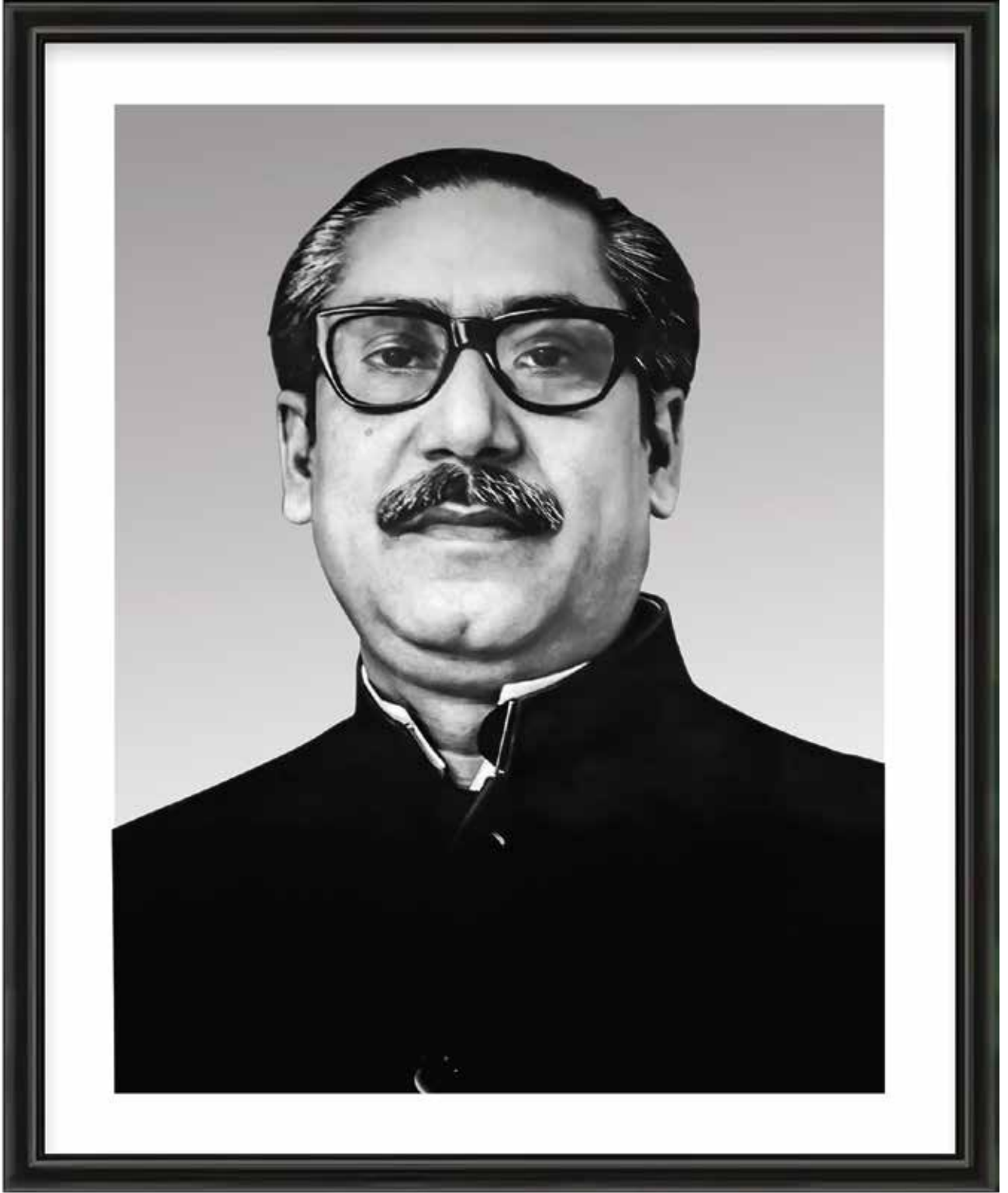# RPATC's
TRAINING
CALENDAR
2021-2022

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

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

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

MUJIB 100

"সরকারী কর্মচারীদের জনগণের সাথে মিশে যেতে হবে।
তাঁরা জনগণের খাদেম, সেবক, ভাই।"

-জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান

Prepared by

Staff Training & Regional Centres (ST&RC) Department

Bangladesh Public Administration Training Centre

Savar, Dhaka- 1343

May 2021

Foreword

Regional Public Administration Training Centres (RPATCs) are divisional body of Bangladesh Public Administration Training Centre (BPATC). There are four RPATCs to conduct training courses to enhance the capacity of the government employees for building effective, inclusive, accountable public administration system in line with BPATC in the field level. They arrange a good number of skill oriented specialized training courses in each year for governmental and semi-governmental officials and employees as per centrally planned by BPATC in every year. BPATC has prepared a training calendar for the year 2021- 2022 for its four RPATCs which contains ten workshops and twenty training courses in thirty titles. Some ten workshops and six training courses are designed for grade 9 and above officials and the equivalents, while ten of the courses are targeted for grade 10-12 employees in seven titles. Nine courses are designed for grade 13-16 employees in six titles and four courses will be arranged for grade 17-20 employees in a single title. Some of these courses especially fundamental courses will be held four or six times throughout the year for different level employees. It is expected that the training courses will help to implement governments 60 hour training programmes for all level employees in upazila, district and divisional level offices to expedite implementation of the government development activities.

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

In this pandemic situation, it will be a great challenge for the RPATCs to implement the designed courses for year long. It will be great to adjust and cope up with this pandemic time and implement training programmes throughout the year at its convenience.

We do believe that the training courses to be conducted by RPATCs during the year 2021-2022, will be of immense benefit for the officials and employees of governmental and semi-governmental organizations in enhancing their skills and expertise at a reasonable level, required to discharge their duties for the people more efficiently and effectively.

Md. Rakib Hossain ndc
Rector

Introducing 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 through promulgation of the Public Administration training Centre Ordinance, 1984 (Ordinance No. XXVI) by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The centre is committed to excellence and a premier regional hub dedicated to provide effective, inclusive and self- mandated and bespoke training for civil servants. The training activities of BPATC are broadly classified into two major groups: core courses and short specialized courses. Core courses are career oriented and are meant for the officials of different tires of the government while short specialized 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, Sustainable Development Goals (SDGs), office management, gender and development, financial management, project management, conflict management and negotiation, e-government management, Total Quality Management (TQM), training of trainers (TOT) and personal development. It also arranges of seminars and workshops on various issues of national and global concerns. All courses can be customized to fit specific training needs.

A leader in the field of administration and development is not always an inborn talent but that can be taught, cultivated and practiced. The aim of the centre is to equip future leaders and policy makers with the background necessary for a broad understanding of varied social, economic, political, environmental, scientific and organizational aspects involved in the planning of national policies and strategies. In addition to focusing 3Es-efficiency, economy and effectiveness, the centre concentrates on embracing equity, responsiveness, inclusiveness, accountability, innovation and collaboration.

Foundation of A Dream—BPATC is Born

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, 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.

Introducing Management and Development Division of BPATC

BPATC is headed by a Rector followed by Six Members Directing Staff(MDS) who are responsible for supervising 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, 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. This Department 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 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 in field level.

Introducing RPATCs

Regional Public Administration Training Centres (RPATCs), the arms of Bangladesh Public Administration Training Centre (BPATC), are mandated to discharge training programmes for supporting staff and officials of the government at regional level. BPATC mostly organizes core courses although some specialized short courses for the employees of grade 9 to above and equivalents are included in its training programmes while RPATCs, the regional centres of BPATC conduct only short specialized courses for officials and staff of the government. The levels of clientele groups of BPATC range from new recruits of the Bangladesh Civil Service to the top level policy makers, while clients' of RPATCs are junior to mid level officials and support staff of grade 10-16 and grade17-20.

