b>Eligible participants</b>	Employees holding the post of grade 10-12
<b>Nomination procedure</b>	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
<b>Deadline for sending nomination letter</b>	07 days before the commencement of the course.

### Course Objectives

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

#### Distribution of days

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

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible.  
(Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture, Liberation War and Potential Resources of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: D-Nothi</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 40</b>
<b>Objective</b>	<b>: To understand the different aspects of Digital Nothi System through practicing</b>
<b>Session Hours</b>	<b>: 12</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Introduction to D-Nothi	Faculty/Guest Speaker	L&D
2.02	1	D-Nothi Login Process Major Features	Faculty/Guest Speaker	L&E
2.03	1	Major Features of Dak	Faculty/Guest Speaker	L&E
2.04	1	Major Feature of Nothi	Faculty/Guest Speaker	L&E
2.05	4	a) Preparation Digital Guard File b) Preparation Drafting Letter c) Preparation Online Patrojari	Faculty/Guest Speaker	L&E
2.06	1	Preparation Office Seal, Register, Report and Dashboard	Faculty/Guest Speaker	L&E
2.07	2	Practice on Dak and Nothi	Faculty/Guest Speaker	L&E
2.08	1	Evaluation on D Nothi	Faculty/Guest Speaker	L&E

## Courses For Grade 10-12 Employees

<b>Module-03</b>	<b>: Typing</b>
<b>Evaluation Method</b>	<b>: Group Report</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To enhance trainees Bangla and English Typing Skill</b>
<b>Session Hours</b>	<b>: 05</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Bangla Typing (Unicode)	Faculty/Guest Speaker	Practical
3.02	2	Bangla and English Typing Practice	Faculty/Guest Speaker	Practical
3.03	1	Voice Typing	Faculty/Guest Speaker	Practical

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about Good Health and Well-being</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

### Evaluation Methods

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) Group Presentation/Report	30
b) Individual Exercise/Practical Test	40
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



# Courses For Grade 13-16 Employees

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

Venue	All RPATCs
Number of course	05 in each RPATC
Duration	19 days
Date	02-20 August 2026 22 November-10 December 2026 07-25 February 2027 14 March-01 April 2027 25 April-13 May 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35 in each course
Eligible participants	Employees holding the post of grade 13-15
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To develop knowledge of national identity, service ethics, morality and integrity among the participants;
- To enhance participants' knowledge and skills concerning the proper applications of government systems and rules; and
- To equip participants for using ICT in office management.

#### Distribution of days

Duration	19 days	
Weekly holidays	4	
Working days	15	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 13 x (6 sessions everyday) = 78 sessions are admissible. (Evening sessions may be arranged and weekly holidays may be utilized if required)

**Total Session Hours of the Modules- 78**

## Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 08</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D
1.03	2	Ethics, Values, and Virtues in Public Service	Faculty/Guest Speaker	L&D
1.04	2	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Service Rules and Office Management</b>
<b>Evaluation Method</b>	<b>: Individual Exercise</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To enhance knowledge and skills on service rules and office management</b>
<b>Session Hours</b>	<b>: 28</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	সরকারি চাকরি আইন ২০১৮ এবং সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	3	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.04	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.05	1	Seniority Rules	Faculty/Guest Speaker	Practical
2.06	1	The Bangladesh National Flag, Anthem and Emblem order 1972	Faculty/Guest Speaker	Practical
2.07	3	Preparing Draft, Writing Note, and Summary	Faculty/Guest Speaker	Practical
2.08	2	Forms of Written Communication (Official Letter, DO and Office Memorandum) as per Secretariat Instructions, 2024	Faculty/Guest Speaker	Practical
2.09	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
2.10	1	Classifications of Files and Destructions of Files	Faculty/Guest Speaker	L&E

## Courses For Grade 13-16 Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.11	1	Store & Equipment Management	Faculty/Guest Speaker	L&E
2.12	1	Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&E
2.13	2	Office Inspection and Report Writing	Faculty/Guest Speaker	L&E
2.14	2	Total Quality Management: Kaizen & 5S	Faculty	L&D
2.15	1	Writing Service Book	Faculty/Guest Speaker	L&E
2.16	2	হাইকোর্ট ও আপীল বিভাগের বিভিন্ন প্রকার মামলা ও এর জবাব লিখন	Faculty/Guest Speaker	L&E

