



Bangabandhu Sheikh Mujib Academic and Administrative Building, BPATC

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

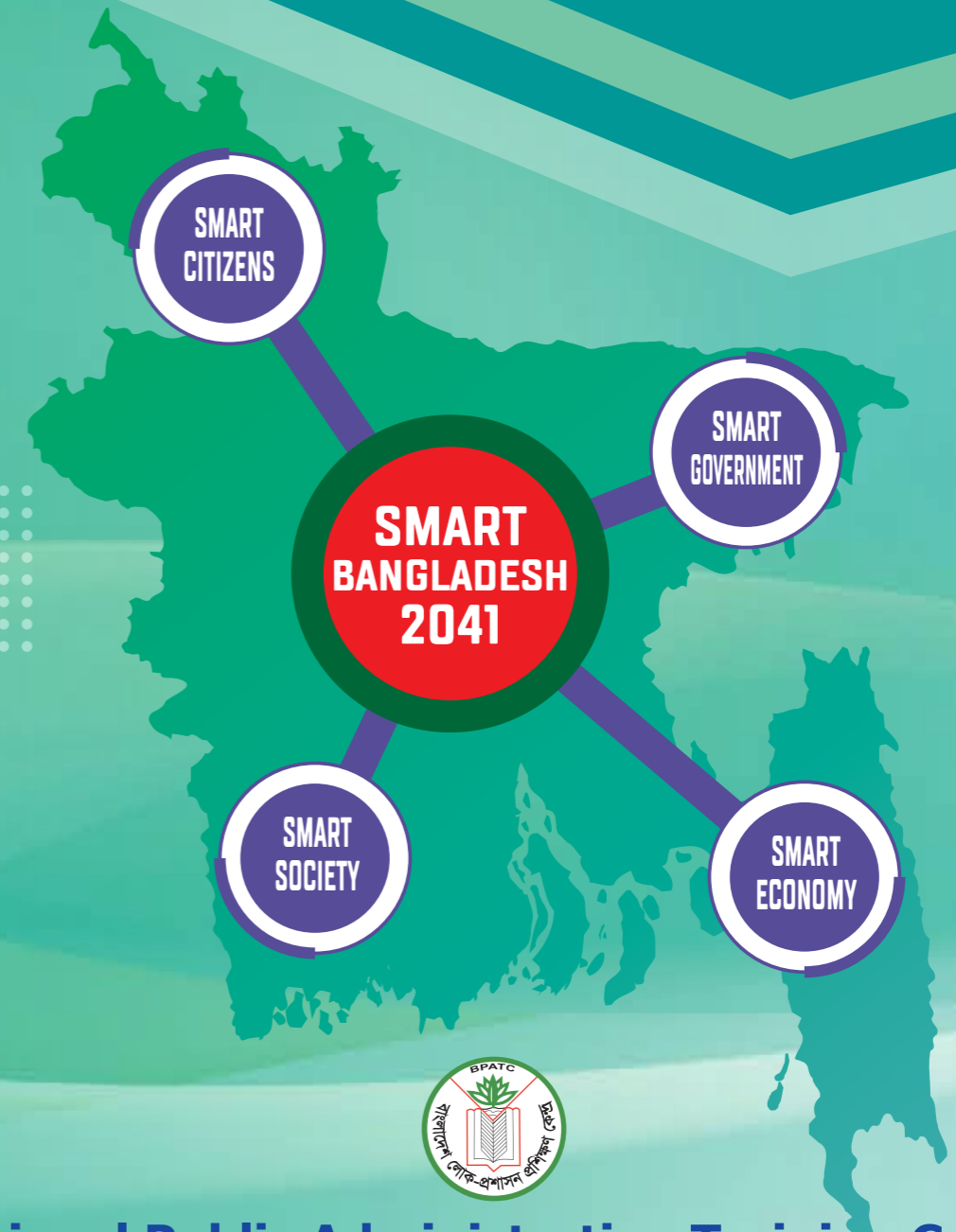


Regional Public Administration Training Centre
Dhaka, Chattogram, Rajshahi & Khulna

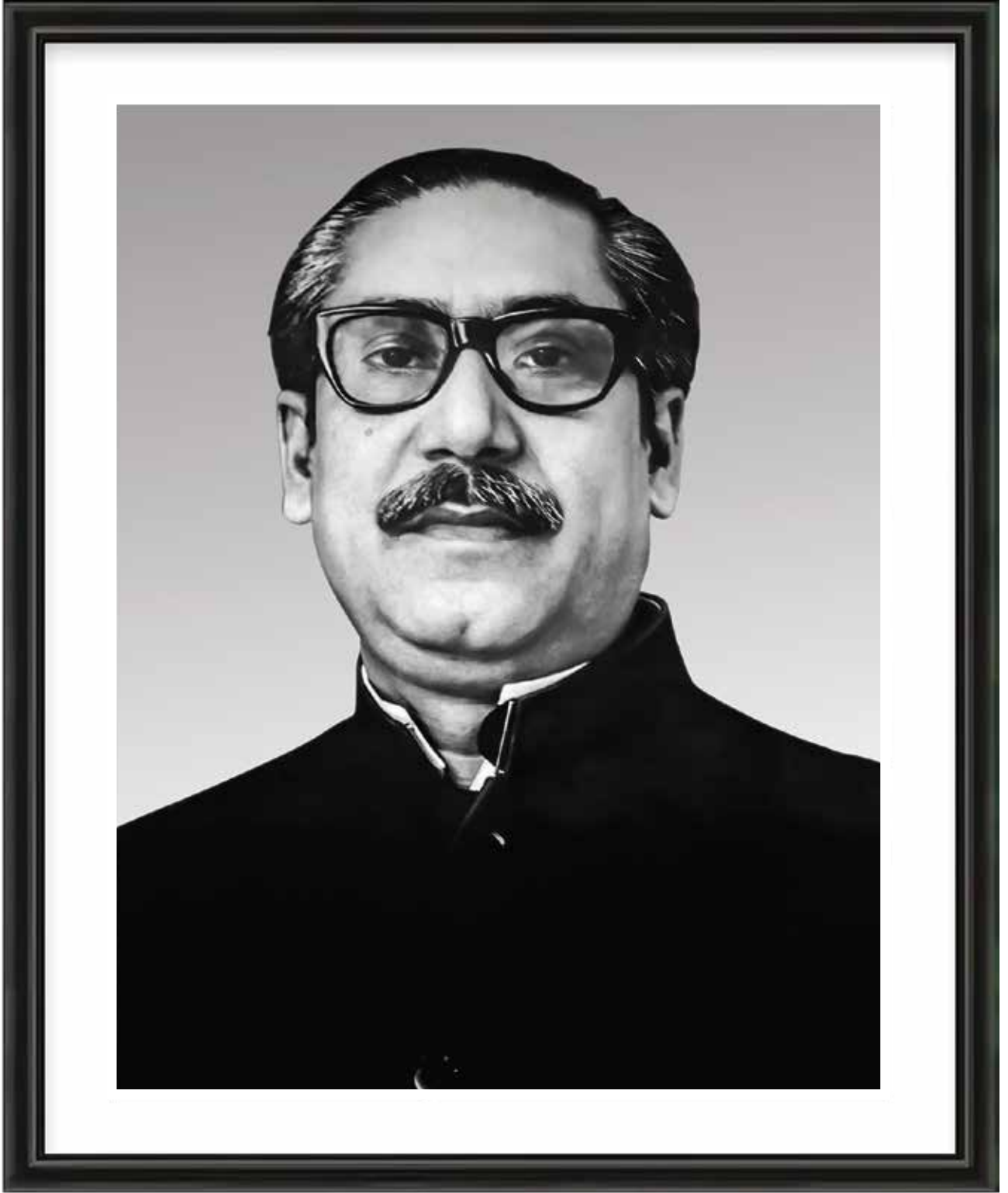
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RPATC's TRAINING CALENDAR 2023-2024

RPATC's **TRAINING** **CALENDAR** 2023-2024



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



“সোনার দেশ গড়তে হলে সোনার মানুষ পয়সা করতে হবে”

-জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান



**“We will make Bangladesh a Developed Country by 2041,
and that Bangladesh will be Smart Bangladesh,”**

-Honourable Prime Minister **Sheikh Hasina**, MP

Prepared by

**Staff Training & Regional
Centres (ST&RC)**

**Bangladesh Public Administration
Training Centre**

Savar, Dhaka- 1343

June 10, 2023



Md. Ashraf Uddin

Rector

(Secretary to the Government)

BPATC

Message

Bangladesh Public Administration Training Centre has initiated a need-based training curriculum for its four regional centres. This is a timely attempt to bring the existing training programmes to the table for intensive scrutiny and to update it through discussion and dialogues among the stakeholders for skills development at the local level. Bangladesh aspires to be a developed country by 2041 realizing the dream for a Sonar Bangla envisioned by the Father of the Nation, Bangabandhu Sheikh Mujibur Rahman. With the prudent leadership and guidance of the Honourable Prime Minister Sheikh Hasina, the government is working relentlessly to transform the vision into reality by implementing Perspective Plan 2021-2041, Agenda 2030 for Sustainable Development, 8th Five Year Plan, Annual Development Programme (ADP), ten special initiatives of the Honourable Prime Minister, Delta Plan 2100 etc. From this perspective, skilled, efficient, patriotic and smart government servants are integral to effective and sustainable development drives.

As we are crossing a transition period through LDC graduation towards a knowledge-based economy by 2041, training and continuous learning are a must to move forward together. A quality training system is crucial to develop and maintain a high professional standard of conduct and performance for its human resources. Also, training in the public sector is as indispensable as training in the private sector so that the public sector can facilitate and serve the citizens. BPATC is always committed to developing human resources and supporting academic and professional excellence. At the regional level, the four Regional Public Administration Training Centres (RPATCs) located at Dhaka, Chattogram, Rajshahi, and Khulna are the hub of core and skill-based training courses to impart new knowledge and expertise to enhance the capacity of government employees in the era of the digital economy.

I appreciate that the Training content for 2023-2024 has been developed through interactions among the stakeholders, service providers and receivers in the course of Four Training Need Assessment (TNA) workshops at Upzila, Districts, and Divisional levels this year and finalized at an expert level workshop at BPATC keeping a close eye to the contemporary as well as fundamental issues. I firmly believe that the training curriculum in 2023-2024 will benefit the officials of government and semi-government organizations building up their knowledge, skills, and attitude to adapt to any required changes to serve the people efficiently and effectively. I congratulate all who have meticulously accomplished this work.