BPATC has four regional centres located at former greater divisional headquarters namely Dhaka, Chattogram, Rajshahi and Khulna. Each RPATC, headed by a Deputy Director, is staffed with twenty nine employees of different categories. In order to improve knowledge, skill, efficiency and managerial ability of the officers and staff working at field level, varied training programmes are offered at the RPATCs. RPATCs put emphasis on issues like Bangladesh service Rules (BSR), Office Management, Information and Communication Technology (ICT) Course for official purposes. RPATCs impart fundamental training programme for the employees of grade 10-20. The training programmes organized at RPATCs range from one week to four weeks and some of the

programmes are held more than once in a calendar year. Although BPATC as parent organization prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater the changing needs and demands of the clients.

Training courses conducted at RPATCs are 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 decision made by the centre.

Regional Public Administration Training Centre, Dhaka

Regional Public Administration Training Centre (RPATC), Dhaka is a a regional body of Bangladesh Public Administration Training Centre (BPATC). Since its inception on the 28th 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 NewEskaton, 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 120 participants at a time.

Regional Public Administration Training Centre, Chattogram

Regional Public Administration Training Centre, Chattogram is located in the heart of the commercial capital city, Chattogram. It is located in South Pahartoli, at Khulsi Mouja under the Kotyali Thana. Total area of Chattogram RPATC campus is 0.8124acr. It is very near to M. A. Aziz Stadium at Kazir Deuri Crossing. The address is 10, S S Khaled Road (West Bank of Askar Dhigi),Chittagong-4000.There are good communication networks with capital city, Dhaka and other Divisions of the country by all means like road, rail, air and waterway. The Centre can impart training 100 participants at a time.

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 of the country. It is located beside LGD Bovhon at Kazihata (WordNo-7), under the Raj para Thana. Total area of Rajshahi RPATC campus is 1.7825 acr. It is very near to Sohid A.H.M. Kamaruzzaman Botanical Garden and Zoo and behind the Office of the Divisional Commissioner, Rajshahi. The address is Kazihata, Rajshahi-6000. The centre is well communicated and connected with other divisions including capitalcity, Dhaka by road, rail and air. The Centre can impart training 130 participants at a time.

Regional Public Administration Training Centre, Khulna

RPATC, Khulna has an office of 1.0840 acre and a residential area of 0.5240 acre. 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 water way connectivity with capital city Dhaka and well connected with other divisional cities of the country. Jessore Airport is only 80 km away from RPATC, Khulna. The Centre can impart training 75 participants at a time.

BPATC has taken initiatives to establish four other Regional Centres in Barisal, Sylhet, Rangpur and Mymensingh division.

Tentative Daily Schedule for Training Activities

Time	Activities
06.00-07.00	*Physical Exercise
08.00-08.30	Breakfast
09.00-10.00	Classroom Session (1st Session)
10.05-11.05	Classroom Session (2nd Session)
11.05-11.20	Tea Break
11.20-12.20	Classroom Session (3rd Session)
12.25-13.25	Classroom Session (4th Session)
13.25-14.25	Prayer & Lunch
14.25-15.25	Classroom Session (5th 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.

Contents

01. Modern Office Management Course

Venue	All RPATCs
Number of course	01 in each RPATC
Duration	12 days
Date	13-24 March 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. 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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 48

Course Contents

Module-01	:	Administrative Development & Govt. Official Rules
No. of Sessions	:	09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর প্রশাসনিক ভাবনা	Faculty/Guest speaker	L&D
01.03-04	2	Salient Features of the Constitution of Bangladesh	Faculty/Guest speaker	L&D
01.05-06	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.07	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.08-09	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&E

Module-02	:	Official Procedures
No. of Sessions	:	12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Secretariat Instruction, 2014	Faculty/Guest speaker	L&D
02.02	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
02.03-04	2	Conducting Meeting, Preparing, Working Paper and Writing Minutes	Faculty/Guest speaker	D&E
02.05	1	Office Inspection	Faculty/Guest speaker	L&E
02.06-09	4	Workshop on Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D
02.10	1	Office manner and etiquette	Faculty/Guest speaker	L&D
02.11-12	2	Opening of File, Writing Notes, Drafting Summery Referencing and Flagging	Faculty/Guest speaker	L&D

Module-03	:	Organizational Process
No. of Sessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Human Resource Management and Planning	Faculty/Guest speaker	L&D
03.02	1	Motivation, Supervision and Coordination	Faculty/Guest speaker	L&D
03.03	1	Team Building	Faculty/Guest speaker	L&E
03.04	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest speaker	L&E
04.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
04.07-08	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
04.09	1	Pay fixation	Faculty/Guest speaker	D&E
04.10	1	Pension and Gratuity	Faculty/Guest speaker	D&E
04.11	1	VAT Rules	Faculty/Guest speaker	L&D
04.12	1	Laws and Practices of Income Tax	Faculty/Guest speaker	L&D
04.13	1	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&D
04.14	1	Delegation of Administrative and Financial Power	Faculty/Guest speaker	L&E

Module-05	:	Information and Communication Technology

No. of Sessions	:	07

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

Module-06	:	Important Issues

No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Health and Wellbeing	Faculty/Guest speaker	L&D
06.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration

Evaluation Method

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

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

02. Financial Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	26 September – 07 October 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial 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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 43

Course Contents

Module-01	:	Financial Management and Planning		
No. of Sessions	:	12		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03-4	2	Overview of Four Sector of Bangladesh Economy: Real Sector, Fiscal Sector, Monetary Sector, External Sector	Faculty/Guest speaker	L&D
01.05	1	Public Financial management system in Bangladesh	Faculty/Guest speaker	L&D
01.07-08	2	Budget and Budgetary process in Bangladesh and Preparation Of Budget using MTBF	Faculty/Guest speaker	L&E
01.09-10	2	Audit, Audit objections and settlement Procedure	Faculty/Guest speaker	L&E
01.11-12	2	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&E

Module-02	:	Financial Rules and Procedures		
No. of Sessions	:	17		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	General Financial Rules	Faculty/Guest speaker	L&D
02.02	1	Treasury Rules	Faculty/Guest speaker	L&D
02.03	1	Duties and Responsibilities of Drawing and Disbursing Officers	Faculty/Guest speaker	L&D
02.04	1	Delegation of Financial Power	Faculty/Guest speaker	L&D
02.05-06	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
02.07-08	2	Procurement Methods of Goods, Works and Services	Faculty/Guest speaker	L&E
02.09-10	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
02.11	1	VAT Rules	Faculty/Guest speaker	L&D
02.12	1	Laws and Practices Income Tax	Faculty/Guest speaker	L&D
02.13-14	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&E
02.15	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest speaker	L&D
02.16-17	2	Overview of Project Management in Bangladesh	Faculty/Guest speaker	L&D

Module-03	:	Service Rules

No. of Sessions	:	12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Bangladesh Service Rules (BSR)	Faculty/Guest speaker	L&D
03.02-03	2	TA & DA Rules and Preparation of TA Bills	Faculty/Guest speaker	L&E
03.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest speaker	L&D
03.05	1	Pay Fixation	Faculty/Guest speaker	L&E
03.06	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
03.07-08	2	Pension and Gratuity Rules	Faculty/Guest speaker	L&D
03.09-12	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D

Module-04	:	Important Issues

No. of Sessions	:	06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.03	1	Primary Health Care	Faculty/Guest speaker	L&D
04.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Games

Evaluation Method

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

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

03. Conduct and Discipline Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	07-11 November 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

Distribution of days

Duration	05 days		
Weekly holidays	00		
Working days	05		
	a. Inauguration-		1/2 day
	b. Closing-		1/4 day
	c. Exam/Exercises		1/4 day
		Total	**1 days**

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

Total Sessions of the Modules- 24

Course Contents

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03-04	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.05-06	2	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.07-08	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&E
01.09	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.10-11	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&E
01.12-13	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D

Module-02	:	Managing Disciplinary Cases
No. of Sessions	:	08

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

Training Method

1. Lecture and Discussion
2. Exercise

Evaluation Method

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

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

Closing Ceremony of a Training Course at Regional Public Administration Training Centre, Dhaka

04. ICT and e-Governance Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	09-20 January 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

To enhance ICT skills of the participants to make them able to leverage ICT in public sector governance.