<b>Module-03</b>	<b>: Financial Rules and Procedures</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 100</b>
<b>Objective</b>	<b>: To enhance the knowledge and skills of financial rules and procedures</b>
<b>Session Hours</b>	<b>: 20</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
3.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
3.03	2	BPPA's Standard Forms, Formats and Relevant Guidelines	Faculty/Guest Speaker	L&D
3.05	2	Audit, Audit Objections and Settlement Procedure (Broad sheet reply)	Faculty/Guest Speaker	L&E
3.06	1	TA & DA Rules (with exercise)	Faculty/Guest Speaker	L&E
3.07	1	Pay Fixation	Faculty/Guest Speaker	L&E
3.08	2	Delegation of Financial and Administrative Power	Faculty/Guest Speaker	L&D
3.09	1	Calculation of Pension and Gratuity	Faculty/Guest Speaker	L&E
3.10	1	Practical Uses of Value Added Tax (VAT) in Public Offices	Faculty/Guest Speaker	L&D
3.11	2	Self-Tax Assessment and Income Tax Return Preparation;	Faculty/Guest Speaker	Practice
3.12	2	Bill Entry, EFT & iBAS++	Faculty/Guest Speaker	L&E
3.13	2	Overview on PPA 2026, PPR 2025 (Focus on APP Preparation)	Faculty/Guest Speaker	L&E
3.14	2	Differents Loans and Advances for the Govt. Employees	Faculty/Guest Speaker	L&E

## Courses For Grade 13-16 Employees

<b>Module-04</b>	<b>: Information and Communication Technology</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To enhance the knowledge and skills on ICT</b>
<b>Session Hours</b>	<b>: 20</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Unicode: Bangla Typing, Blind Typing, practice (Bangla & English)	Faculty/Guest Speaker	L&E
4.02	2	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
4.03	2	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
4.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
4.05	5	D-nothi	Faculty/Guest Speaker	Practical
4.06	1	Safe Internet Use, Social Media Guidelines, and Responsible Digital Communication (Email Writing)	Faculty/Guest Speaker	L&D
4.07	2	MyGov and e-services in Bangladesh	Faculty/Guest Speaker	L&D
4.08	2	Use of AI Tools in Daily Office Management	Faculty/Guest Speaker	L&D
4.09	2	Cyber Security Act 2023	Faculty/Guest Speaker	L&D

<b>Module-05</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
5.03	2	Emotional Intelligence	Faculty/Guest Speaker	L&D

## Courses For Grade 13-16 Employees

### Training Methods

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

### Evaluation Methods

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) Group Presentation/Report/Exercise	100
b) Individual Exercise/Practical Test	60
c) Class Attendance and Overall Conduct & Discipline	40
<b>Total</b>	<b>200</b>



RPATC, Khulna is Observing 21st February 2026

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	6-17 September 2026
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Employees holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules in managing offices and
- To equip participants to utilize information and communication technology in office management.

### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration	1/2 day
	b. Closing	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged and weekend may be utilized if required)

**Total Session Hours of the Modules- 48**

## Courses For Grade 13-16 Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Service Rules and Smart Office Management</b>
<b>Evaluation Method</b>	<b>: Individual Exercise &amp; Group Report</b>
<b>Total Marks</b>	<b>: Individual Exercise-40; Group Report-50</b>
<b>Objective</b>	<b>: To enhance participants' knowledge and skills with regard to proper applications of Government systems and rules in managing office</b>
<b>Session Hours</b>	<b>: 23</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	সরকারি চাকরি আইন ২০১৮ এবং সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	Practical
2.04	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.05	1	Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D
2.06	2	Overview on Secretariat Instructions-2024	Faculty/Guest Speaker	L&D
2.07	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.08	2	Preparing Draft, writing Note & Summary	Faculty/Guest Speaker	L&E
2.09	2	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E