Md. Ashraf Uddin



Background

Public service has been going through enormous changes in a very short time. The officials at all levels face not only regulatory changes but also challenges brought by the digitization of the government and private sector as well. To adapt to the challenges employees at all levels need to be highly qualified and people friendly. A sound training system is, therefore, crucial to keep the personnel within the public service on equal footing. One common objective of public service training is to support the implementation of regulatory reforms and modernization. The other objective is to improve the professional skills of the employees to increase the efficiency of the public service. Against this backdrop, the Training Calendar for the year 2023-24 has been developed through systematic Training Need Assessment (TNA) workshops at the four regional training centres of BPATC at Dhaka, Rajshahi, Khulna and Chottogram.

It has been perceived that the persistent penetration of digitization in the life and works of the people, and the increase in cross-sectional issues that requires joined-up efforts and efficiency has created demands for changes in the knowledge, skill and attitude of the service providers in the public sector. As Bangladesh is moving forward towards a knowledge-based economy by 2041, by making it smart in all walks of life, close cooperation and understanding based on dialogue among the stakeholders is crucial to up-to-date the training calendar. In this context¹, BPATC, along with four Regional Public Administration Training Centres (RPATCs) organized workshops with about thirty (30) local representative offices of the govt.

The Training Need Assessment (TNA) workshops took place at Upzila, Districts and Divisional levels. Finally, all the data was put forward to BPACT's expert-level workshop to finalise the document. The training calendar for the upcoming fiscal year contains twelve (12) workshops on contemporary issues and twenty-nine (29) different training courses in which 5000 government employees are expected to take part. It will also support to implement of sixty (60) hours of training programmes for all level employees in Upazila, district and divisional office to expedite the implementation of the government development initiatives. BPATC is committed to develop human resource capacity and to improve the existing training programmes to keep pace with the progress of science and technology so that our trainees are well-prepared to reap the benefits of local and global challenges and changes.

ST & RC Team

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

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

Foundation of A Dream-BPATC is Born

With the dire necessity of fulfilling the demand for prepared human resources of a newly born independent country 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 (Secretary to the Government) followed by Six Members Directing Staff (MDS) who supervise the following six divisions.

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

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

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

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

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

BPATC has four regional centres located at the former greater divisional headquarters, namely Dhaka, Chattogram, Rajshahi and Khulna. Each RPATC, headed by a Deputy Director, is staffed with twenty-nine employees of different categories. In order to improve the knowledge, skill, efficiency and managerial ability of

the officers and staff working at the field level, various training programmes are offered at the RPATCs. RPATCs put emphasis on issues like Bangladesh Service Rules (BSR), Office Management, and Information and Communication Technology (ICT) Courses for official purposes. RPATCs impart fundamental training programmes for the employees of grades 10-20. The training programmes organized at RPATCs range from one week to four weeks, and some of the programmes are held more than once in a calendar year. Although BPATC, as a parent organization, prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater for the changing needs and demands of the clients.

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

Regional Public Administration Training Centre, Dhaka



Regional Public Administration Training Centre (RPATC), Dhaka is a regional body of Bangladesh Public Administration Training Centre (BPATC). Since its inception on the 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 New Eskaton, a mid way place between Banglamotor Bus Stand and Moghbazar Cross roads in the capital city. The centre contains two multi-storied buildings constructed on near about two bigas of land. The Centre can impart training 180 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 in South Pahartoli, at Khulsi Mouja, under the Kotyali Thana. The total area of the Chattogram RPATC campus is 0.8124 acres. 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 the capital city, Dhaka and other Divisions of the country by all means, like road, rail, air and waterway. The Centre can impart training 160 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 in the country. It is located beside LGD Bhabon at Kazihata (Word No-7), under the Raj para Thana. The total area of the Rajshahi RPATC campus is 1.7825 acres. It is close to Sohid A.H.M. Kamaruzzaman Botanical Garden and Zoo and behind the Office of the Divisional Commissioner, Rajshahi. The address is Kazihata, Rajpara, Rajshahi-6000. The centre is well-communicated and connected with other divisions, including the capital city, Dhaka, by road, rail and air. The centre can impart training 180 participants at a time.

Regional Public Administration Training Centre, Khulna



RPATC, Khulna has an office of 1.0840 acres and a residential area of 0.5240 acres. It is located along with Khulna-Jessore-Dhaka Highway, near office of Divisional Commissioner Khulna. The address is 1 Soto Boyra Masjid Bari Rd, Khulna. It has good road, rail and waterway connectivity with the capital Dhaka and is well connected with other divisional cities of the country. Jessore Airport is only 80 km away from RPATC, Khulna. The Centre can impart training 120 participants at a time.

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

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 (1 st Session)
10.05 - 11.05	Classroom Session (2 nd Session)
11.05 - 11.20	Tea Break
11.20 - 12.20	Classroom Session (3 rd Session)
12.25 - 13.25	Classroom Session (4 th Session)
13.25 - 14.25	Prayer & Lunch
14.25 - 15.25	Classroom Session (5 th Session)
15.30 - 16.30	Classroom Session (6 th Session)
16.00 - 18.00	Games & Sports (One Hour)*
19.00 - 21.00	Evening Session**
20.30-21.30	Dinner

* Subject to change according to sunrise and sunset.

** Evening session can be arranged if required

List of Abbreviations

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

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Courses For Grade 09 or Above Employees

01. Procurement Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	16 - 27 July 2023
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 Objectives

- To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh;
- To understand procurement rules and different stages of procurement of goods, works and services with e-GP system;
- To improve knowledge and skills on financial management; and
- To aware about primary health care and well-being.

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 Program	1/2 day
	Total	2 days

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

Total Session Hours of the Modules- 45

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and smart Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Procurement Management and Planning
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To enhance knowledge and skill in public procurement system
Session Hours	: 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Overview of PPA-2005 & PPR-2008	Faculty/Guest Speaker	L&D
2.02	1	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&D
2.03	1	Formation of Different Procurement Related Committees	Faculty/Guest Speaker	L&D
2.04	1	Procurement Cycles Management	Faculty/Guest Speaker	L&D
2.05	1	Different Methods of Public Procurements	Faculty/Guest Speaker	L&D
2.06	1	Selection of Appropriate Methods and TD and Preparation of TD	Faculty/Guest Speaker	L&D
2.07	2	Procurement Methods of Goods & Works	Faculty/Guest Speaker	L&D
2.08	1	Procurement Methods of Services	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.09	1	Preparing Technical Specifications and Official Cost Estimate (OCE)	Faculty/Guest Speaker	L&D
2.10	2	Practice on How to Prepare TD	Faculty/Guest Speaker	Practice
2.11	1	Advertisement and Issuance of Tender	Faculty/Guest Speaker	L&D
2.12	1	Opening and Evaluation of Tender	Faculty/Guest Speaker	L&D
2.13	2	Notification of Award (NOA), Contract Administration and Management	Faculty/Guest Speaker	L&D

Module-03 : Electronic Government Procurement (e-GP)

Evaluation Method : Individual Exercise

Total Marks : 25

Objective : To understand the government vision of introducing Electronic Government Procurement (e-GP) and its importance in judicious and prudent public financial management

Session Hours : 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Overview of Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	D&P
3.02	1	Basic Software for e-GP, e-GP Login Logout, Creation of PE Office, Designation and Users	Faculty/Guest Speaker	D&P
3.03	1	Creation of TOC & TEC, Assigning Procurement Role and Profile Management	Faculty/Guest Speaker	Practical
3.04	1	Creation of APP in e-GP (Create APP, Create Workflow, Its Approval and Publication Procedure)	Faculty/Guest Speaker	Practical
3.05	2	Creation Tender Documents in e-GP (Creation of Tender, Formation of TOC and TEC)	Faculty/Guest Speaker	Practical
3.06	1	Creation and Publication of e-Tender Notice	Faculty/Guest Speaker	Practical
3.07	1	Tender opening and Evaluation in e-GP	Faculty/Guest Speaker	Practical
3.08	1	Approval Procedure, Providing NOA and Singing Contract	Faculty/Guest Speaker	Practical
3.09	1	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical

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

Module-04	: Financial Management
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To improve knowledge and skill on financial management
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	1	Delegation of Financial Power	Faculty/Guest Speaker	L&D
4.03	1	Different Fees, Allowance and Honorarium	Faculty/Guest Speaker	L&E
4.04	1	Duties and Responsibilities of DDO	Faculty/Guest Speaker	L&D
4.05	1	VAT Rules	Faculty/Guest Speaker	L&D
4.06	1	Laws and Practices of Income Tax	Faculty/Guest Speaker	L&D
4.07	1	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&D
4.08	1	Procedure of Acceptance of Goods & Works and its Management	Faculty/Guest Speaker	L&E
4.09	1	Store Management	Faculty/Guest Speaker	L&E

Module-05	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To aware trainees about primary health care, nutrition management, sedentary lifestyle to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

Evaluation Methods

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

a) Individual Assignment / Report	25
b) Group Exercise/ Report/Presentation	100
c) Class Attendance and Overall Conduct & Discipline	25
Total	150



Closing Ceremony of Government Budgeting and Procurement Management Course, RPATC Chattogram

02. Financial Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10 - 21 September 2023
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, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the Economic Philosophy, and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh;
- To understand Governance, Financial Management, Financial Rules and Procedures, Procurement Management; and
- To aware about Primary health care and well-being.