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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 42

Course Contents

Module-01	:	Bangabandhu Studies & Important Issues		
No. of Sessions	:	04		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03	1	Primary Health Care	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module-02	:	Essential ICT Skills		
No. of Sessions	:	16		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&Practical
02.02-03	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.04-05	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.06-07	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.08-09	2	Essential ICT Skill: Online Communication System	Faculty/Guest speaker	Practical
02.10-11	2	Unicode: Bangla Typing	Faculty/Guest speaker	Practical
02.12-13	2	Introduction to e-Nothi	Faculty/Guest speaker	Practical
02.14-15	2	Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&E
02.16	1	ICT Related Laws & Digital Bangladesh	Faculty/Guest speaker	L&D

Module-03	:	e-Governance and ICT for Development		
No. of Sessions	:	16		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01-02	2	e-Governance: Concept and Architecture	Faculty/Guest speaker	L&D
03.03-04	2	e-Governance: Challenges and Opportunities	Faculty/Guest speaker	L&E
03.05-06	2	Digital Bangladesh: Special Reference to E-Service	Faculty/Guest speaker	L&D
03.07-08	2	Improving Service Delivery through ICT	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.09-10	2	Updating Website- Case Study of RPATC	Faculty/Guest speaker	L&E
03.11	1	Use of ICT to Build Digital Bangladesh	Faculty/Guest speaker	L&E
03.13-14	2	Use of Social Media: Citizen Connections	Faculty/Guest speaker	L&D
03.15-16	2	Cyber Ethics, Internet security	Faculty/Guest speaker	Practical

Module-04	:	PC Hardware and Trouble shooting

No. of Sessions	:	06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01-02	2	Identification and Solution of Hardware and Software related problems	Faculty/Guest speaker	L&D
04.03-04	2	User Level Maintenance and Troubleshooting	Faculty/Guest speaker	D & Practical
04.05	1	New Hardware and Software Installation	Faculty/Guest speaker	Practical
04.06	1	Solution of Network and Internet related problems	Faculty/Guest speaker	Practical

Training Method

1. Lecture and Discussion
2. Practical Demonstration and Exercise
3. Study Visit
4. Physical Exercise and Games

Evaluation Method

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

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

05. Communicative English Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10-21 April 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and complement in communication in English.

To make the participants know the basic grammatical issues of English Language to write and speak the language correctly.

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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 43

Course Contents

Module-01	:	Bangabandhu Studies & Important Issues
No. of Sessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03	1	Health and Well-being	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module-01	:	Fundamentals of English
No. of Sessions	:	09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Building Vocabulary Techniques	Faculty/Guest speaker	L&D
02.02	1	Building Sentences	Faculty/Guest speaker	L&D
02.03	1	Tense	Faculty/Guest speaker	L&D
02.04	1	Use of Right form of Verbs	Faculty/Guest speaker	L&D
02.05	1	Voice Change	Faculty/Guest speaker	L&D
02.06	1	Direct Speech & Indirect Speech	Faculty/Guest speaker	L&D
02.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest speaker	L&D
02.08-09	2	Common Mistakes in English	Faculty/Guest speaker	L&D

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Art of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D
03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Introducing Oneself	Faculty/Guest speaker	Practice
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07-08	2	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.09	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.10	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

Module-04   **:**   **Writing Skills**

No. of Sessions   **:**   **05**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing	Faculty/Guest speaker	D&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.03	1	Paraphrasing	Faculty/Guest speaker	L&D
04.04	1	Summary, Application, E-mail communication	Faculty/Guest speaker	Exercise
04.05	1	Writing memorandum of Understanding	Faculty/Guest speaker	Exercise

Module-05   **:**   **Reading Skills**

No. of Sessions   **:**   **04**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&D
05.03-04	2	English Book/Article Review: with Practice	Faculty/Guest speaker	L&D

Module-06   **:**   **Listening Skills**

No. of Sessions   **:**   **04**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Techniques of Listening	Faculty/Guest speaker	L&D
06.02	1	Movie Show and Listening	Faculty/Guest speaker	Practice
06.03-04	2	Practice Session on Listening	Faculty/Guest speaker	Practice

Module-07   **:**   **IELTS Preparation and Practice**

No. of Sessions   **:**   **08**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01-02	2	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.03-04	2	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.05-06	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.07-08	2	IELTS Writing Skill (Task-one and Task Two)	Faculty/Guest speaker	L&E

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

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

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

Inauguration of a workshop in all RPATCs using online platform

06. Procurement Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	04-15 July 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

1. To increase participants' level of understanding legal aspects and different stages of procurement management of Bangladesh;

2. To enhance capability to play their role as procurement managers;

Distribution of days

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

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

Total Sessions of the Modules- 49

Course Contents

Module-01	:	Procurement Management and Planning		
No. of Sessions	:	24		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Overview of PPA-2006 & PPR-2008	Faculty/Guest speaker	L&D
01.03	1	Goals and Principles of Public Procurement	Faculty/Guest speaker	L&D
01.04	1	Creation of Annual Procurement Plan (APP)	Faculty/Guest speaker	L&D
01.05	1	Formation of Different Procurement Related Committees	Faculty/Guest speaker	L&D
01.06-07	2	Procurement Cycles Management	Faculty/Guest speaker	L&D
01.08	1	Different Methods of Public Procurements	Faculty/Guest speaker	L&D
01.09	1	Selection of Appropriate Methods and STD	Faculty/Guest speaker	L&D
01.10-11	2	Procurement Methods of Goods and Works	Faculty/Guest speaker	L&D
01.12-13	2	Procurement Methods of Services	Faculty/Guest speaker	L&D
01.14	1	Issues to take care while preparing Technical Specifications and Official Cost Estimate (OCE)	Faculty/Guest speaker	L&D
01.15-16	2	How to Prepare Standard Tender Documents (STD)	Faculty/Guest speaker	L&D
01.17-18	2	Practice on how to prepare STD	Faculty/Guest speaker	Practice
01.19	1	Advertisement and Issuance of TD	Faculty/Guest speaker	L&D
01.20-21	2	Opening and Evaluation of TD	Faculty/Guest speaker	L&D
01.22	1	Preparation of Meeting minutes and its approval procedure	Faculty/Guest speaker	L&D
01.23-24	2	Procurement in Project Management	Faculty/Guest speaker	L&D

Module-02	:	Electronic Government Procurement (E-GP)		
No. of Sessions	:	09		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Overview/Importance of Electronic Government Procurement (E-GP)	Faculty/Guest speaker	L&D
02.03	1	Basic software for e-GP, e-GP login logout, Creation of PE office, Designation and user	Faculty/Guest speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.04	1	Creation of TOC & TEC, Assigning Procurement Role and Profile Management	Faculty/Guest speaker	L&D
02.05	1	Creation of APP in e-GP(Create APP, Create Workflow, Its Approval and Publication Procedure)	Faculty/Guest speaker	L&D
02.06-07	2	Creation Tender Documents in e-GP(Creation of Tender, Formation of TOC and TEC	Faculty/Guest speaker	L&D
02.08	1	Creation and publication of e-Tender Notice	Faculty/Guest speaker	L&D
02.09	1	Approval Procedure, Providing NOA and Singing Contract	Faculty/Guest speaker	L&D

Note: For conducting Session on 02.03 to 02.09 the speaker/ facilitator must have access to the e-GP system.