## Courses For Grade 13-16 Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	Practical
2.11	2	Office Inspection and Report Writing	Faculty/Guest Speaker	L&D
2.12	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
2.13	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
2.14	2	দাপ্তরিক কাজে প্রমিত বাংলা ব্যবহার (প্রশাসনিক পরিভাষাসহ)	Faculty/Guest Speaker	L&D

<b>Module-03</b>	<b>: Information and Communication Technology</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To equip participants to utilize information and communication technology in office management.</b>
<b>Session Hours</b>	<b>: 18</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Unicode: Bangla Typing, Blind Typing, practice (Bangla & English)	Faculty/Guest Speaker	L&E
3.02	2	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
3.03	2	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
3.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
3.05	2	MyGov and e-Services in Bangladesh	Faculty/Guest Speaker	Practical
3.06	4	D-Nothi: Introduction, Application & Maintenance	Faculty/Guest Speaker	L&E Workshop
3.07	1	Cyber Security Act 2023	Faculty/Guest Speaker	L&D
3.08	2	e-Governance and Innovation (MyGov)	Faculty/Guest Speaker	L&D
3.09	2	Use of AI Tools in Daily Office Management	Faculty/Guest Speaker	L&P

## Courses For Grade 13-16 Employees

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively office management.</b>
<b>Session Hours</b>	<b>: 03</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report	50
b) Individual Exercise/Practical Test	70
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	04-15 October 2026
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To make participants aware of macroeconomic stability, budget-making process, audit objections, service rules and official procedures.

#### Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration	1/2 day
	b. Closing	1/2 day
	c. Field Visit	1 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	<b>Total</b>	<b>2.5 days</b>

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**

## Courses For Grade 13-16 Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Financial Rules and Procedures</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 50</b>
<b>Objective</b>	<b>: To enhance the knowledge and skills of financial rules and procedures</b>
<b>Session Hours</b>	<b>: 28</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	2	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&D
2.04	2	Public Procurement Act, 2006 and Public Procurement Rules, 2025	Faculty/Guest Speaker	L&E
2.05	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
2.06	2	Audit, Audit Objections and Settlement Procedure (Broad sheet reply)	Faculty/Guest Speaker	L&E
2.07	1	Pay Fixation	Faculty/Guest Speaker	D&E
2.08	1	Practical Uses of Value Added Tax (VAT) in Public Offices	Faculty/Guest Speaker	L&D
2.09	2	Self-Tax Assessment and Income Tax Return Preparation;	Faculty/Guest Speaker	L&E

## Courses For Grade 13-16 Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	2	Writing of Cash Book and other Financial Registers and its Preservation Procedures	Faculty/Guest Speaker	L&D
2.11	2	Overview of Project Management	Faculty/Guest Speaker	L&D
2.12	1	Store & Equipment Management	Faculty/Guest Speaker	L&D
2.13	1	Duties and Responsibilities of DDO	Faculty/Guest Speaker	L&D
2.14	3	Bill Entry, EFT, and IBAS++	Faculty/Guest Speaker	L&D
2.15	2	Delegation of Financial and Administrative Power	Faculty/Guest Speaker	L&D
2.16	1	Calculation of Pension and Gratuity	Faculty/Guest Speaker	L&D
2.17	2	Overview on e-GP	Faculty/Guest Speaker	L&D

**Module-03 : Service Rules & Official Procedures**

**Evaluation Method : Individual Exercise/Report**

**Total Marks : 70**

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

**Session Hours : 13**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
3.02	2	সরকারি চাকরি আইন ২০১৮ এবং সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	Faculty/Guest Speaker	L&D
3.03	1	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E
3.04	2	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest Speaker	L&D
3.05	2	Different Welfare Facilities (Government Kormochari Hopital, Bangladesh Staff Welfare Board)	Faculty/Guest Speaker	L&D
3.06	1	Different Fees, Allowance and Honorarium	Faculty/Guest Speaker	L&E
3.07	2	GPMS as a Social Accountability Tool	Faculty/Guest Speaker	L&E
3.08	1	Differents Loans and Advance for Government Employees	Faculty/Guest Speaker	L&E

## Courses For Grade 13-16 Employees

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Group Exercise/Report/Presentation	50
b) Individual Exercise	70
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	04-08 April 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objective

- To make the participants understand the essential service rules, acts, regulations, disciplinary cases and their applications at offices;
- To understand departmental proceeding and its execution; and
- To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively.