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 (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 43

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Financial Rules and Procedures
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills of financial rules and procedures
Session Hours	: 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest Speaker	L&E
2.04	1	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
2.05	1	Pay fixation	Faculty/Guest Speaker	D&E
2.06	1	VAT Rules	Faculty/Guest Speaker	L&D
2.07	1	Laws and Practices Income Tax	Faculty/Guest Speaker	L&D
2.08	2	Self-Tax Assessment and Income Tax Return Preparation	Faculty/Guest Speaker	L&E
2.09	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	1	Online Transactions: EFT, ibas++	Faculty/Guest Speaker	L&D
2.11	2	Overview of Project Management in Bangladesh	Faculty/Guest Speaker	L&D
2.12	1	Store Management	Faculty/Guest Speaker	L&D

Module-03 : Governance and Financial Management

Evaluation Method : Group Report/Exercise

Total Marks : 25

Objective : To understand the governance and public financial system of Bangladesh

Session Hours : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	4	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop
3.02	1	Total Quality Management: Kaizen & 5S	Faculty/Guest Speaker	L&D
3.03	1	Overview of Four sector of Bangladesh Economy:	Faculty/Guest Speaker	L&E
3.04	1	Public Financial Management System in Bangladesh	Faculty/Guest Speaker	L&D
3.05	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest Speaker	L&E
3.06	1	Audit, Audit objections and settlement Procedure	Faculty/Guest Speaker	L&E

Module-04 : Service Rules & Official Procedures

Evaluation Method : Individual Exercise

Total Marks : 25

Objective : To enhance knowledge and skills of service rules & official procedures

Session Hours : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
4.03	1	সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.04	1	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E
4.05	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest Speaker	L&D
4.06	1	Bangladesh Staff Welfare Board Act & Rules	Faculty/Guest Speaker	L&D
4.07	1	Different fees, allowance and Honorarium	Faculty/Guest Speaker	L&E
4.08	2	Pension and Gratuity Rules	Faculty/Guest Speaker	L&D

Module-05	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To aware about primary health care and well-being
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Individual Assignment / Report	25
b) Group Exercise/ Report	100
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

03. Conduct and Discipline Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	03 - 07 December 2023
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

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

Distribution of days

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

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

Total Session Hours of the Modules- 24

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and smart Bangladesh
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Official Rules and Regulations
Evaluation Method	: Group Exercise
Session Hours	: 25
Objective	: To enhance knowledge and skills about official rules and regulations
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&D
2.05	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
2.06	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	L&D
2.07	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

Module-03	: Managing Disciplinary Cases
Evaluation Method	: Individual Assignment / Exercise/ Written Exam/ MCQ
Total Marks	: 25
Objective	: To understand departmental proceeding and its execution
Session Hours	: 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Conditions of Service	Faculty/Guest Speaker	L&D
3.02	1	Techniques of Writing Statement of Allegations	Faculty/Guest Speaker	L&D
3.03	1	Framing of Charges Against the Accused	Faculty/Guest Speaker	L&D
3.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest Speaker	L&D
3.05	1	Writing of Inquiry Report	Faculty/Guest Speaker	L&E
3.06	1	Preparing Statement of Allegations and Framing of Charges Against the Accused	Faculty/Guest Speaker	Exercise
3.07	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest Speaker	L&D
3.08	1	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 15
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 03

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

Training Methods

- Lecture and Discussion
- Exercise

Evaluation Methods

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

a) Individual Assignment/Written Examination/MCQ TEST	25
b) Group Report/ Exercise/Presentation	65
c) Class Attendance and Overall Conduct & Discipline	10
Total	100



Divisional Commissioner, Chattogram, Mr. Md. Ashraf Uddin is Addressing at Rector's Tea with Rector, BPATC, Mr. Ramendra Nath Biswas is in the Chair

04. ICT and e-Governance Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	21 April - 02 May 2024
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, and Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 49

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation / Report
Total Marks	: 25
Objective	: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	2	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Essential ICT Skills
Evaluation Method	: Individual Practical TEST
Total Marks	: 25
Objective	: To enhance essential ICT knowledge and skills
Session Hours	: 15

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

Module-03	: e-Governance and ICT for Development
Evaluation Method	: Group Exercise/ Presentation
Total Marks	: 25
Objective	: To understand e-Governance and ICT as tools for development
Session Hours	: 19

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	e-Governance: Concept, Architecture & Readiness and Challenges	Faculty/Guest Speaker	L&D
3.02	2	Digital Bangladesh to Smart Bangladesh: Challenges and Opportunities	Faculty/Guest Speaker	L&E
3.03	2	Office Automation: ERP, Digital Communication etc.	Faculty/Guest Speaker	L&E
3.04	2	Web Portal Management	Faculty/Guest Speaker	P
3.05	2	e-Services in Bangladesh	Faculty/Guest Speaker	L&E
3.06	2	Use of ICT in Public Procurement: Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	L&E
3.07	1	Use of Social Media: Rules and Guidelines	Faculty/Guest Speaker	L&D
3.08	2	Cyber Security	Faculty/Guest Speaker	Practical
3.09	2	ICT Related Laws and Rules	Faculty/Guest Speaker	L&D
3.10	2	Fourth Industrial Revolution (4IR): Artificial Intelligence (AI), Internet of Things (IoT), Big Data, Robotics, Block Chain, Crypto Currency	Faculty/Guest Speaker	L&D

Module-04	: Trouble Shooting: Hardware and Software
Evaluation Method	: Individual Exercise/ Practical Demonstration/ Practice
Total Marks	: 25
Objective	: To enhance knowledge and skills for trouble shooting
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Identification and Solution of Hardware Related Problems	Faculty/Guest Speaker	L, D&P
4.02	2	Identification and Solution of Software Related Problems	Faculty/Guest Speaker	L, D&P
4.03	1	Solution of Network and Internet Related Problems	Faculty/Guest Speaker	Practical

Module-05	: Good Health and Well-being
Evaluation Method	: Group Report/ Presentation
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Exercise/Individual Assignment	50
b) Group Report/Activity/Presentation	75
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

05. Language Learning Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10 - 21 March 2024
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 Objectives

- To improve the listening, speaking, reading and writing skills of the participants to make them confident communicating in English; and
- To refresh the participants' knowledge about the basic grammatical issues to express English 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 (6 sessions everyday) = 48 sessions are admissible.
(Evening sessions may be arranged if required)

Total Session Hours of the Modules- 48

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Assignment/Presentation
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Smart Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest Speaker	L&D

Module-02	: Fundamentals of English
Evaluation Method	: Individual Exercise
Total Marks	: 15
Objective	: To refresh knowledge and skill for fundamental English
Session Hours	: 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Building Vocabulary & Syntax	Faculty/Guest Speaker	L&D
2.02	1	Building Sentences	Faculty/Guest Speaker	L&D
2.03	1	Tense	Faculty/Guest Speaker	L&D
2.04	1	Use of Right form of Verbs	Faculty/Guest Speaker	L&D
2.05	1	Voice Change	Faculty/Guest Speaker	L&D
2.06	1	Direct Speech & Indirect Speech	Faculty/Guest Speaker	L&D
2.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest Speaker	L&D
2.08	2	Common Mistakes in English	Faculty/Guest Speaker	L&D

Module-03	: Speaking Skills
Evaluation Method	: Individual Speaking Test (Practical)
Total Marks	: 15
Objective	: To enhance speaking skills in English
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Art of Speaking	Faculty/Guest Speaker	L&D
3.02	1	Providing Welcome Address, Vote of thanks and Announcement	Faculty/Guest Speaker	L&P
3.03	1	Asking and Answering	Faculty/Guest Speaker	L&D
3.04	1	Introducing Oneself	Faculty/Guest Speaker	Practice
3.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks	Faculty/Guest Speaker	L&D
3.06	1	Basic Rules of Pronunciation	Faculty/Guest Speaker	L&D
3.07	2	Extempore Speech	Faculty/Guest Speaker	Exercise
3.08	1	Dialogue Practice	Faculty/Guest Speaker	Exercise

Module-04	: Writing Skills
Evaluation Method	: Individual writing Test
Total Marks	: 20
Objective	: To enhance writing skill in English
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Techniques of Writing	Faculty/Guest Speaker	L&D
4.02	1	Writing Skills: Practice Sessions	Faculty/Guest Speaker	L&P
4.03	1	Paraphrasing	Faculty/Guest Speaker	L&D
4.04	1	Summary, Application, E-mail Communication	Faculty/Guest Speaker	L&D
4.05	1	Writing Memorandum of Understanding	Faculty/Guest Speaker	L&D
4.06	1	Report Writing for Press Release	Faculty/Guest Speaker	L&D

Module-05	: Reading Skills
Evaluation Method	: Individual Practical Reading Test
Total Marks	: 15
Objective	: To enhance reading skills in English
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Techniques of Reading	Faculty/Guest Speaker	L&D
5.02	1	Reading Practice Session on Reading	Faculty/Guest Speaker	L&P
5.03	2	English Book/Article Review: with Practice	Faculty/Guest Speaker	L&D

Module-06	: Listening Skills
Evaluation Method	: Individual Practical Listening Test (Lab Based)
Total Marks	: 10
Objective	: To enhance listening skills
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Techniques of Listening	Faculty/Guest Speaker	L&D
6.02	1	Movie Show and Listening	Faculty/Guest Speaker	Practice
6.03	2	Practice Session on Listening	Faculty/Guest Speaker	Practice

Module-07	: ব্যবহারিক বাংলা
Evaluation Method	: Individual Exercise
Total Marks	: 10
Objective	: দাপ্তরিক কাজে বিশুদ্ধ বাংলা ভাষার ব্যবহার নিশ্চিত করা
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
7.01	2	দাপ্তরিক কাজে বাংলার ব্যবহার	Faculty/Guest Speaker	L&D
7.02	2	প্রমিত বাংলা বানান রীতি	Faculty/Guest Speaker	Practice
7.03	2	ব্যবহারিক বাংলা ব্যাকরণ	Faculty/Guest Speaker	Practice

Module-08	: Good Health and Well-being
Evaluation Method	: Group Report/Presentation
Total Marks	: 15
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
8.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
8.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
8.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
8.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Individual Assignment / Report	85
b) Group Exercise/ Report/Presentation	40
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

06. Modern Office Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	12 - 23 May 2024
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, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To understand the basic rules for office management;
- To enable participants to enhance their knowledge of financial management; and
- To equip participants to utilize information and communication technology in office Management.