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02-03	2	Delegation of Financial Power	Faculty/Guest speaker	L&D
03.04	1	Different fees, allowance and Honorarium	Faculty/Guest speaker	L&E
03.05-06	2	Duties and Responsibilities of DDO	Faculty/Guest speaker	L&D
03.07	1	VAT Rules	Faculty/Guest speaker	L&D
03.08	1	Laws and Practices of Income Tax	Faculty/Guest speaker	L&D
03.09-10	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&D
03.11-12	2	Procedure of acceptance of goods & works and its management.	Faculty/Guest speaker	L&E

Module-04	:	Bangabandhu Studies and Important Issues
No. of Sessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
04.03	1	Primary Health Care	Faculty/Guest speaker	L&D
04.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

Evaluation Method

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

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

Celebrating Victory Day at Regional Public Administration Training Centre, Rajshahi

07. Workshop on Right to Information (RTI)

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	29 July 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

1. To increase participants' level of understanding on the Right to Information Act, 2009
2. To make the participants aware about the importance of RTI in ensuring standard service delivery
3. To enable the participants implement RTI Act in their respective workplaces.

Presentation/Discussion outline of the Workshop

1. RTI and international charter;
2. Importance of RTI in good governance, human rights and poverty reduction;
3. Importance of people's awareness about RTI;
4. Overview of information distribution/dissemination system;
5. List of information that should be provided on demand.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

08. Workshop on Women and Child Rights

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	17 August 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

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

Presentation/Discussion outline of the Workshop

1. State of women: Global context;
2. Situation of women and children: Bangladesh scenario;
3. Special needs of women and children for balanced development;
4. UN Charters/Conventions regarding women & children rights and protection;
5. Existing laws, provisions and safeguards for women and children in Bangladesh;
6. Barriers of women and child development and remedial prospects.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

09. Workshop on National Integrity Strategy (NIS)

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	02 September 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

1. To orient the participants about National Integrity Strategy (NIS);
2. To develop awareness among the participants for ensuring standard service delivery through NIS;
3. To inform and motivate participants about NIS for establishing good governance.

Presentation/Discussion outline of the Workshop

1. An overview on National Integrity;
2. National Integrity Strategy- State Institutions;
3. National Integrity Strategy- Non-State Institutions;
4. Implementation of National Integrity Strategy.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

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

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	21 October 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

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

Presentation/Discussion outline of the Workshop

1. Overview of Sustainable Development Goals (SDGs);
2. Discuss the relevance of SDGs focusing on developmental scope of Bangladesh;
3. Indication of barriers that hindering the achievement of the goals;
4. Discuss the role of the community, the private sector and local government in fulfilling the Sustainable Development.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

11. Workshop on Public Procurement Emphasizing on E-GP

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	29 November 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)
1. To acquaint the participants with Public Procurement Act and Rules;
2. To enable the utilize public fund in line with Public Procurement Act and Rules
3. To enable the participants understand and apply the eGP system.

Presentation/Discussion outline of the Workshop
5. Salient features of Public Procurement Act 2006 and Public Procurement Rules 2008;
6. Methods of goods, works and service procurement;
7. Approval procedure;
8. Phases and key functionalities of E-GP;
9. Procedures of making complain and settlement.

Modus Operandi
1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

12. Workshop on Perspective Plan 2041

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	13 December 2021
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

1. To acquaint the participants with Perspective Plan 2041;
2. To enable the participants to contribute through official programs in achieving Perspective plan 2041
3. To enable the participants understand and apply knowledge to achieve this vision.

Presentation/Discussion outline of the Workshop

1. Salient features of Perspective Plan 2041 ;
2. Goals and Targets of Perspective Plan 2041 ;
3. Deadline of Different Goals and Targets of Perspective Plan 2041;
4. To identify and understand the role of a participants to contribute in achieving Perspective Plan 2041 ;

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

13. Workshop on Delta Plan 2100

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	30 January 2022
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

1. To acquaint the participants with Delta Plan 2100;
2. To enable the participants to contribute through official programs in achieving Delta Plan 2100
3. To enable the participants understand and apply knowledge to achieve Delta Plan 2100

Presentation/Discussion outline of the Workshop

1. Salient features of Delta Plan 2100 ;
2. Goals and Targets of Delta Plan 2100 ;
3. Deadline of Different Goals and Targets of Delta Plan 2100;
4. To identify and understand the role to contribute in achieving Delta Plan 2100;

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

14. Workshop on Annual Performance Agreement (APA)

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	24 February 2022
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

a. To acquaint the participants with Annual Performance Agreement;
b. To enable the participants to realize and contribute in achieving Annual Performance Agreement;
c. To enable the participants understand and prepare the Annual Performance Agreement.

Presentation/Discussion outline of the Workshop

1. Salient features of Annual Performance Agreement;
2. Techniques and knowledge required for preparing Annual Performance Agreement;
3. Essential knowledge for achieving Annual Performance Agreement.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

15. Workshop on Amar Gram Amar Shohor

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	12 May 2022
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

    a.   To acquaint the participants with Amar Gram Amar Shohor;

    b.   To enable the Participants to understand and realize the importance of Amar Gram Amar Shohor;

    c.   To prepare the participants to contribute in achieving the main objectives of Amar Gram Amar Shohor

Presentation/Discussion outline of the Workshop

1. Salient features of Amar Gram Amar Shohor programme;
2. Objectives of Amar Gram Amar Shohor
3. Way to contribute in achieving the objectives of Amar Gram Amar Shohor

Modus Operandi

1. Presentation of key-notepaper,
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

16. Workshop on Land Management

Venue	All RPATCs
Number of workshop	One in each RPATC
Duration	One day
Date	11 April 2022
Type of the programme	Non-Residential
Expected number of participants	25-30
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 Objective(s)

1. To acquaint the participants with Land Management;
2. To enable the utilize of knowledge related to Land Management;
3. To enable the participants understand and apply the Land Management System of Bangladesh.

Presentation/Discussion outline of the Workshop

1. Salient features of Land Management;
2. Different issues related to Land Management;
3. Short out the land related Problems
4. Way forwards of land related problems
5. Solution and settlement of problems related to land management.

Modus Operandi

1. Presentation of key-notepaper
2. Questions and answers on the presentation
3. Group work/discussion and Group Report Presentation
4. Comments on Group Reports by session chairperson.

17. Fundamental Training Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	04 in each RPATC
Duration	26 days
Date	01-26 August 2021 31 October -25 November 2021 02-27 January 2022 03-28 April 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

1. To enable participants for understanding potentials and opportunities of Bangladesh;
2. To develop a sense of ethical values and patriotic feelings among the participants;
3. To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;
4. To enable participants identify and analyze communication process and behavior patterns of management practices; and
5. To equip participants to utilize information and communication technology in office management.