#### Distribution of days

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

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Courses For Grade 13-16 Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 04</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Official Rules and Regulations</b>
<b>Evaluation Method</b>	<b>: Group Exercise</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To enhance knowledge and skills about official rules and regulations</b>
<b>Session Hours</b>	<b>: 09</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	সরকারি চাকরি আইন ২০১৮ এবং সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	Faculty/Guest Speaker	L&D
2.02	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.04	3	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	Practical
2.05	1	Safe Internet Use, Social Media Guidelines, and Responsible Digital Communication (Email Writing)	Faculty/Guest Speaker	L&D
2.06	1	Secretariat Instructions (Classification of Files, File Destruction Process)	Faculty/Guest Speaker	L&D

## Courses For Grade 13-16 Employees

<b>Module-03</b>	<b>: Managing Disciplinary Cases</b>
<b>Evaluation Method</b>	<b>: Individual Assignment /Exercise/Written Exam/MCQ</b>
<b>Total Marks</b>	<b>: 40</b>
<b>Objective</b>	<b>: To understand departmental proceeding and its execution</b>
<b>Session Hours</b>	<b>: 08</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
3.02	2	General Conditions of Service	Faculty/Guest Speaker	L&D
3.03	1	Preparing Statement of Allegations and Framing of Charges	Faculty/Guest Speaker	L&D
3.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest Speaker	L&E
3.05	2	Writing of Inquiry Report	Faculty/Guest Speaker	Exercise
3.06	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest Speaker	L&D

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Occupational Pain and it's Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

## Courses For Grade 13-16 Employees

### Training Methods

- Lecture and Discussion
- Exercise
- Lecture and Exercise

### Evaluation Methods

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) Group Presentation/Report/Exercise	30
b) Individual Exercise/Assignment/Written Exam/ MCQ	40
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



Group Photograph of Participants and Faculty member at RPATC, Khulna

## 23. D-Nothi Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	25-29 April 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Employees holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

- To enhance skills of the participants for usage of D-nothi and
- Leveraging ICT in official activities.

#### Distribution of days

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

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Courses For Grade 13-16 Employees

### Course Contents

<b>Module-01</b>	<b>: History, Culture and Ethical Values</b>
<b>Objective</b>	<b>: a) To know the history and culture of Bangladesh. b) To familiarize ethical standards.</b>
<b>Session Hours</b>	<b>: 03</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
1.01	2	History, Culture and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	1	Combating Corruptions in Bangladesh	Faculty/Guest Speaker	L&D

<b>Module-02</b>	<b>: Typing</b>
<b>Evaluation Method</b>	<b>: Individual Practical Test</b>
<b>Total Marks</b>	<b>: 40</b>
<b>Objective</b>	<b>: To enhance trainees Bangla and English typing skill</b>
<b>Session Hours</b>	<b>: 06</b>

<b>Topic Code</b>	<b>Hours</b>	<b>Topics</b>	<b>Facilitator/ Speaker</b>	<b>TM</b>
2.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest Speaker	L&E
2.02	2	Bangla Typing Nikosh Font with Compound Letters	Faculty/Guest Speaker	L&P
2.03	2	Bangla and English Typing Practice	Faculty/Guest Speaker	Practical
2.04	1	Voice Typing	Faculty/Guest Speaker	Practical

## Courses For Grade 13-16 Employees

<b>Module-03</b>	<b>: D-Nothi</b>
<b>Evaluation Method</b>	<b>: Group Report</b>
<b>Total Marks</b>	<b>: 30</b>
<b>Objective</b>	<b>: To internalize the different aspects of Digital Nothi System through practicing</b>
<b>Session Hours</b>	<b>: 12</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to D-Nothi	Faculty/Guest Speaker	L&D
3.02	1	D-Nothi Login Process Major Features	Faculty/Guest Speaker	L&E
3.03	2	a) Major Features of Dak b) Major Feature of Nothi	Faculty/Guest Speaker	L&E
3.04	3	a) Preparation Digital Guard File b) Preparation Drafting Letter c) Preparation Online Patrojari d) Preparation Oce Seal, Register, Report and Dashboard	Faculty/Guest Speaker	L&E
3.05	3	Practice on Dak and Nothi	Faculty/Guest Speaker	L&E
3.06	2	Evaluation on D-Nothi	Faculty/Guest Speaker	L&E