Distribution of days

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

Available days for classroom session 8 x (6 sessions every day) = 48 sessions are admissible. (Evening sessions may be arranged, and Weekly Holidays can be utilized if required)

Total Session Hours of the Modules- 46

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Report/ Presentation
Total Marks	: 25
Objective	: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Administrative Development and Official Procedure
Evaluation Method	: Individual Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills about official rules and procedures
Session Hours	: 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Salient Features of the Constitution of Bangladesh	Faculty/Guest Speaker	L&D
2.02	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest Speaker	L&D
2.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.04	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.05	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.06	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
2.07	1	Conducting Meeting, Preparing, Working Paper and Writing Minutes	Faculty/Guest Speaker	D&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.08	1	Office Inspection	Faculty/Guest Speaker	L&E
2.09	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	L&D
2.10	2	Opening of File, Writing Notes, Drafting Summery Referencing and Flagging	Faculty/Guest Speaker	L&D

Module-03 : Organizational Process

Evaluation Method : Group Report

Total Marks : 15

Objective : To develop the knowledge of organizational process

Session Hours : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Human Resource Management and Planning	Faculty/Guest Speaker	L&D
3.02	1	Motivation, Supervision and Coordination	Faculty/Guest Speaker	L&D
3.03	1	Recruitment Procedure	Faculty/Guest Speaker	L&D
3.04	1	Team Building	Faculty/Guest Speaker	L&E
3.05	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&E
3.06	1	Protection of Own Land/ Organizations Land	Faculty/Guest Speaker	L&E

Module-04 : Financial Rules and Procedures

Evaluation Method : Individual Exercise

Total Marks : 25

Objective : To enhance knowledge and skills of financial rules and procedures

Session Hours : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest Speaker	L&E
4.03	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
4.04	1	Audit, Audit objections and settlement Procedure	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.05	1	Pay fixation	Faculty/Guest Speaker	D&E
4.06	1	Pension and Gratuity	Faculty/Guest Speaker	D&E
4.07	1	VAT Rules	Faculty/Guest Speaker	L&D
4.08	1	Laws and Practices of Income Tax	Faculty/Guest Speaker	L&D
4.09	1	Online Transactions: EFT, ibas++	Faculty/Guest Speaker	L&D
4.10	1	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
4.11	1	Store Management	Faculty/Guest Speaker	L&D

Module-05 : Information and Communication Technology

Evaluation Method : Individual Presentation

Total Marks : 15

Objective : To enhance knowledge and skill in ICT and its usage at their workplace

Session Hours : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Introduction to ICT Devices for Modern Office Management	Faculty/Guest Speaker	L&D
5.02	1	Document Preparation	Faculty/Guest Speaker	Practical
5.03	1	Spreadsheet Analysis	Faculty/Guest Speaker	Practical
5.04	1	Presentation Preparation	Faculty/Guest Speaker	Practical
5.05	1	Uses of Unicode	Faculty/Guest Speaker	Practical
5.06	1	Usage of D-Nothi	Faculty/Guest Speaker	Practical
5.07	1	Web Portal Management	Faculty/Guest Speaker	Practical
5.08	1	How to Manage virtual meetings by Using Zoom, Boithak	Faculty/Guest Speaker	Practical

Module-06	: Good Health and Well-being
Evaluation Method	: Group Report/Presentation
Total Marks	: 20
Objective	: To aware trainees about the benefits of physical exercise and Sedentary lifestyle
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
6.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
6.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
6.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

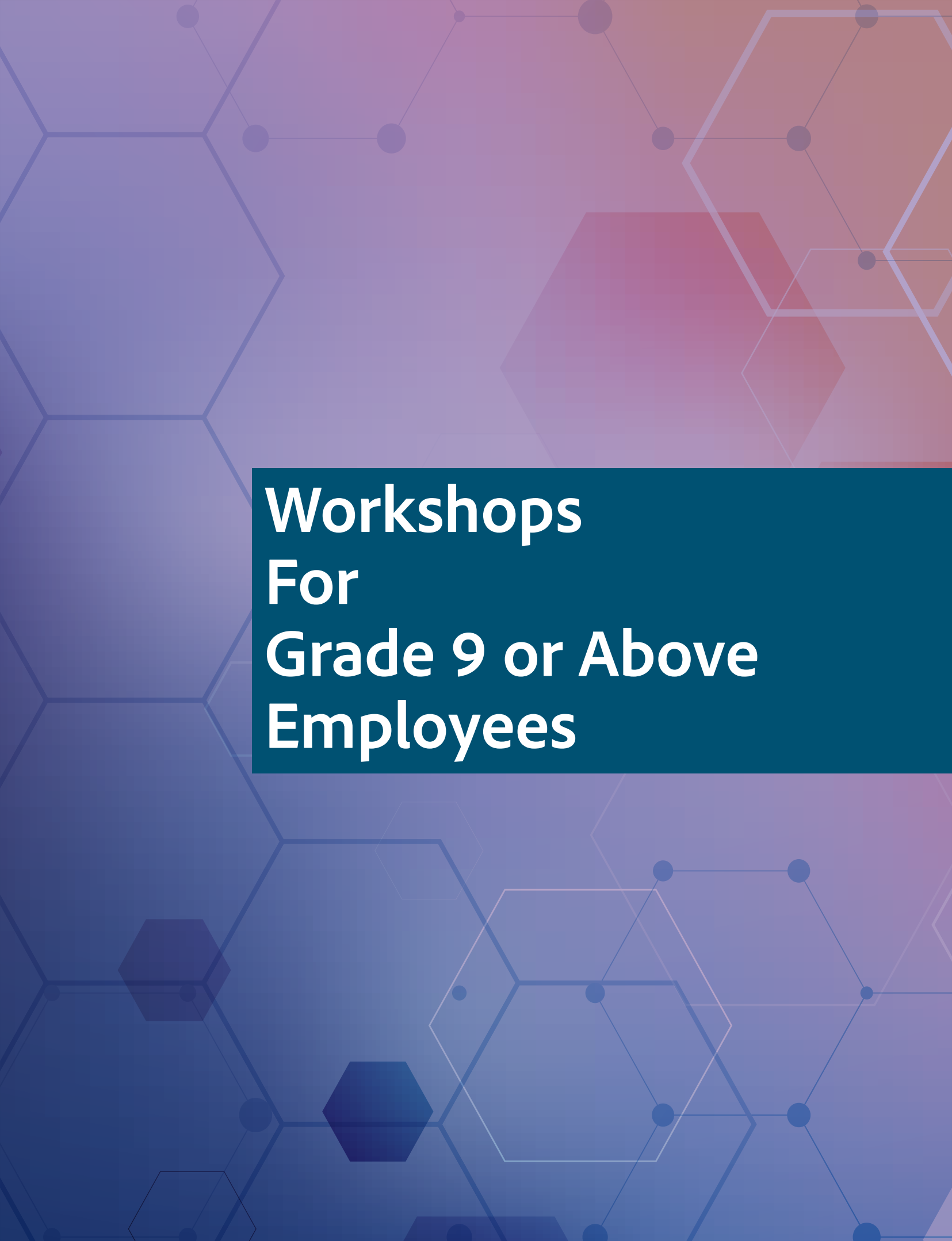
- Lecture and Discussion
- Practical Demonstration

Evaluation Methods

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

a) Individual Exercise Assignment	65
b) Group Report/Activity/Presentation	60
c) Class Attendance and Overall Conduct & Discipline	25
Total	150





**Workshops
For
Grade 9 or Above
Employees**

07. Right to Information (RTI)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	18 July 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To develop participants' level of understanding of the Right to Information Act, 2009;
- To make the participants aware of the importance for preserving, cataloging, indexing the information of the respective offices; and
- To enable the participants to implement RTI Act in their respective workplaces.

Presentation/Discussion outline of the Workshop

- RTI and international charter;
- Importance of RTI in good governance, preservation, indexing and cataloging the information;
- Overview of information distribution/dissemination system; and
- List of information that should be provided on demand.

Modus Operandi

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

08. Women and Child Rights

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	22 August 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To appraise the participants about existing gender inequality situation in global and Bangladesh context;
- To make them aware on special needs of women and children and importance of gender equity; and
- 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

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

Modus Operandi

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

09. National Integrity Strategy (NIS)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	05 September 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To orient the participants about National Integrity Strategy (NIS);
- To develop awareness among the participants for ensuring standard service delivery through NIS; and
- To inform and motivate participants about NIS for establishing good governance at state and non-state organization.

Presentation/Discussion outline of the Workshop

- An overview on National Integrity;
- National Integrity Strategy- State Institutions;
- National Integrity Strategy- Non-State Institutions; and
- Implementation of National Integrity Strategy.

Modus Operandi

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

10. Localization of Sustainable Development Goals (SDGs)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	25 October 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To orient the participants with Sustainable Development Goals (SDGs) from the perspective of Bangladesh;
- To develop awareness among the participants regarding the importance of synchronization of globalization and localization; and
- To sensitize the participants for contributing to inclusive societies by sustainable development.

Presentation/Discussion outline of the Workshop

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

Modus Operandi

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

11. Public Procurement Emphasizing on e-GP

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	21 November 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Public Procurement Act and Rules;
- To enable utilization of public fund following the financial rules; and
- To enable the participants understand and apply the e-GP system.

Presentation/Discussion outline of the Workshop

- Salient features of Public Procurement Act 2005 and Public Procurement Rules 2008;
- Methods of goods, works and service procurement;
- Steps in Procurement;
- Phases and key functionalities of e-GP; and
- Procedures of making complain and settlement.

Modus Operandi

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

12. Perspective Plan 2021-2041

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	11 December 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Perspective Plan 2021-2041;
- To enable the participants to align official programs in achieving Perspective plan 2021-2041; and
- To enable the participants to understand and apply knowledge to achieve this vision.

Presentation/Discussion outline of the Workshop

- Salient features of Perspective Plan 2021-2041;
- Goals and Targets of Perspective Plan 2021-2041;
- Deadline of different goals and targets of Perspective Plan 2021-2041; and
- To identify and understand the role of a participants to contribute in achieving Perspective Plan 2021-2041.

Modus Operandi

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

13. Delta Plan 2100

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	23 January 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Delta Plan 2100;
- To enable the participants to link official programs/ projects in line with Delta Plan 2100; and
- To enable the participants understand and apply knowledge to achieve Delta Plan 2100.

Presentation/Discussion outline of the Workshop

- Salient features of Delta Plan 2100;
- Goals and targets of Delta Plan 2100;
- Deadline of different goals and targets of Delta Plan 2100; and
- To identify and understand the role to contribute in achieving Delta Plan 2100.

Modus Operandi

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

14. Annual Performance Agreement (APA)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	14 February 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Annual Performance Agreement;
- To enable the participants understand and prepare the Annual Performance Agreement; and
- To sensitize the participants for better performance Annual Performance Agreement.