Distribution of days

Duration	26 days	
Weekly holidays	6	
Working days	20	
	i. Inauguration-	1/2 day
	ii. Closing-	1/2 day
	iii. Field Visit	2 day
	iv. Exam/Exercises	1/2 day
	v. Cultural Program	1/2 day
	Total	**4 days**

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

Total Sessions of the Modules- 84

Course Contents

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03-04	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.05-06	2	Socio-economic Condition of Bangladesh	Faculty/Guest speaker	L&D
01.07-08	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.09-10	2	Vision 2041	Faculty/Guest speaker	L&D
01.11-12	2	Bangladesh on The March Towards Prosperity	Faculty/Guest speaker	L&D

Module-02	:	Ethics for Government Employees		
No. of Sessions	:	13		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Constitutional obligation of the public servants	Faculty/Guest speaker	L&D
02.03-04	2	Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees	Faculty/Guest speaker	L&D
02.05	1	Religious Values in Controlling Corruption	Faculty/Guest speaker	L&D
02.06-09	4	Workshop on Empathy Building	Faculty/Guest speaker	L&E
02-10-13	4	Workshop On Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

Module-03	:	Service Rules and Office Management		
No. of Sessions	**:**	**17**		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
03.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
03.04-05	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
03.06	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
03.07	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
03.08	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
03.09-10	2	File Management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
03.11	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
03.12	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
03.13	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
03.14	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&D
03.15	1	Office Inspection	Faculty/Guest speaker	L&D
03.16-17	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&D

Module-04	:	Financial Rules and Procedures		
No. of Sessions	**:**	**24**		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
04.05	1	Pay fixation	Faculty/Guest speaker	L&E
04.06	1	Pension and Gratuity	Faculty/Guest speaker	L&E
04.07-08	2	Budgetary Process in Bangladesh using MTBF	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.09-10	2	Overview on PPA 2006 & PPA 2008	Faculty/Guest speaker	L&E
04.11-12	2	Different Procurement Methods	Faculty/Guest speaker	L&D
04.13-14	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
05.15-16	2	Project Management and Project Cycle	Faculty/Guest speaker	L&E
04.17-18	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
04.19	1	VAT Rules	Faculty/Guest speaker	L&D
04.20	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
04.21-22	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D
04.23-24	2	Store Management	Faculty/Guest speaker	L&D

Module-05	:	Information and Communication Technology
No. of Sessions	:	15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
05.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
05.10-13	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
05.14	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
05.15	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

| Module-06 | : | Important Issues |
| No. of Sessions | : | 05 |

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Primary Health Care	Faculty/Guest speaker	L&D
06.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D
06.03	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
06.04-05	2	Physical Exercise and Games	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 200 marks. The breakdown of the marks will be as follows:

a) Written Exam	100
b) Exercise/Group Work/Individual Assignment	80
c) Class Attendance and Overall Conduct & Discipline	20
Total	200

Cultural Programme at Regional Public Administration Training Centre, Rajshahi

18. Office Management and ICT Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	03 – 14 October 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. 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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**4 days**

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

Total Sessions of the Modules- 43

Course Contents

Module-01	:	Service Rules and Office Management

No. of Sessions	:	14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.06-07	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.08	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&D
01.09	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
01.10	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
01.11	1	File Management and Record management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
01.12	1	Writing Note and Draft	Faculty/Guest speaker	L&D
01.13	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.14	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.15-16	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&E
01.17	1	Office Inspection	Faculty/Guest speaker	L&E
01.18-19	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.20-21	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
01.22-23	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E
01.24-25	2	Store Management	Faculty/Guest speaker	L&E

Module-02	:	Information and Communication Technology

No. of Sessions	:	16

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10-14	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.15	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
02.16	1	Laws Related to ICT & Digital Bangladesh	Faculty/Guest speaker	L&D

Module-03	:	Contemporary Issues

No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Health Awareness (Communicable and Non Communicable Diseases)	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

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

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	100

19. Financial Management Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 November-09 December, 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial 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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 41

Course Contents

Module-01	:	Financial Rules and Procedures		
No. of Sessions	:	23		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03	1	General Financial Rules	Faculty/Guest speaker	L&D
01.04	1	Treasury Rules	Faculty/Guest speaker	L&D
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Overview of PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
01.09-10	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.11-12	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.13	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.14	1	Pay Fixation,	Faculty/Guest speaker	L&E
01.15	1	Pension and Gratuity	Faculty/Guest speaker	L&E
01.16	1	VAT Rules	Faculty/Guest speaker	L&D
01.17	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.18-19	2	Self Tax Assessment and Income Tax Return Preparation (With Exercise)	Faculty/Guest speaker	L&D
01.20-21	2	Store Management	Faculty/Guest speaker	L&D
01.22-23	2	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&E

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10	1	Unicode: Bangla Typing	Faculty/Guest speaker	Practical
02.11	1	Introduction to e-nothi	Faculty/Guest speaker	L&E
02.12-15	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.16	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&D

Module-03	:	Contemporary Issues
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

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

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	100

Premises of Regional Public Administration Training Centre, Khulna

20. Conduct and Discipline Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	13 – 17 February, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	Total	**1 days**

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

Total Sessions of the Modules- 24

Course Contents

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03.04	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.05	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.06-07	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.08-09	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.10	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.11	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
01.12-13	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

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

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

Module-03	:	Contemporary Issues		
No. of Sessions	:	02		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Case Study

Evaluation Method

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

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

Regional Public Administration Training Centre, Chattagram

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

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	29 May – 09 June 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

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

Distribution of days

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

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

Total Sessions of the Modules- 40

Course Contents

Module-01	:	ICT Skills		
No. of Sessions	:	26		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&E
01.03	1	Need Assessment of ICT Skills/ICT Skill Test	Faculty/Guest speaker	L&E
01.04	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
01.05-06	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
01.07-08	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
01.09-10	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
01.11-12	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
01.13-14	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
01.15-16	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
01.17-20	4	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
01.21-24	4	e-Nothi (workshop)	Faculty/Guest speaker	L&E
01.25	1	Law Related ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
01.26	1	Updating Office Website	Faculty/Guest speaker	L&D

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	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
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E
02.08-09	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E
02.10	1	Sharing Files in Google Drive	Faculty/Guest speaker	L&E
02.11-12	2	Uploading File in Networking Server with exercise	Faculty/Guest speaker	L&E

Module-03	: Important Issues
No. of Sessions	: 02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

    a.   Lecture and Discussion
    b.   Practical Demonstration
    c.   Exercise
    d.   Study Visit
    e.   Physical Exercise and Sports

Evaluation Method

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

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

Trainees of Regional Public Administration Training Centre, Khulna in a study tour at Karamjal, Sundarban

22. Communicative English Course for Grade10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	15-26 April, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and complement in communication in English.

To make the participants know the basic grammatical issues of English Language to write and speak the language correctly.

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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 43

Course Contents

Module-01	:	Bangabandhu Studies and Important Issues		
No. of Sessions	:	04		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03	1	Health and Well-being	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module-02	:	Fundamentals of English		
No. of Sessions	:	09		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Building Vocabulary Techniques	Faculty/Guest speaker	L&D
02.02	1	Building Sentences	Faculty/Guest speaker	L&D
02.03	1	Tense	Faculty/Guest speaker	L&D
02.04	1	Use of Right form of Verbs	Faculty/Guest speaker	L&D
02.05	1	Voice Change	Faculty/Guest speaker	L&D
02.06	1	Direct Speech & Indirect Speech	Faculty/Guest speaker	L&D
02.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest speaker	L&D
02.08-09	2	Common Mistakes in English	Faculty/Guest speaker	L&D

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Art of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D
03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Introducing Oneself	Faculty/Guest speaker	Practice
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07-08	2	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.09	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.10	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing	Faculty/Guest speaker	D&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.03	1	Paraphrasing	Faculty/Guest speaker	L&D
04.04	1	Summary, Application, E-mail communication	Faculty/Guest speaker	Exercise
04.05	1	Writing memorandum of Understanding	Faculty/Guest speaker	Exercise

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&E
05.03-04	2	English Book/Article Review: with Practice	Faculty/Guest speaker	Presentation

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Techniques of Listening	Faculty/Guest speaker	L&D
06.02	1	Movie Show and Listening	Faculty/Guest speaker	Practice
06.03-04	2	Practice Session on Listening	Faculty/Guest speaker	Practice

Module-07	:	IELTS Preparation and Practice		
No. of Sessions	:	**08**		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01-02	2	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.03-04	2	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.05-06	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.07-08	2	IELTS Writing Task-one and Two	Faculty/Guest speaker	L&E