<b>Module-04</b>	<b>: Good Health and Well-being</b>
<b>Objective</b>	<b>: To aware trainees about the benefits of physical exercise and sports and mo-tivate them how to stay fit, healthy and lively</b>
<b>Session Hours</b>	<b>: 03</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.03	1	Emotional Intelligence	Faculty/Guest Speaker	L&D

## Courses For Grade 13-16 Employees

### Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

### Evaluation Methods

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 / Report	40
b) Group Exercise/ Report/Presentation	30
c) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>150</b>



Floral reception of Mr. Numeri Zaman, MDS (M&D) during a official visit at RPATC, Khulna

## 24. Electronic Government Procurement (e-GP) Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	24-28 January 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Employees Holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send a nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

### Course Objectives

At present, almost 45% of the annual budget and around 75% of the Annual Development Program (ADP) is spent on public procurement by different government agencies. So, it is essential to understand the whole procedure and legal framework for spending public money through the e-GP system. The training aims to

- develop each participant's public procurement capacity using an electronic system;
- understand different procurement rules, stages and implementation of Public Procurement through the Electronic Government Procurement (e-GP) system; and
- improve public procurement performance of the procuring entities under the procuring agencies;

#### Distribution of days

Duration	5 days	
Weekly holidays	05	
Working days	10	
	a. Inauguration-	1/4 day
	b. Closing-	1/4 day
	<b>Total</b>	<b>1 day</b>

Available days for classroom sessions 24 (6 sessions every day x 4 days = 24). (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Courses For Grade 13-16 Employees

### Course Contents

<b>Module-01</b>	<b>: Electronic Government Procurement (e-GP)</b>
<b>Evaluation Method</b>	<b>: Individual Exercise &amp; Group Report</b>
<b>Total Marks</b>	<b>: IE-40 &amp; GR-30</b>
<b>Objective</b>	<b>: To explain the Electronic Government Procurement (e-GP) and its importance.</b>
<b>Session Hours</b>	<b>: 24</b>

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	Overview of Electronic Government Procurement (e-GP), Basic Software for e-GP, e-GP Login, Logout, Creation of PE Office, Designation and Users, Assigning Procurement Roles and Profile Management	Faculty/Guest Speaker	Discussion and Practical Demonstration
1.02	2	APP Preparation (Different Budget, APP Creation, Workflow), Approval and Publish	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.03	5	Tender Notice and Tender Document Preparation	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.04	3	TEC Formation, Publication of Tender Notice in e-GP portal, and Newspaper, Tender preparation, Tender Amendment	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.05	2	Creation Tender Documents in e-GP	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.06	3	Tender Evaluation: Evaluation Configuration & Declaration, Evaluate Tender Form & Seek Clarification to Tenderer, Preparation of TERs (Sent to TEC Chairperson)	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.07	5	Completing the Tender Evaluation, sending the Evaluation Report to AA, Tender Approval, Issuing NOA and Contract Award and Tender Security Release	Faculty/Guest Speaker	Practical Demonstration with Exercise
1.08	2	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical Demonstration with Exercise

**Note:** Facilitators must have access to the e-GP system and the RPATCs-required e-GP training IDs to conduct sessions. Course coordinators are requested to create a block schedule, maintain sequences, and select speakers from the pool well ahead of course initiation.