Presentation/Discussion outline of the Workshop

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

Modus Operandi

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

15. Smart Bangladesh

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	20 March 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with the concepts of Smart Bangladesh;
- To enable the Participants to understand and realize the Importance of Smart Bangladesh; and
- To prepare the participants to contribute in achieving the main objectives of Smart Bangladesh

Presentation/Discussion outline of the Workshop

- Concepts and Pillars of Smart Bangladesh;
- Relationship between the different pillars of Smart Bangladesh;
- What Bangladesh wants to achieve through the thoughts of Smart Bangladesh; and
- Way to contribute in achieving the objectives of Smart Bangladesh.

Modus Operandi

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

16. Digital Land Management

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	17 April 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To understand digital land-zoning system;
- The importance and benefits of Land digitalization in the era of 4IR; and
- To understand the coordination required among the different land related departments under the same umbrella.

Presentation/Discussion outline of the Workshop

- What is Digital Land Management;
- Components of Digital Land Management;
- Digital Transformation of Land Records from the Age-old System of Hand-written Documents; and
- Benefits of Land Management.

Modus Operandi

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

17. Food Security and Food Safety

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	14 May 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- Describe food security and food safety procedure;
- To understand how to maintain healthy life and Well-being; and
- The importance maintaining food safety and security in building healthy a nation.

Presentation/Discussion outline of the Workshop

- What is food and food safety;
- Ways to maintain of food safety and food security ;
- Importance of food safety and food security in personal and professional life; and
- Benefits of Healthy Foods and Diets.

Modus Operandi

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

18. Leadership Development

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	19 June 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Top Ranked Students of Different Departments of Public Universities
Nomination procedure	RPATCs will invite nominations from Different Departments of Public Universities and they send nomination letter by nominating their top ranked students directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- Describe job market conditions especially public sector;
- To link between studentship and professional requirement;
- The importance of understanding job market demand; and
- How to become the future public sector leader.

Presentation/Discussion outline of the Workshop

- What is job market;
- Skills required for Job Market;
- How to understanding job market conditions; and
- Ways to become the public sector leader.

Modus Operandi

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



Courses for 10-12 Grade Employees

19. Fundamental Training Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	03 in each RPATC
Duration	26 days
Date	1 st Course: 06 August – 31 August 2023 2 nd Course: 05 November – 30 November 2023 3 rd Course: 04 February – 29 February 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30 in each course
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh;
- To develop a sense of ethical values and patriotic feelings among the participants;
- To enhance participants' knowledge and skills about Government systems and rules;
- To develop communication and behavior patterns of management practices and
- To equip participants for using ICT in office management.

Distribution of days

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

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

Total Session Hours of the Modules- 82

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, history, culture and spirit of our liberation war and Smart Bangladesh.
Session Hours	: 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	1	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	1	Bangladesh: History, Society & Culture	Faculty/Guest Speaker	L&D
1.03	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest Speaker	L&D
1.04	2	Vision 2041: Smart Bangladesh	Faculty/Guest Speaker	L&D
1.05	2	Sustainable Development Goals: Localization and Bangladesh Perspective	Faculty/Guest Speaker	L&D
1.06	1	LDC Graduation for Bangladesh: Opportunities and Challenges	Faculty/Guest Speaker	L&D
1.07	1	Mega Projects and its Socio-Economic Impacts	Faculty/Guest Speaker	L&D
1.08	1	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest Speaker	L&D
1.09	4	Book Review on Bangabandhu and Four Leaders of the Nation	Faculty	L&D

Module-02	: Ethics for Government Employees
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To develop a sense of ethical values and patriotic feelings among the participants
Session Hours	: 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Constitutional Obligation of the Public Servants	Faculty/Guest Speaker	L&D
2.02	2	Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees	Faculty/Guest Speaker	L&D
2.03	1	Changing Mind and loyalty	Faculty/Guest Speaker	L&D
2.04	1	Religious Values in Combating Corruption	Faculty/Guest Speaker	L&D
2.05	3	Empathy Building	Faculty/Guest Speaker	Workshop
2.06	4	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop

Module-03	: Service Rules and Smart Office Management
Evaluation Method	: Individual Exercise/Written Examination
Total Marks	: 25
Objective	: To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;
Session Hours	: 19

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
3.02	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
3.03	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
3.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&E
3.05	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
3.06	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.07	2	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
3.08	1	Preparing Draft, Writing Note & Summary	Faculty/Guest Speaker	L&E
3.09	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
3.10	1	Forms of Written Communication (Exercise)	Faculty/Guest Speaker	L&E
3.11	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	L&D
3.12	1	Office Inspection	Faculty/Guest Speaker	L&D
3.13	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
3.14	2	D-Nothi	Faculty/Guest Speaker	Practice
3.15	1	প্রমিত বাংলা বানান রীতি	Faculty/Guest Speaker	L&D
3.16	1	দাপ্তরিক কাজে ব্যবহৃত বাংলা	Faculty/Guest Speaker	L&D

Module-04 : Financial Rules and Procedures

Evaluation Method : Group Exercise

Total Marks : 25

Objective : The participants will be able to understand financial rules and procedures

Session Hours : 29

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
4.03	1	TA & DA Rules (with exercise)	Faculty/Guest Speaker	L&E
4.04	1	Pay Fixation	Faculty/Guest Speaker	L&E
4.05	2	Pension and Gratuity	Faculty/Guest Speaker	L&E
4.06	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
4.07	2	Overview on PPA 2005 & PPA 2008	Faculty/Guest Speaker	L&E
4.08	1	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&E
4.09	2	Different Procurement Methods	Faculty/Guest Speaker	L&D
4.10	2	Public Procurement Emphasizing on e-GP	Faculty/Guest Speaker	L&E
4.11	2	Project Management and Project Cycle	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.12	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&E
4.13	1	VAT Rules	Faculty/Guest Speaker	L&D
4.14	1	Laws Relating to Income Tax	Faculty/Guest Speaker	L&E
4.15	2	Self-Tax Assessment and Income Tax/ e-Tax Return Preparation	Faculty/Guest Speaker	L&D
4.16	1	Store Management	Faculty/Guest Speaker	L&D
4.17	1	Delegation of Financial Power	Faculty/Guest Speaker	L&D
4.18	2	iBAS++	Faculty/Guest Speaker	L&D
4.19	2	Preparation of DPP	Faculty/Guest Speaker	L&D

Module-05 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

Objective : To equip participants to utilize ICT in office management.

Session Hours : 16

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&E
5.02	1	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
5.03	1	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
5.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
5.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest Speaker	Practical
5.06	2	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest Speaker	Practical
5.07	4	D-Nothi: Introduction, Application & Maintenance	Faculty/Guest Speaker	Workshop
5.08	1	PC Maintenance and Troubleshooting	Faculty/Guest Speaker	L&E
5.09	1	Smart Bangladesh: Concept and Selected Initiatives	Faculty/Guest Speaker	L&D
5.10	1	Laws related to ICT & Social Media Guidelines	Faculty/Guest Speaker	L&D
5.11	2	Web Portal Management	Faculty/Guest Speaker	Practical

Module-06	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
6.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
6.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
6.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 175 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Exercise	100
b) Written Examination/Individual Practical Test	50
c) Class Attendance and Overall Conduct & Discipline, Attendance in Sports, Cultural Programme and Tour	25
Total	175

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	19 May – 30 May, 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 47

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the Life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	2	Ten Special Initiatives of The Honourable Prime Minister and its impact in SDG	Faculty/Guest Speaker	L&D

Module-02	: Service Rules and Smart Office Management
Evaluation Method	: Written Examination
Total Marks	: 25
Objective	: To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules in managing office;
Session Hours	: 20

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.02	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.03	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest Speaker	L&E
2.05	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.06	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.07	2	Secretariat Instructions-2014	Faculty/Guest Speaker	L&D
2.08	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.09	1	Preparing Draft, writing Note & Summary	Faculty/Guest Speaker	L&E
2.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
2.11	1	Forms of Written Communication (Exercise)	Faculty/Guest Speaker	L&E
2.12	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	L&D
2.13	1	Office Inspection	Faculty/Guest Speaker	L&D
2.14	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
2.15	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest Speaker	Workshop
2.16	1	দাপ্তরিক কাজে ব্যবহৃত বাংলা	Faculty/Guest Speaker	L&D
2.17	1	Kaizen & 5S	Faculty/Guest Speaker	L&D

Module-03 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

Objective : To equip participants to utilize information and communication technology in office management.

Session Hours : 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&E
3.02	1	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
3.03	1	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
3.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
3.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest Speaker	Practical
3.06	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest Speaker	Practical
3.07	4	D-Nothi: Introduction, Application & Maintenance	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.08	1	PC Maintenance and Troubleshooting	Faculty/Guest Speaker	L&E
3.09	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest Speaker	L&D
3.10	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest Speaker	L&D
3.11	1	e-Governance and Innovation	Faculty/Guest Speaker	L&D
3.12	1	Modern Apps Management (CHAT Gpt, Grammarly, Whatsapp and Others)	Faculty/Guest Speaker	L&D

Module-04 : Good Health and Well-being

Evaluation Method : Group Presentation/Report

Total Marks : 25

Objective : To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively

Session Hours : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
4.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 125 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report/Exercise	50
b) Individual Practical Test/Written Examination	50
c) Class Attendance and Overall Conduct & Discipline	25
Total	125

21. Financial Management Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	15 – 26 October, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 10-12 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 43

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its impact in SDG	Faculty/Guest Speaker	L&D

Module-02	: Financial Rules and Procedures
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills of financial rules and procedures
Session Hours	: 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest Speaker	L&E
2.04	1	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
2.05	1	Pay Fixation	Faculty/Guest Speaker	D&E
2.06	1	VAT Rules	Faculty/Guest Speaker	L&D
2.07	1	Laws and Practices Income Tax	Faculty/Guest Speaker	L&D
2.08	2	Self-Tax Assessment and Income Tax Return Preparation	Faculty/Guest Speaker	L&E
2.09	1	Writing of Cash Book and Other Financial Registers and their Preservation Procedures	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	1	Online Transactions: EFT, ibas++	Faculty/Guest Speaker	L&D
2.11	2	Overview of Project Management in Bangladesh	Faculty/Guest Speaker	L&D
2.12	1	Store Management	Faculty/Guest Speaker	L&D