Training Method

    a. Lecture and Discussion
    b. Practical Demonstration
    c. Exercise
    d. Study Visit
    e. Physical Exercise and Sports

Evaluation Method

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

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

Faculty members of Regional Public Administration Training Centre, Rajshahi with the trainees

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

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	05 days
Date	12-16 June, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

To enhance ICT Skills of the participants to make them able to leverage ICT in public sector governance

Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	Total	**1 days**

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

Total Sessions of the Modules- 23

Course Contents

Module-01	:	Important Issues
No. of Sessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	Primary Health Care	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module- 02	:	e-Nothi
No. of Sessions	:	13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to e-Nothi	Faculty/Guest speaker	L&D
02.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
02.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
02.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
02.05	1	Major Feature of Nothi	Faculty/Guest speaker	L&E
02.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
02.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
02.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
02.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
02.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
02.11	1	Practice on Dak	Faculty/Guest speaker	L&E
02.12	1	Practice on Dak and Nothi	Faculty/Guest speaker	L&E
02.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

Module-03	:	Typing
No. of Sessions	:	06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest speaker	L&E
03.02-03	2	Bangla Typing Nikosh Font	Faculty/Guest speaker	L&E
03.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
03.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

Evaluation Method

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

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

Shaheed Minar at Regional Public Administration Training Centre, Khulna

24. Fundamental Training Course for Grade13-16 Employees

Venue	All RPATCs
Number of course	04 in each RPATC
Duration	19 days
Date	1st Course 05 – 23 September, 2021 2nd Course 05 – 23 December, 2021 3rd Course 06 – 24 February, 2022 4th Course 22 May – 09 June, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25 in each course
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 Objective(s)

1. To develop knowledge of national identity, prospects and enhance competencies with ethics, morality and integrity among the participants;
2. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
3. To enable participants identify and analyze communication process and behavior patterns of management practices; and
4. To equip participants to utilize information communication technology in office management.

Distribution of days

Duration	26 days		
Weekly holidays	6		
Working days	20		
	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	**2½ days**	

Available days for Classroom session 13 x (5 sessions everyday) = 65 sessions are admissible.
(Evening sessions may be arranged and weekly holidays may be utilized if required)

Total Sessions of the Modules- 68

Course Contents

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03-04	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.07	1	Socio-Economic Condition of Bangladesh	Faculty/Guest speaker	L&D
01.06-07	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.08-09	2	Vision 2041	Faculty/Guest speaker	L&D
01.10	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
01.11	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
01.12-15	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

Module-02	:	Service Rules and Office Management		
No. of Sessions	:	15		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants(Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04-05	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.06	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.07	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
02.08	1	File Management Including Secretariat Instructions, 2014	Faculty/Guest speaker	L&E
02.09	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
02.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.11	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.12-13	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.14-15	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E

Module-03	:	Financial Rules and Procedures
No. of Sessions	:	16

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules	Faculty/Guest speaker	L&D
03.02	1	Treasury Rules	Faculty/Guest speaker	L&D
03.03-04	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
03.05-06	2	Overview on PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
03.07-08	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
03.09-10	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
03.11	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
03.12	1	Pay Fixation	Faculty/Guest speaker	L&E
03.13	1	Pension and Gratuity	Faculty/Guest speaker	L&E
03.14	1	VAT Rules	Faculty/Guest speaker	L&D
03.15	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
03.16	1	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D

Module-04	:	Information and Communication Technology
No. of Sessions	:	15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
04.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
04.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
04.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
04.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
04.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
04.10-13	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
04.14	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
04.15	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

Module-05	:	Store Management
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01-02	2	Store Management	Faculty/Guest speaker	L&D

Module-06	:	Contemporary Issues
No. of Sessions	:	05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Primary Health Care	Faculty/Guest speaker	L&D
06.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D
06.03	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
06.04-05	2	Physical Exercise and Games	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 200 marks. The breakdown of the marks will be as follows:

a) Written Exam	100
b) Exercise/Group Work/Individual Assignment	80
c) Class Attendance and Overall Conduct & Discipline	20
Total	**200**

Sports Event at Regional Public Administration Training Centre, Dhaka

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	20-31 March, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade13-16
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(s)

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. 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-	½ day
	b. Closing-	½ day
	c. Field Visit	½ day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 41

Course Contents

Module-01	:	Service Rules and Office Management		
No. of Sessions	**:**	**22**		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.06-07	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.08	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
01.09	1	File Management and Record management as per Secretariat Instructions	Faculty/Guest speaker	L&D
01.10	1	Writing Note, Draft and brief	Faculty/Guest speaker	L&D
01.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.12	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.13-14	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.15-16	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
01.07	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
01.18	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
01.19-22	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D

Module-02	:	Information and Communication Technology
No. of Sessions	:	15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10-13	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.14	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.15	1	Laws Related To ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

Module-03	:	Store Management
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01-02	2	Store Management	Faculty/Guest speaker	L&D

Module-04	:	Contemporary Issues
No.ofSessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Primary Health Care	Faculty/Guest speaker	L&D
04.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

Evaluation Method

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

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	**100**

Roof Top Gardening at Regional Public Administration Training Centre, Chattagram

26. Financial Management Course for Grade13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	19-20 December, 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s):

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial 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	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 42

Course Contents

Module-01	:	Financial Rules and Procedures		
No. of Sessions	:	23		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03	1	General Financial Rules	Faculty/Guest speaker	L&D
01.04	1	Treasury Rules	Faculty/Guest speaker	L&D
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Overview of PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
01.09-10	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.11-12	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.13	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.14	1	Pay Fixation,	Faculty/Guest speaker	L&E
01.15	1	Pension and Gratuity	Faculty/Guest speaker	L&E
01.16	1	VAT Rules	Faculty/Guest speaker	L&D
01.17	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.18-19	2	Self Tax Assessment and Income Tax Return Preparation (With Exercise)	Faculty/Guest speaker	L&D
01.20-21	2	Store Management	Faculty/Guest speaker	L&D
01.22-23	2	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&E
01.24-25	2	Overview on Project Cycle Management in Bangladesh		L&E

Module-02	:	Information and Communication Technology		
No. of Sessions	:	15		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10	1	Introduction to e-nothi	Faculty/Guest speaker	Practical
02.11-14	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.15	1	Laws Related to ICT & Digital Bangladesh	Faculty/Guest speaker	L&D

Module-03	:	Contemporary Issues
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

Evaluation Method

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

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	100

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	11-15 July, 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	Total	**1 days**

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

Total Sessions of the Modules- 24

Course Contents

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03.04	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.05	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.06-07	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.08-09	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.10	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.11	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
01.12-13	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

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

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

Module-03	:	Contemporary Issues
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

Evaluation Method

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

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

Rose Garden at Bangladesh Public Administration Training Centre, Saver, Dhaka

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	17-28 April 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

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

Distribution of days

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

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

Total Sessions of the Modules- 40

Course Contents

Module-01	:	ICT Skills		

No. of Sessions	:	26		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&E
01.03	1	Need Assessment of ICT Skills/ICT Skill Test	Faculty/Guest speaker	L&E
01.04	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
01.05-06	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
01.07-08	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
01.09-10	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
01.11-12	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
01.13-14	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
01.15-16	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
01.17-18	2	Blind Typing Practice: Bangla	Faculty/Guest speaker	Exercise
01.19-20	2	Blind Typing Practice: English	Faculty/Guest speaker	Exercise
01.21-24	4	e-Nothi (workshop)	Faculty/Guest speaker	L&E
01.25	1	Law Related ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
01.26	1	Updating Office Website	Faculty/Guest speaker	L&D

Module-02	:	PC Hardware and Troubleshooting		

No. of Sessions	:	12		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	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
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.08-09	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E
02.10	1	Sharing Files in Cloud Storage	Faculty/Guest speaker	L&E
02.11-12	2	Uploading File in Networking Server with exercise	Faculty/Guest speaker	L&E

