



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
Total	4 days

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

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Course Contents

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

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

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

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

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

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

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

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.

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

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

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Module-06		: Good Health and Well-being		
Objective		: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively		
Session Hours		: 04		
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
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
Total	200

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
Total		1 day

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

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Course Contents

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

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
Total	100



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
Total		2.5 days

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

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

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

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

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

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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

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

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

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

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
Total	150

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
Total		2.5 days

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

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

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

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

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

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

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

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

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

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

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
Total	150



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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	09-13 May 2027
Type of the programme	Residential/Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 10 to 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 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
	Total	1 day

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

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

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

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

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

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

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

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

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
Total	100



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
Total		2.5 days

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

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

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

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

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

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

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

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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

Module-05 : Good Health and Well-being

Objective : To aware trainees about Good Health and Well-being

Session Hours : 03

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
Total	150

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	6-10 June 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 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
Total		1 day

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

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

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

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

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

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

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

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

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
Total	100