Module-03 : Governance and Financial Management

Evaluation Method : Group Exercise/Report

Total Marks : 25

Objective : To understand the governance and public financial System of Bangladesh

Session Hours : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	4	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop
3.02	1	Total Quality Management: Kaizen & 5S	Faculty/Guest Speaker	L&D
3.03	1	Overview of Four sector of Bangladesh Economy:	Faculty/Guest Speaker	L&E
3.04	1	Public Financial Management System in Bangladesh	Faculty/Guest Speaker	L&D
3.05	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
3.06	1	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&E

Module-04 : Service Rules & Official Procedures

Evaluation Method : Individual Exercise

Total Marks : 25

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

Session Hours : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
4.02	1	সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D
4.03	1	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest Speaker	L&D
4.05	1	Bangladesh Staff Welfare Board Act & Rules	Faculty/Guest Speaker	L&D
4.06	1	Different Fees, Allowance and Honorarium	Faculty/Guest Speaker	L&E
4.07	2	Pension and Gratuity Rules	Faculty/Guest Speaker	L&D

Module-05 : Good Health and Well-being

Evaluation Method : Group Presentation/ Report

Total Marks : 25

Objective : To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively

Session Hours : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Group Presentation/Report/Exercise	100
b) Individual Exercise	25
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

22. Conduct and Discipline Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	09 - 13 July, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 10 to 12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 24

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh.
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Official Rules and Regulations
Evaluation Method	: Group Exercise
Total Marks	: 15
Objective	: To enhance knowledge and skills about official rules and regulations
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&D
2.05	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
2.06	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop
2.07	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

Module-03	: Managing Disciplinary Cases
Evaluation Method	: Individual Assignment / Exercise/Written Exam/MCQ
Total Marks	: 15
Objective	: To understand departmental proceeding and its execution
Session Hours	: 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Conditions of Service	Faculty/Guest Speaker	L&D
3.02	1	Techniques of Writing Statement of Allegations	Faculty/Guest Speaker	L&D
3.03	1	Framing of Charges Against the Accused	Faculty/Guest Speaker	L&D
3.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest Speaker	L&D
3.05	1	Writing of Inquiry Report	Faculty/Guest Speaker	L&E
3.06	1	Preparing Statement of Allegations and Framing of Charges Against the Accused	Faculty/Guest Speaker	Exercise
3.07	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest Speaker	L&D
3.08	1	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about Good Health and Well-being
Session Hours	: 03

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

Training Methods

- Lecture and Discussion
- Exercise

Evaluation Methods

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

a) Group Presentation/Report/Exercise	65
b) Individual Exercise/Written Exam/Assignment/MCQ	15
c) Class Attendance and Overall Conduct & Discipline	20
Total	100



RPATC Rajshahi Family

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	03 – 14 March, 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 47

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: ICT Skills
Evaluation Method	: To enhance ICT skills in office management.
Total Marks	: 25
Objective	: To enhance ICT skills in office management.
Session Hours	: 19

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Use of ICT in Office Management	Faculty/Guest Speaker	L&E
2.02	2	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Exercise
2.03	2	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Exercise
2.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Exercise
2.05	2	Essential ICT Skill: MS Access	Faculty/Guest Speaker	Exercise
2.06	2	Essential ICT Skill: Browsing Internet and Using email	Faculty/Guest Speaker	Exercise
2.07	1	Unicode: Bangla Typing	Faculty/Guest Speaker	Exercise
2.08	2	Blind Typing Practice: Bangla & English	Faculty/Guest Speaker	Exercise
2.09	4	D-Nothi	Faculty/Guest Speaker	Workshop
2.10	1	Web Portal Management	Faculty/Guest Speaker	Practical

Module-03	: Troubleshooting Hardware Software
Evaluation Method	: To enhance ICT skills in office management.
Total Marks	: 25
Objective	: Individual Exercise/Demonstration/Practical Test/Practice
Session Hours	: 06

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

Module-04	: ICT and Digital Bangladesh
Evaluation Method	: Group Report
Total Marks	: 25
Objective	: To enhance trainees' knowledge regarding digital Bangladesh, ICT related rules and its application
Session Hours	: 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest Speaker	L&D
4.02	1	Office Automation: ERP, Digital Communication etc.	Faculty/Guest Speaker	L&E
4.03	2	Web Portal Management	Faculty/Guest Speaker	P
4.04	2	e-Services in Bangladesh	Faculty/Guest Speaker	L&E
4.05	2	Use of ICT in Public Procurement: Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	L&E
4.06	1	Use of social media: Rules and Guidelines	Faculty/Guest Speaker	L&D
4.07	1	Cloud Computing: Concept and Usage	Faculty/Guest Speaker	L&D
4.08	1	Fourth Industrial Revolution (4IR): Concept and Technology	Faculty/Guest Speaker	L&D
4.09	1	Law Related ICT, Cyber Security and Smart Bangladesh	Faculty/Guest Speaker	L&D

Module-05	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about Good Health and Well-being
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Group Presentation/Report/Exercise	75
b) Individual Exercise/Demonstration/Practical Test/ Practice	50
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

24. Language Learning Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	21 April - 02 May, 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 10-12 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To improve the listening, speaking, reading and writing skills of the participants to make them more confident communicating in English; and
- To refresh the participants' knowledge about the basic grammatical issues to express and use 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 (6 sessions everyday) = 48 sessions are admissible.
(Evening sessions may be arranged if required)

Total Session Hours of the Modules- 48

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest Speaker	L&D

Module-02	: Fundamentals of English
Evaluation Method	: Individual Exercise/MCQ
Total Marks	: 15
Objective	: To refresh knowledge and skill in fundamental English
Session Hours	: 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Building Vocabulary & Syntax	Faculty/Guest Speaker	L&D
2.02	1	Building Sentences	Faculty/Guest Speaker	L&D
2.03	1	Tense	Faculty/Guest Speaker	L&D
2.04	1	Use of Right form of Verbs	Faculty/Guest Speaker	L&D
2.05	1	Voice Change	Faculty/Guest Speaker	L&D
2.06	1	Direct Speech & Indirect Speech	Faculty/Guest Speaker	L&D
2.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest Speaker	L&D
2.08	2	Common Mistakes in English	Faculty/Guest Speaker	L&D

Module-03	: Speaking Skills
Evaluation Method	: Individual Speaking Test (Practical)
Total Marks	: 15
Objective	: To enhance speaking skills in English
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Art of Speaking	Faculty/Guest Speaker	L&D
3.02	1	Providing Welcome Address, Vote of thanks and Announcement	Faculty/Guest Speaker	L&D
3.03	1	Asking and Answering	Faculty/Guest Speaker	L&D
3.04	1	Introducing Oneself	Faculty/Guest Speaker	Practice
3.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks	Faculty/Guest Speaker	L&D
3.06	1	Basic Rules of Pronunciation	Faculty/Guest Speaker	L&D
3.07	2	Extempore Speech	Faculty/Guest Speaker	Exercise
3.08	1	Dialogue Practice	Faculty/Guest Speaker	Exercise

Module-04	: Writing Skills
Evaluation Method	: Individual Writing Test
Total Marks	: 20
Objective	: To enhance writing skill in English
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Techniques of Writing	Faculty/Guest Speaker	D&E
4.02	1	Writing Skills: Practice Sessions	Faculty/Guest Speaker	Exercise
4.03	1	Paraphrasing	Faculty/Guest Speaker	L&D
4.04	1	Summary, Application, E-mail communication	Faculty/Guest Speaker	Exercise
4.05	1	Writing Memorandum of Understanding	Faculty/Guest Speaker	Exercise
4.06	1	Report Writing for Press Release	Faculty/Guest Speaker	Exercise

Module-05	: Reading Skills
Evaluation Method	: Individual Practical Reading Test
Total Marks	: 15
Objective	: To enhance reading skills in English
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Techniques of Reading	Faculty/Guest Speaker	L&D
5.02	1	Practice session on Reading	Faculty/Guest Speaker	L&D
5.03	2	English Book/Article Review: with Practice	Faculty/Guest Speaker	L&D

Module-06	: Listening Skills
Evaluation Method	: Individual Practical Listening Test (Lab Based)
Total Marks	: 10
Objective	: To enhance listening skills
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Techniques of Listening	Faculty/Guest Speaker	L&D
6.02	1	Movie Show and Listening	Faculty/Guest Speaker	Practice
6.03	2	Practice Session on Listening	Faculty/Guest Speaker	Practice

Module-07	: ব্যবহারিক বাংলা
Evaluation Method	: Individual Exercise/Written Examination
Total Marks	: 10
Objective	: দাপ্তরিক কাজে বিশুদ্ধ বাংলা ভাষার ব্যবহার নিশ্চিত করা
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
7.01	2	দাপ্তরিক কাজে বাংলার ব্যবহার	Faculty/Guest Speaker	L&D
7.02	2	প্রমিত বাংলা বানান রীতি	Faculty/Guest Speaker	Practice
7.03	2	ব্যবহারিক বাংলা ব্যাকরণ	Faculty/Guest Speaker	Practice

Module-08	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 15
Objective	: To aware trainees about Good Health and Well-being
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
8.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
8.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
8.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
8.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Group Presentation/Report	40
b) Individual Exercise/Practical Test/Written Examination	85
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	02 - 06 June, 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 24

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 20
Objective	: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest Speaker	L&D

Module-02	: D-Nothi
Evaluation Method	: Individual Practical Test
Total Marks	: 20
Objective	: To understand the different aspects of Digital Nothi System through practicing
Session Hours	: 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Introduction to D-Nothi	Faculty/Guest Speaker	L&D
2.02	1	D-Nothi Login Process Major Features	Faculty/Guest Speaker	L&E
2.03	1	Major Features of Dak	Faculty/Guest Speaker	L&E
2.04	1	Major Feature of Nothi	Faculty/Guest Speaker	L&E
2.05	1	Preparation Digital Guard File	Faculty/Guest Speaker	L&E
2.06	1	Preparation Drafting Letter	Faculty/Guest Speaker	L&E
2.07	1	Preparation Online Patrojari	Faculty/Guest Speaker	L&E
2.08	1	Preparation Office Seal, Register, Report and Dashboard	Faculty/Guest Speaker	L&E
2.09	2	Practice on Dak and Nothi	Faculty/Guest Speaker	L&E
2.10	1	Evaluation on D Nothi	Faculty/Guest Speaker	L&E