Module-03	:	Important Issues
No. of Sessions	:	02

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit

Evaluation Method

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

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

Celebration of International Mother Langue's day at Regional Public Administration Training Centre, Dhaka

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	27-31 March, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
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 Objective(s)

To enhance ICT Skills of the participants to make them able to leverage ICT in public sector governance

Distribution of days

Duration	05 days		
Weekly holidays	00		
Working days	05		
	a. Inauguration		1/2 day
	b. Closing		1/4 day
	c. Exam/Exercises		1/4 day
		Total	**1 days**

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

Total Sessions of the Modules- 23

Course Contents

Module-01	:	Important Issues		
No. of Sessions	:	04		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03	1	Primary Health Care	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module- 02	:	e-Nothi		
No. of Sessions	:	13		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to e-Nothi	Faculty/Guest speaker	L&D
02.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
02.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
02.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
02.05	1	Major Feature of Nothi	Faculty/Guest speaker	L&E
02.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
02.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
02.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
02.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
02.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
02.11	1	Practice on Dak	Faculty/Guest speaker	L&E
02.12	1	Practice on Dak and Nothi	Faculty/Guest speaker	L&E
02.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

Module-03	:	Typing		
No. of Sessions	:	06		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest speaker	L&E
03.02-03	2	Bangla Typing Nikosh Font	Faculty/Guest speaker	L&E
03.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
03.05	1	Bangla Typing Practice	Faculty/Guest speaker	Practical
03.06	1	English Typing Practice	Faculty/Guest speaker	Practical

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

Evaluation Method

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

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

Regional Public Administration Training Centre, Dhaka

30. Fundamental Training Course for Grade 17-20 Employees

স্থান	সকল আরপিএটিসি
কোর্সের সংখ্যা	প্রত্যেক আরপিএটিসিতে ০৬টি
সময়	১২ দিন
তারিখ	১ম কোর্স: ০১ - ১২ আগস্ট, ২০২১ ২য় কোর্স: ১৯ - ৩০ সেপ্টেম্বর, ২০২১ ৩য় কোর্স: ২৪ অক্টোবর - ০৪ নভেম্বর, ২০২১ ৪র্থকোর্স: ২৩ জানুয়ারী - ১০ ফেব্রুয়ারি, ২০২২ ৫ম কোর্স: ২৭ ফেব্রুয়ারি - ১০ মার্চ, ২০২২ ৬ষ্ঠ কোর্স: ১২ - ২৩ জুন, ২০২২
প্রোগ্রামের ধরন	আবাসিক/অনাবাসিক
প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা	প্রত্যেক কোর্সে ২৫ জন
প্রশিক্ষণার্থীদের যোগ্যতা	১৭-২০ গ্রেডের কর্মচারী
মনোনয়নের পদ্ধতি	আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিস সমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে।
মনোনয়ন প্রেরণের শেষ সময়	কোর্স শুরুর ০৭দিন পূর্ব পর্যন্ত

কোর্সের 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/মাঠপরিদর্শন	১ দিন
	ঘ) পরীক্ষা/অনুশীলন	১/৪ দিন
	ঙ) সাংস্কৃতিক অনুষ্ঠান	১/৪ দিন
	মোট	**২ দিন**

ক্লাশরুমের সেশনের জন্য দিন থাকে ৮× (প্রতিদিন ৫টি সেশন) = ৪০টি সেশন হতে পারে।
(প্রয়োজনে সান্ধ্যকালীন অধিবেশন হতে পারে এবং সাপ্তাহিক ছুটির দিন সমূহ ব্যবহার করা যেতে পারে)

মডিউলের মোট সেশন- ৪৩

কোর্সের বিষয়সমূহ

| মডিউল-০১ | : | বাংলাদেশ ও বঙ্গবন্ধু |
| সেশন সংখ্যা | : | ০৭ |

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০১.০১-০২	২	বঙ্গবন্ধু ও স্বাধীন বাংলাদেশ	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৩-০৪	২	বাংলাদেশের সংবিধানের মূল্য বৈশিষ্ট্যসমূহ এবং সরকারী কর্মচারীদের সাংবিধানিক দায়বদ্ধতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৫-০৬	২	বাংলাদেশের আর্থ-সামাজিক অবস্থা: উন্নয়নের অগ্রযাত্রা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০১.০৭	১	জাতীয় দিবসসমূহ উদ্‌যাপন	অনুষদ/অতিথি বক্তা	বক্তৃতা

| মডিউল-০২ | : | সরকারী কর্মচারীর মৌলিক গুনাবলী ও অফিস ব্যবস্থাপনা |
| সেশন সংখ্যা | : | ০৯ |

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০২.০১	১	নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি	অনুষদ/অতিথিবক্তা	বক্তৃতা
০২.০২-০৩	৪	সামাজিক দায়বদ্ধতার সূচকসমূহ (NIS, APA, CC, GRS & RTI)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৪	১	সরকারী কর্মচারীর স্বদেশপ্রেম	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.০৫	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০২.০৬-০৭	২	অগ্নি নিরাপত্তা, বৈদ্যুতিক নিরাপত্তা ও অফিসে ব্যবহার্য বৈদ্যুতিক সামগ্রীর যথাযথ ব্যবহার (লাইট, ফ্যান, এসি, টিভি, ফ্রিজ ইত্যাদি)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৮	১	Table Manner (Practical)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০২.০৯	১	গ্রেড ১৭-২০ কর্মচারীর পোশাক রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

| মডিউল-০৪ | : | মৌলিক দক্ষতা এবং আচরণ |
| সেশনসংখ্যা | : | ১০ |

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০৪.০১-০২	২	কম্পিউটার পরিচিতি: হার্ডওয়্যার ও কম্পিউটারের চালনা কৌশল	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৪.০৩	১	কী বোর্ড পরিচিতি ও ইংলিশ টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৪.০৪	১	বাংলা কী বোর্ড (অভ্র ও ইউনিকোড) পরিচিতি ও বাংলা টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০৪.০৫	১	ফ্যাক্সমেশিন, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৪.০৬	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৪.০৭	১	আচরণের রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৪.০৮	১	সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাকরীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
০৪.০৯	১	সময়ানুবর্তিতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৪.১০	১	নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল- ০৫	:	**সমসাময়িক বিষয়াবলী**	
সেশন সংখ্যা	:	**০৫**	

বিষয়কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণকৌশল
০৫.০১	১	প্রাথমিক স্বাস্থ্য সেবা	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৫.০২	১	কোভিড ১৯: মহামারির পরিস্থিতির সাথে খাপ খাওয়ানো	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৫.০৩	১	স্বাস্থ্য সচেতনতা: সংক্রামক ও অসংক্রামক ব্যাধি	অনুষদ/অতিথি বক্তা	বক্তৃতা
০৫.০৪-০৫	২	শরীরচর্চা ও খেলাধুলা	অনুষদ/অতিথি বক্তা	বক্তৃতা

প্রশিক্ষণ কৌশল

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

মূল্যায়ন পদ্ধতি

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

ক) লিখিতপরীক্ষা	১০০
খ) অনুশীলন/দলীয় কাজ/একক মূল্যায়ন	৩০
গ) শ্রেণী কক্ষে হাজিরা এবং সার্বিক আচরণও শৃঙ্খলা	২০
মোট	**১৫০**

Contact Persons of BPATC

1 **Abu Momtaz Saaduddin Ahmed**
Member Directing Staff (M & D)
(Additional Charge)
Phone   :   PABX-02224442080-86
Mobile   :   01552309307
Fax   :   02224445029
E-mail   :   saaduddin6255@gmail.com