## Training Methods

- Hands-on-Training/exercise
- Lecture and Discussion
- Practical Demonstration
- Peer learning
- Experience sharing
- Audio-Visual

## Evaluation Methods

Members of the course management will evaluate the participants in the course. Each participant will be evaluated within 100 marks. Breakdown of the marks is as follows:

a) Individual Exercise & Group Report	70
b) Class Attendance and Overall Conduct & Discipline	30
<b>Total</b>	<b>100</b>



# Course For Grade 17-20 Employees

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

স্থান	সকল আরপিএটিসি
কোর্সের সংখ্যা	০৬টি
সময়	১২ দিন
তারিখ	১৯-৩০ জুলাই ২০২৬ ০৯-২০ আগস্ট ২০২৬ ১৩-২৪ সেপ্টেম্বর ২০২৬ ২০-৩১ ডিসেম্বর ২০২৬ ০২-১৩ মে ২০২৭ ০৬-১৭ জুন ২০২৭
প্রশিক্ষণের ধরন	আবাসিক/অনাবাসিক
প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা	প্রতি কোর্সে ৩৫ জন
প্রশিক্ষণার্থীদের যোগ্যতা	১৭-২০ গ্রেডের কর্মচারী
মনোনয়নের পদ্ধতি	আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিসসমূহে প্রশিক্ষণার্থী মনোনয়নের জন্য আমন্ত্রণ জানাবে এবং প্রতিষ্ঠানসমূহ সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে।
মনোনয়ন প্রেরণের শেষ সময়	কোর্স শুরুর ০৭দিন পূর্ব পর্যন্ত

### কোর্সের লক্ষ্য ও উদ্দেশ্য

- ক) দেশের মৌলিক বিষয় সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;  
খ) প্রশিক্ষণার্থীদের মৌলিক বিধিবিধান সম্পর্কে ধারণা প্রদান; এবং  
গ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষণার্থীদের সচেতনতা বৃদ্ধি করা।

### দিনের বিভাজন

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

ক্লাশরুমের সেশনের জন্য দিন থাকে  $৮ \times (\text{প্রতিদিন } ৬\text{টি সেশন}) = ৪৮\text{টি সেশন}$  হতে পারে। প্রয়োজনে সাক্ষ্যকালীন অধিবেশন হতে পারে এবং সাপ্তাহিক ছুটির দিনসমূহ ব্যবহার করা যেতে পারে।

**মোট সেশন- ৪৮ ঘন্টা**

## Course For Grade 17-20 Employees

### কোর্সের মডিউলসমূহ

মডিউল-০১	:	বাংলাদেশ ও সংস্কৃতি		
সেশন সংখ্যা	:	০৬		
মডিউলের উদ্দেশ্য	:	বর্তমান বাংলাদেশ সম্পর্কে প্রশিক্ষণার্থীদের অবহিতকরণ		
বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
১.০১	২	বাংলাদেশের ইতিহাস ও সাংস্কৃতিক ঐতিহ্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০২	২	বাংলাদেশের সংবিধানের আলোকে সরকারি কর্মচারীর অধিকার, দায়িত্ব ও কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৩	১	ফ্ল্যাগ রুলস ১৯৭২ এবং জাতীয় দিবসসমূহ উদযাপন	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল-০২	:	সরকারি কর্মচারীর মৌলিক গুণাবলী ও অফিস ব্যবস্থাপনা
মূল্যায়ন পদ্ধতি	:	দলীয় কাজ/উপস্থাপনা
নম্বর	:	৫০
সেশন সংখ্যা	:	৩০
মডিউলের উদ্দেশ্য	:	সরকারি কর্মচারীর মৌলিক গুণাবলী ও অফিস ব্যবস্থাপনা বিষয়ে দক্ষতা বৃদ্ধি