Module-03	: Typing
Evaluation Method	: Individual Practical (Typing) Test
Total Marks	: 20
Objective	: To enhance trainees Bangla and English Typing Skill
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest Speaker	L&E
3.02	2	Bangla Typing Nikosh Font with Compound Letters (যুক্তবর্ণ)	Faculty/Guest Speaker	L&P
3.03	2	Bangla and English Typing Practice	Faculty/Guest Speaker	Practical

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 20
Objective	: To aware trainees about Good Health and Well-being
Session Hours	: 03

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

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

Evaluation Methods

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

a) Group Presentation/Report	40
b) Individual Exercise/Practical Test	40
c) Class Attendance and Overall Conduct & Discipline	20
Total	100



Courses for Grade 13-16 Employees

26. Fundamental Training Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	04 in each RPATC
Duration	19 days
Date	1 st Course: 27 August – 14 September 2023 2 nd Course: 22 October – 09 November 2023 3 rd Course: 10 March – 28 March 2024 4 th Course: 26 May – 13 June 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30 in each course
Eligible participants	Employees holding the post of grade 13-15
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 74

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh
Session Hours	: 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	1	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest Speaker	L&D
1.02	1	Bangladesh: History, Society & Culture	Faculty/Guest Speaker	L&D
1.03	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest Speaker	L&D
1.04	2	Vision 2041: Smart Bangladesh	Faculty/Guest Speaker	L&D
1.05	2	Sustainable Development Goals: Localization and Bangladesh Perspective	Faculty/Guest Speaker	L&D
1.06	1	LDC Graduation for Bangladesh: Opportunities and Challenges	Faculty/Guest Speaker	L&D
1.07	1	Mega Projects and its Socio-Economic Impacts	Faculty/Guest Speaker	L&D
1.08	1	Ten Special Initiatives of the Honourable Prime Minister	Faculty/Guest Speaker	L&D

Module-02	: Service Rules and Office Management
Evaluation Method	: Individual Exercise
Total Marks	: 25
Objective	: To enhance knowledge and skills on service rules and office management
Session Hours	: 22

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.02	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.03	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&E
2.05	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.06	2	Overview of Secretariat Instructions, 2014	Faculty/Guest Speaker	L&E
2.07	1	Preparing Draft, Writing Note, and Summary	Faculty/Guest Speaker	L&E
2.08	2	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&D
2.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest Speaker	L&D
2.10	3	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest Speaker	L&E
2.11	1	Forms of Written Communication (Exercise)	Faculty/Guest Speaker	L&E
2.12	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest Speaker	L&E
2.13	1	Classifications of Files and Destructions of Files	Faculty/Guest Speaker	L&E
2.14	1	Store Management	Faculty/Guest Speaker	L&E
2.15	1	TQM: Kaizen and 5S	Faculty/Guest Speaker	L&E

Module-03 : Financial Rules and Procedures

Evaluation Method : Group Exercise

Total Marks : 25

Objective : To enhance the knowledge and skills of financial rules and procedures

Session Hours : 19

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
3.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
3.03	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
3.04	2	Overview on PPA-2005, PPR-2008 and CPTU's Standard Forms, Formats and Relevant Guidelines	Faculty/Guest Speaker	L&D
3.05	2	Public Procurement Emphasizing on e-GP	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.06	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&E
3.07	1	TA & DA Rules (with exercise)	Faculty/Guest Speaker	L&E
3.08	1	Pay Fixation	Faculty/Guest Speaker	L&E
3.09	1	Delegation of Financial Power	Faculty/Guest Speaker	L&D
3.10	1	Pension and Gratuity	Faculty/Guest Speaker	L&E
3.11	1	VAT Rules	Faculty/Guest Speaker	L&D
3.12	1	Laws Relating to Income Tax	Faculty/Guest Speaker	L&E
3.13	2	Self-Tax Assessment and Income Tax Return Preparation/ e- Tax Return	Faculty/Guest Speaker	Practice
3.14	1	EFT & iBAS++	Faculty/Guest Speaker	L&E

Module-04 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

Objective : To enhance the knowledge and skills on ICT

Session Hours : 18

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&E
4.02	2	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
4.03	2	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
4.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
4.05	1	Essential ICT Skill: Browsing Internet and Using email	Faculty/Guest Speaker	Practical
4.06	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest Speaker	Practical
4.07	4	D-nothi (Whole day)	Faculty/Guest Speaker	Workshop
4.08	1	PC Maintenance and Troubleshooting	Faculty/Guest Speaker	L&E
4.09	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest Speaker	L&D
4.10	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

Module-05	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Group Presentation/Report/Exercise	75
b) Individual Exercise/Practical Test	50
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	03 – 14 September, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
- To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules in managing offices and
- To equip participants to utilize information and communication technology in office management.

Distribution of days

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

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

Total Session Hours of the Modules- 46

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 6

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	2	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Service Rules and Smart Office Management
Evaluation Method	: Individual Exercise
Total Marks	: 25
Objective	: To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules in managing office
Session Hours	: 20

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.02	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.03	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&E
2.05	1	Prescribed Leave Rules, 1959	Faculty/Guest Speaker	L&E
2.06	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.07	2	Secretariat Instructions-2014	Faculty/Guest Speaker	L&D
2.08	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.09	1	Preparing Draft, writing Note & Summary	Faculty/Guest Speaker	L&E
2.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
2.11	1	Forms of Written Communication (Exercise)	Faculty/Guest Speaker	L&E
2.12	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest Speaker	L&D
2.13	1	Office Inspection	Faculty/Guest Speaker	L&D
2.14	1	Seniority Rules & Criteria for Promotion	Faculty/Guest Speaker	L&D
2.15	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest Speaker	Workshop
2.16	1	দাপ্তরিক কাজে ব্যবহৃত বাংলা	Faculty/Guest Speaker	L&D
2.17	1	Kaizen & 5S	Faculty/Guest Speaker	L&D

Module-03 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

Objective : To equip participants to utilize information and communication technology in office management.

Session Hours : 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&E
3.02	1	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Practical
3.03	1	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Practical
3.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Practical
3.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest Speaker	Practical
3.06	3	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest Speaker	Practical
3.07	4	D-Nothi: Introduction, Application & Maintenance	Faculty/Guest Speaker	L&E Workshop

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.08	1	PC Maintenance and Troubleshooting	Faculty/Guest Speaker	L&E
3.09	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest Speaker	L&D
3.10	1	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest Speaker	L&D
3.11	1	e-Governance and Innovation	Faculty/Guest Speaker	L&D
3.12	1	Modern Apps Management (CHAT Gpt, Grammarly, Whatsapp and others)	Faculty/Guest Speaker	L&D

Module-04 : Good Health and Well-being

Evaluation Method : Group Presentation/Report

Total Marks : 25

Objective : To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively office management.

Session Hours : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
4.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 125 marks. The breakdown of the marks will be as follows:

a) Group Presentation/Report	50
b) Individual Exercise/Practical Test	50
c) Class Attendance and Overall Conduct & Discipline	25
Total	125

28. Financial Management Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	19 - 30 November 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the economic philosophy and reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh and
- To make participants aware of macroeconomic stability, budget-making process, audit objections, service rules and official procedures.

Distribution of days

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

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

Total Session Hours of the Modules- 41

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the economic philosophy and reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its impact in SDGs	Faculty/Guest Speaker	L&D

Module-02	: Financial Rules and Procedures
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills of financial rules and procedures
Session Hours	: 18

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	1	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&D
2.04	2	Public Procurement Act, 2006 and Public Procurement Rules, 2008	Faculty/Guest Speaker	L&E
2.05	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
2.06	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&E
2.07	1	Pay Fixation	Faculty/Guest Speaker	D&E
2.08	1	VAT Rules	Faculty/Guest Speaker	L&D
2.09	1	Laws and Practices Income Tax	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	2	Self-Tax Assessment and Income Tax Return Preparation	Faculty/Guest Speaker	L&E
2.11	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest Speaker	L&D
2.12	2	Overview of Project Management in Bangladesh	Faculty/Guest Speaker	L&D
2.13	1	Store Management	Faculty/Guest Speaker	L&D

Module-03 : Service Rules & Official Procedures

Evaluation Method : Individual Exercise/Report

Total Marks : 25

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

Session Hours : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
3.02	1	সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D
3.03	2	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E
3.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest Speaker	L&D
3.05	1	Bangladesh Staff Welfare Board Act & Rules	Faculty/Guest Speaker	L&D
3.06	1	Different Fees, Allowance and Honorarium	Faculty/Guest Speaker	L&E
3.07	2	Pension and Gratuity Rules	Faculty/Guest Speaker	L&D
3.08	4	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
4.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 125 marks. The breakdown of the marks will be as follows:

a) Group Exercise/Report/Presentation	75
b) Individual Exercise	25
c) Class Attendance and Overall Conduct & Discipline	25
Total	125

29. 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 February 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective

- To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh
- To make the participants understand the essential service rules, acts, regulations, disciplinary cases and their applications at offices
- To understand departmental proceeding and its execution
- To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively

Distribution of days

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

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

Total Session Hours of the Modules- 24

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its impact in SDG	Faculty/Guest Speaker	L&D

Module-02	: Official Rules and Regulations
Evaluation Method	: Group Exercise
Total Marks	: 15
Objective	: To enhance knowledge and skills about official rules and regulations
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&D
2.05	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
2.06	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop
2.07	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

Module-03	: Managing Disciplinary Cases
Evaluation Method	: Individual Assignment /Exercise/Written Exam/MCQ
Total Marks	: 15
Objective	: To understand departmental proceeding and its execution
Session Hours	: 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Conditions of Service	Faculty/Guest Speaker	L&D
3.02	1	Techniques of Writing Statement of Allegations	Faculty/Guest Speaker	L&D
3.03	1	Framing of Charges Against the Accused	Faculty/Guest Speaker	L&D
3.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest Speaker	L&D
3.05	1	Writing of Inquiry Report	Faculty/Guest Speaker	L&E
3.06	1	Preparing Statement of Allegations and Framing of Charges Against the Accused	Faculty/Guest Speaker	Exercise
3.07	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest Speaker	L&D
3.08	1	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 03