2 **Md. Siddiqur Rahman**
Director (ST&RC)
Phone   :   PABX-02224442080-86, Ext.- 4107; 02224445023(o)
Mobile   :   01712570054
Fax   :   02224445029
E-mail   :   acsiddique1975@gmail.com

3 **K. M. Abdul Kader**
Deputy Director (ST & TOT)
Phone   :   PABX-02224442080-86, Ext.- 4128
Mobile   :   01718114448
Fax   :   02224445029
E-mail   :   kader_bpatc@yahoo.com

4 **Md. Anisur Rahman**
Deputy Director (RC)
Phone   :   PABX-02224442080-86
Mobile   :   01712726254
Fax   :   02224445029
E-mail   :   anis.eng30@gmail.com

5 **Monirul Islam**
Assistant Director (ST)
Phone   :   PABX-02224442080-86, Ext.- 4153
Mobile   :   01724740987
Fax   :   02224445029
E-mail   :   monirul_du107@yahoo.com

6 **Md. Faruk Sufiyan**
Assistant Director (RC)
Phone   :   PABX-02224442080-86
Mobile   :   01726763076
Fax   :   02224445029
E-mail   :   smdfaruq@gmail.com

Contact Persons of RPATCs

RPATC Dhaka
49 New Eskaton, Dhaka
Fax : 02-9361150
Email : rpatcdhaka@yahoo.com

1 Sabbir Ahmed
Deputy Director
Phone : 02-9361150 (Office)
Mobile : 01913043666
E-mail : ddrpatcdhk@org.bd

2 Md. Masud Alam
Assistant Director
Phone : 02-9361795 (Office)
Mobile : 01716041011
Email : rony.patua@yahoo.com

3 Mohammad Abdul Kader
Assistant Director
Mobile : 01717299645
E-mail : akader782010@gmail.com

4 Md. Jashim Uddin
Junior Instructor
Phone : 02-9361795 (Office)
Mobile : 01712183228
Email : jashim_1963@yahoo.com

5 Technical Supervisor
Phone : 02-9361795 (Office)

RPATC Chattogram
10 S. S. Khaled Road, Chattogram
Fax : 031-2867738
Email : ddrpatcctg@gmail.com

1 Mst. Rokeya Parvin
Deputy Director (Deputy Secretary)
Phone : 031- 613691(Off), 618489 (Res)
Mobile : 01718186871
E-mail : ddrpatcctg@gmail.com

2 Nur-A-Jannat Rumi
Assistant Director
Phone : 031-2863944 (Off)
Mobile : 01771475447
E-mail : ddrpatcctg@gmail.com

3 Md. Shahadat Hossine
Assistant Director
Phone : 031-2863944 (Off)
Mobile : 01742991299
Email : shahadat.duir@gmail.com

4 Junior Instructor
Phone : 031-2863944 (Off)

5 Technical Supervisor
Phone : 031-2863944 (Off)

RPATC Rajshahi

Rajshahi (Close to Office of the Divisional Commissioner)
Fax   :   0721-772520
Email   :   rpatcraj@gmail.com

1 Parvez Raihan
Deputy Director (Deputy Secretary)
Phone   : 0721- 772520 (Off)
Mobile : 01761683940
E-mail   : rpatcraj@gmail.com

2 A. T. M. Abdullahel Baki
Assistant Director
Phone   : 0721-812753 (Off)
Mobile : 01751984698
E-mail   :

3 Md. Masud Ahmed
Assistant Director
Phone   : 0721-812753 (Off)
Mobile : 01719159760
E-mail   : mahmedbpatc@gmail.com

4 Junior Instructor
Phone   : 0721-812753 (Off)
Mobile :
E-mail   :

5 Md. Ziarul Islam
Technical Supervisor
Phone   : 0721-812753 (Off)
Mobile : 01717-905761
E-mail   : ziarul.sil123@gmail.com

RPATC Khulna

Boyra, Khulna (Close to Office of the Divisional Commissioner)
Fax   :   041-762347
Email   :   rpatckhulna@gmail.com

1 Md. Tabibur Rahman
Deputy Director (Deputy Secretary)
Phone   : 041-762347(Off)
Mobile : 01712591269
E-mail   : t abi bur_72@yahoo.com/
              ddrpatckhulna@bpatc.org.bd

2 Md. Moin Uddin
Deputy Director(Attached)
Phone   : 041-762936 (Off)
Mobile : 01715388116
Email   : moinu73@gmail.com

3 Susmita Shaha
Assistant Director
Phone   : 041-760734 (Off)
Mobile : 01726995379
Email   : ddrpatckhulna@bpatc.org.bd

4 Junior Instructor
Phone   : 041-760734 (Off)

5 Md. Mahfuzur Rahman
Technical Supervisor
Phone   : 041-760734 (Off)
Mobile : 01911015776
Email   : mahfuzrahman@gmail.com

Gantt Chart of Training Calendar 2021-22 for RPATCs

Course/ Prog. for	Sl. No	Name of the Course/Programme	No. of course/ prog.	Duration (days)	Jul (2021)	Aug	Sept	Oct	Nov	Dec	Jan (2022)	Feb	Mar	Apr	May	June
Grade 09 or above Officials	01.	Modern Office Management Course	01	12									13-24			
	02.	Financial Management Course	01	12			26-07									
	03.	Conduct and Discipline Course	01	05					07-11							
	04.	ICT and e-Governance Management Course	01	12							09-20					
	05.	Communicative English Course	01	12										10-21		
	06.	Procurement Management Course	01	05	04-15											
	07.	Workshop on Right to Information (RTI)	01	01	29											
	08.	Workshop on Women and Child Rights	01	01		17										
	09.	Workshop on National Integrity Strategy (NIS)	01	01			02									
	10.	Workshop on Localization of Sustainable Development Goals (SDGs)	01	01				21								
	11	Workshop on Public Procurement Emphasizing on EGP	01	01					29							
	12	Workshop on Perspective Plan 2041	01	01						13						
	13	Workshop on Delta Plan 2100	01	01							30					
	14	Workshop on Annual Performance Agreement (APA)	01	01								24				
	15	Workshop on Amar Gram Amar Shohor	01	01											12	
	16	Workshop on Land Management	01	01										11		

Course/Prog. for	Sl. No	Name of the Course/Programme	No. of course/prog.	Duration (days)	2021						2022					
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Grade 10 to 12 Employees	17.	Fundamental Training Course for Grade 10-12 Employees	04	26		01-26		31-25			02-27			03-28		
	18.	Office Management and ICT Course for Grade 10-12 Employees	01	12				03-14								
	19.	Financial Management Course for Grade 10-12 Employees	01	12					28-09							
	20.	Conduct and Discipline Course for Grade 10-12 Employees	01	05								13-17				
	21.	Information & Communication Technology (ICT) Course for Grade 10-12 Employees	01	12											29-09	
	22.	Communicative English Course for Grade 10-12 Employees	01	12											15-26	
	23.	e-Nothi Course for Grade 10-12 Employees	01	05												12-16
Grade 13 to 16 Employees	24.	Fundamental Training Course for Grade 13-16 Employees	04	19			05-23			05-23		06-24			22-09	
	25.	Office Management and ICT Course for Grade 13-16 Employees	01	12									20-31	10-21		
	26.	Financial Management Course for Grade 13-16 Employees	01	12						19-30						
	27.	Conduct and Discipline Course for Grade 13-16 Employees	01	05	11-15											
	28.	Information & Communication Technology (ICT) Course for Grade 13-16 Employees	01	12										17-28		
	29.	e-Nothi Course for Grade 13-16 Employees	01	05									27-31			
Grade 17-20 Employees	30.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for Grade 17-20 Employees	06	12		01-12	19-30	24-04			23-10	27-10				12-23

* Schedule can be changed on emergency basis

84