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
২.০১	২	সরকারি চাকরি আইন ২০১৮ এবং সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা ২০১৯	অনুষদ/অতিথিবক্তা	বক্তৃতা
২.০২	১	সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৩	২	সরকারি কর্মচারী (শৃঙ্খলা ও আপিল) বিধিমালা, ২০১৮	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৪	১	নির্ধারিত ছুটি বিধিমালা, ১৯৫৯	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.০৫	১	সামাজিক যোগাযোগ মাধ্যম ব্যবহার নির্দেশিকা-২০১৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৬	১	সরকারি দপ্তরের গোপনীয়তা রক্ষার বিধিবিধানসমূহ (অফিসিয়াল সিক্রেটস অ্যাক্টস, ১৯২৩, নথির নিরাপত্তা ক্রম ও অন্যান্য সংশ্লিষ্ট বিষয়াদি)	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৭	২	সরকারি কর্মচারীদের সততা, সম্মানবর্তীতা নিয়মানুবর্তিতা, শৃঙ্খলা ও স্বদেশপ্রেম	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৮	২	নৈতিকতা, মূল্যবোধ ও শিষ্টাচারের গুরুত্ব	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৯	১	গ্রেড ১৭-২০ কর্মচারীদের পোশাক রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১০	২	খাবার পরিবেশনের আদব কায়দা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১১	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.১২	২	নিরাপত্তা ব্যবস্থাপনার উন্নয়ন: অগ্নি নিরাপত্তা, বৈদ্যুতিক নিরাপত্তা ও অফিসে ব্যবহার্য বৈদ্যুতিক সামগ্রীর (লাইট, ফ্যান, এসি, টিভি, ফ্রিজ ইত্যাদি) যথাযথ ব্যবহার	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৩	২	সরকারি কর্মচারী কল্যাণমূলক কার্যক্রম (অবসর ভাতা, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড হতে প্রাপ্ত সুবিধাদি ইত্যাদি)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

Course For Grade 17-20 Employees

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
২.১৪	১	সার্ভিস বুক সংরক্ষণ ও ব্যবস্থাপনা	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.১৫	২	সামাজিক দায়বদ্ধতার সূচকসমূহ (GPMS, NIS CC, GRS & RTI)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৬	১	সরকারি পত্র গ্রহণ, বিতরণ ও সংশ্লিষ্ট নথি ব্যবস্থাপনা (সচিবালয় নির্দেশনার আলোকে)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৭	২	বার্ষিক গোপনীয় প্রতিবেদন	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৮	২	আয়কর রিটার্ন প্রস্তুত	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৯	১	জ্যেষ্ঠতা ও পদোন্নতি বিধিমালা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.২০	১	প্রমিত বাংলা বানান (প্রশাসনিক পরিভাষাসহ)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

মডিউল-০৩	:	মৌলিক দক্ষতা ও দায়িত্ব-কর্তব্য
মূল্যায়ন পদ্ধতি	:	একক উপস্থাপনা/প্রতিবেদন
নম্বর	:	৭০
		সেশন সংখ্যা : ০৮
মডিউলের উদ্দেশ্য	:	১৭-২০ গ্রেডের কর্মচারীদের মৌলিক দক্ষতা বৃদ্ধি এবং দায়িত্ব-কর্তব্য সম্পর্কে সচেতন করা

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
৩.০১	২	কম্পিউটার পরিচিতি: হার্ডওয়্যার ও কম্পিউটার চালনা কৌশল	অনুষদ/অতিথিবক্তা	বক্তৃতা ও অনুশীলন
৩.০২	২	কি বোর্ড পরিচিতি ও ইংলিশ টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
৩.০৩	২	বাংলা কী বোর্ড (অব্র ও ইউনিকোড) পরিচিতি ও বাংলা টাইপিং	অনুষদ/অতিথি বক্তা	অনুশীলন
৩.০৪	২	প্রজেক্টর, স্ক্যানার, মাল্টিমিডিয়া বোর্ড, এবং ফটোকপিয়ার চালনা কৌশলর্তব্য	অনুষদ/অতিথি বক্তা	ব্যবহারিক

## Course For Grade 17-20 Employees

মডিউল-০৪	:	সুস্বাস্থ্য, সুখ ও সমৃদ্ধি
সেশন সংখ্যা	:	০৪
মডিউলের উদ্দেশ্য	:	সুস্বাস্থ্য ও স্বাস্থ্য সচেতনতা সম্পর্কে ধারণা প্রদান

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
৪.০১	১	প্রাথমিক স্বাস্থ্যসেবা	অনুষদ/অতিথিবক্তা	বক্তৃতা
৪.০২	১	পুষ্টি ব্যবস্থাপনা ও শারিরিক সুস্থতা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
৪.০৩	২	স্বাস্থ্যকর জীবনযাপন এবং নন-কমিউনিকবেল ডিজিজ (Non-Communicable Diseases – NCDs) সম্পর্কে সচেতনতা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

