



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
Total		2.5 days

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

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

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

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

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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

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

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

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

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

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

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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
Total	200



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
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

Courses For Grade 13-16 Employees

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 and Liberation War 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	: Individual Exercise & Group Report
Total Marks	: Individual Exercise-40; Group Report-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 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

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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 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

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	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

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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 office management.		
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	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
Total	150

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
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

Courses For Grade 13-16 Employees

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 and Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	2	Combating Corruption Strategies	Faculty/Guest Speaker	L&D

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

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

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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

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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	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
Total	150

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
	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

Courses For Grade 13-16 Employees

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 and Liberation War 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	: Group Exercise
Total Marks	: 30
Objective	: To enhance knowledge and skills about official rules and regulations
Session Hours	: 09

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

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

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

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

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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
Total	100



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
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

Courses For Grade 13-16 Employees

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	: 03			
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
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

Module-02	: Typing			
Evaluation Method	: Individual Practical Test			
Total Marks	: 40			
Objective	: To enhance trainees Bangla and English typing skill			
Session Hours	: 06			
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
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

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

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

Module-04	: Good Health and Well-being
Objective	: To aware trainees about the benefits of physical exercise and sports and mo-tivate 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	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
Total	150



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
	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

Courses For Grade 13-16 Employees

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