### প্রশিক্ষণ কৌশল

- ক) বক্তৃতা এবং আলোচনা
- খ) ব্যবহারিক প্রদর্শনী
- গ) অনুশীলন
- ঘ) শিক্ষাসফর
- ঙ) শরীরচর্চা ও খেলাধুলা

### মূল্যায়ন পদ্ধতি

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

ক) দলীয় কার্যক্রম/উপস্থাপনা	৫০
খ) একক মূল্যায়ন (পরীক্ষা ও প্রতিবেদন)	৭০
গ) শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা	৩০
<b>মোট</b>	<b>১৫০</b>



Mr. Sayeed Mahbub Khan, Rector, BPATC is conducting a session at RPATC, Dhaka

## Gantt Chart of Training Calendar 2026-2027 for RPATCs

Course/ Prog. for	Sl. No	Name of the Course/ Programme	No. of course/ prog.	Duration (days)	2026							2027							
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Grade 09 or above Officials	01.	Procurement Management Course	02	12	12-23														
	02.	ICT and e-Governance Management Course	01	12									3-14						
	03.	Electronic Government Procurement Course (EGP)	02	05	19-23					22-26									
	04.	Workshop on Bangladesh Before All	01	01	20														
	05.	Workshop on GPMS	01	01		20													
	06.	Workshop on Climate Change & Locally Led Adaptation	01	01			17												
	07.	Workshop on Artificial Intelligence (AI)	01	01				15											
	08.	Workshop on Skill Development and Economic Growth	01	01						19									
	09.	Workshop on Public Procurement Emphasizing e-GP	01	01								24							
	10.	Workshop on Social Protection and Government Initiative in Bangladesh	01	01										21					
	11.	Workshop on Food Safety, Good Health and Wellbeing	01	01												18			
	12.	Fundamental Training Course for Grade 10-12 Employees	03	26		02-27					04-29						28 Feb.-25 March		
	13.	Electronic Government Procurement Course (EGP)	01	05							1-5								

Course/ Prog. for	Sl. No	Name of the Course/ Programme	No. of course/ prog.	Duration (days)	2026							2027													
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June									
Grade 10 to 12 Employees	14.	Office Management and ICT Course for Grade 10-12 Employees	01	12																					
	15.	Financial Management Course for Grade 10- 12 Employees	01	12				04-15																	
	16.	Conduct and Discipline Course for Grade 10- 12 Employees	01	05																	09-13				
	17.	Information & Communication Technology (ICT) Course for Grade 10-12 Employees	01	12								10-21													
	18.	D-Nothi Course for Grade 10-12 Employees	01	05																		6-10			
	19.	Fundamental Training Course for Grade 13- 16 Employees	05	19			02-20				22 Nov.-10 Dec.												14 March-01 April	25 April-13 May	
Grade 13 to 16 Employees	20.	Office Management and ICT Course for Grade 13-16 Employees	01	12				6-17																	
	21.	Financial Management Course for Grade 13-16 Employees	01	12						18-29															
	22.	Conduct and Discipline Course for Grade 13-16 Employees	01	05																			04-08		
	23.	D-Nothi Course for Grade 13-16 Employees	01	05																				25-29	
	24.	Electronic Government Procurement (e-GP) Course for Grade 13-16 Employees	01	05										24-28											
Grade 17-20	25.	Fundamental Training Course for Grade 17-20 Employees	06	12		09-20		13-24																02-13	6-17

\* Schedule can be changed on emergency basis.

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## Enhancing the Quality of Training Workshop at RPATC, Chattogram



## Enhancing the Quality of Training Workshop at RPATC, Rajshahi



## Enhancing the Quality of Training Workshop at RPATC, Khulna



## Enhancing the Quality of Training Workshop at RPATC, Dhaka



## Training Need Assessment Workshop at RPATC, Dhaka



## Training Need Assessment Workshop at RPATC, Rajshahi



## Training Need Assessment Workshop at RPATC, Chattogram



## Training Need Assessment Workshop at RPATC, Khulna