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

Training Methods

- Lecture and Discussion
- Exercise
- Lecture and Exercise

Evaluation Methods

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

a) Group Presentation/Report/Exercise	65
b) Individual Exercise/Assignment/Written Exam/ MCQ	15
c) Class Attendance and Overall Conduct & Discipline	20
Total	100



Participants and Officials of Dhaka RPATC are Taking Oath on Victory Day 2022 as Part of National Programme

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 April – 09 May 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 13-15
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective

- To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
- To equip participants to utilize information and communication technology in office management.
- To enable participants use ICT effectively and efficiently for social purposes.
- To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively

Distribution of days

Duration	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 (6 sessions everyday) = 48 sessions are admissible.
(Evening sessions may be arranged if required)

Total Session Hours of the Modules- 48

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: ICT Skills
Evaluation Method	: Individual Practical Test
Total Marks	: 25
Objective	: To equip participants to utilize information and communication technology in office management.
Session Hours	: 20

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Use of ICT in Office Management	Faculty/Guest Speaker	L&E
2.02	2	Essential ICT Skill: MS Word	Faculty/Guest Speaker	Exercise
2.03	2	Essential ICT Skill: MS Excel	Faculty/Guest Speaker	Exercise
2.04	2	Essential ICT Skill: MS Power Point	Faculty/Guest Speaker	Exercise
2.05	2	Essential ICT Skill: MS Access	Faculty/Guest Speaker	Exercise
2.06	2	Essential ICT Skill: Browsing Internet and Using email	Faculty/Guest Speaker	Exercise
2.07	1	Unicode: Bangla Typing	Faculty/Guest Speaker	Exercise
2.08	2	Blind Typing Practice: Bangla & English	Faculty/Guest Speaker	Exercise
2.09	4	D-Nothi	Faculty/Guest Speaker	(workshop)
2.10	2	Web Portal Management	Faculty/Guest Speaker	Practical

Module-03	: Troubleshooting Hardware Software
Evaluation Method	: Individual Practical Test/Exercise/Demonstration/Practice
Total Marks	: 25
Objective	: To enhance knowledge and skills for trouble shooting
Session Hours	: 06

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

Module-04	: ICT and Digital Bangladesh
Evaluation Method	: Group Report
Total Marks	: 25
Objective	: To enhance trainees' knowledge regarding digital Bangladesh, ICT related rules and its application
Session Hours	: 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Digital Bangladesh: Concept and Selected Initiatives	Faculty/Guest Speaker	L&D
4.02	1	Office Automation: ERP, Digital Communication etc.	Faculty/Guest Speaker	L&E
4.03	2	Web Portal Management	Faculty/Guest Speaker	Practical
4.04	2	e-Services in Bangladesh	Faculty/Guest Speaker	L&E
4.05	2	Use of ICT in Public Procurement: Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	L&E
4.06	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D
4.07	1	Cloud Computing: Concept and Usage	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.08	1	Fourth Industrial Revolution (4IR): Concept and Technology	Faculty/Guest Speaker	L&D
4.09	1	Law Related ICT, Cyber Security and Smart Bangladesh	Faculty/Guest Speaker	L&D

Module-05 : Good Health and Well-being

Evaluation Method : Group Presentation/Report

Total Marks : 25

Objective : To aware trainees about the benefits of physical exercise & sports and motivate them how to stay fit, healthy and lively

Session Hours : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

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

Evaluation Methods

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

a) Group Presentation/Report/Exercise	75
b) Individual Exercise/Practical Test/Demonstration/ Practice	50
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

31. D-Nothi Course for Grade 13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	02 - 06 June, 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Employees holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 26

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation/Report
Total Marks	: 25
Objective	: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	2	Ten Special Initiatives of The Hon-ourable Prime Minister and its impact in SDG	Faculty/Guest Speaker	L&D

Module-02	: D-Nothi
Evaluation Method	: Individual Practical Test
Total Marks	: 25
Objective	: To internalize the different aspects of Digital Nothi System through practicing
Session Hours	: 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Introduction to D-Nothi	Faculty/Guest Speaker	L&D
2.02	1	D-Nothi Login Process Major Features	Faculty/Guest Speaker	L&E
2.03	1	Major Features of Dak	Faculty/Guest Speaker	L&E
2.04	1	Major Feature of Nothi	Faculty/Guest Speaker	L&E
2.05	1	Preparation Digital Guard File	Faculty/Guest Speaker	L&E
2.06	1	Preparation Drafting Letter	Faculty/Guest Speaker	L&E
2.07	1	Preparation Online Patrojari	Faculty/Guest Speaker	L&E
2.08	1	Preparation Office Seal, Register, Report and Dashboard	Faculty/Guest Speaker	L&E
2.09	2	Practice on Dak and Nothi	Faculty/Guest Speaker	L&E
2.10	1	Evaluation on D-Nothi	Faculty/Guest Speaker	L&E

Module-03	: Typing
Evaluation Method	: Individual Practical Test
Total Marks	: 25
Objective	: To enhance trainees Bangla and English typing skill
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest Speaker	L&E
3.02	2	Bangla Typing Nikosh Font with Compound Letters (যুক্তবর্ণ)	Faculty/Guest Speaker	L&P
3.03	2	Bangla and English Typing Practice	Faculty/Guest Speaker	Practical

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and mo-tivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
4.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
4.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

Evaluation Methods

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

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

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Courses for Grade 17-20 Employees

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

স্থান	সকল আরপিএটিসি
কোর্সের সংখ্যা	০৫টি
সময়	১২ দিন
তারিখ	১ম কোর্স: ২৩ জুলাই – ০৩ আগস্ট ২০২৩ ২য় কোর্স: ০১ – ১২ অক্টোবর ২০২৩ ৩য় কোর্স: ১০ – ২১ ডিসেম্বর ২০২৩ ৪র্থ কোর্স: ২৫ ফেব্রুয়ারি – ০৭ মার্চ ২০২৪ ৫ম কোর্স: ০৫ – ১৬ মে ২০২৪
প্রশিক্ষণের ধরন	আবাসিক/অনাবাসিক
প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা	প্রত্যেক কোর্সে ৩০ জন
প্রশিক্ষণার্থীদের যোগ্যতা	১৭-২০ গ্রেডের কর্মচারী
মনোনয়নের পদ্ধতি	আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিসসমূহে প্রশিক্ষণার্থী মনোনয়নের জন্য আমন্ত্রণ জানাবে এবং প্রতিষ্ঠানসমূহ সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে।
মনোনয়ন প্রেরণের শেষ সময়	কোর্স শুরু ০৭দিন পূর্ব পর্যন্ত

কোর্সের লক্ষ্য ও উদ্দেশ্য

- ক) বঙ্গবন্ধুর জীবন ও কর্ম এবং বর্তমান বাংলাদেশ সম্পর্কে অবহিতকরণ;
- খ) দেশের মৌলিক বিষয় সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;
- গ) প্রশিক্ষণার্থীদের মৌলিক বিধিবিধান সম্পর্কে ধারণা প্রদান;
- ঘ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষণার্থীদের সচেতনতা বৃদ্ধি করা এবং
- ঙ) সুস্বাস্থ্য ও স্বাস্থ্য সচেতনতা সম্পর্কে ধারণা প্রদান।

দিনের বিভাজন

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

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

মোট সেশন- ৪১ ঘন্টা

কোর্সের মডিউলসমূহ

মডিউল-০১	:	বাংলাদেশ ও বঙ্গবন্ধু		
মূল্যায়ন পদ্ধতি	:	দলীয় উপস্থাপনা/প্রতিবেদন		
নম্বর	:	২৫	সেশন সংখ্যা	: ১০
মডিউলের উদ্দেশ্য : বঙ্গবন্ধুর জীবন ও কর্ম এবং বর্তমান বাংলাদেশ সম্পর্কে প্রশিক্ষার্থীদের অবহিতকরণ				

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
১.০১	২	বঙ্গবন্ধু ও বাংলাদেশ	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০২	১	বাংলাদেশের ইতিহাস ও সাংস্কৃতিক ঐতিহ্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৩	১	বাংলাদেশের সংবিধানের আলোকে সরকারী কর্মচারীর অধিকার, দায়িত্ব ও কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৪	২	টেকসয় উন্নয়ন অভীষ্ট	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৫	১	বাংলাদেশ এলডিসি গ্রাজুয়েশনঃ সমস্যা ও সম্ভাবনা	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৬	১	জাতীয় দিবসসমূহ উদযাপন	অনুষদ/অতিথি বক্তা	বক্তৃতা
১.০৭	২	মাননীয় প্রধানমন্ত্রীর ১০টি বিশেষ উদ্যোগ	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল-০২	:	সরকারী কর্মচারীর মৌলিক গুণাবলী ও অফিস ব্যবস্থাপনা		
মূল্যায়ন পদ্ধতি	:	দলীয় অনুশিলন/ উপস্থাপনা		
নম্বর	:	২৫	সেশন সংখ্যা	: ২০
মডিউলের উদ্দেশ্য : সরকারী কর্মচারীর মৌলিক গুণাবলী ও অফিস ব্যবস্থাপনা বিষয়ে দক্ষতা বৃদ্ধি				

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
২.০১	১	সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯	অনুষদ/অতিথিবক্তা	বক্তৃতা
২.০২	২	সরকারি চাকুরি আইন, ২০১৮	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৩	১	নির্ধারিত ছুটি বিধিমালা, ১৯৫৯	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.০৪	১	সরকারী কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৫	১	সামাজিক যোগাযোগ মাধ্যম ব্যবহার নির্দেশিকা-২০১৯	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৬	১	দাপ্তরিক গোপনীয়তা রক্ষার গুরুত্ব	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৭	১	সরকারী কর্মচারীদের সততা, সময়ানুবর্তিতা নিয়মানুবর্তিতা, শৃঙ্খলা ও স্বদেশপ্রেম	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৮	১	নৈতিকতা, মূল্যবোধ ও শিষ্টাচারের গুরুত্ব	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.০৯	১	গ্রেড ১৭-২০ কর্মচারীদের পোশাক রীতি	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১০	১	Table Manner (Practical)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১১	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.১২	২	নিরাপত্তা ব্যবস্থাপনার উন্নয়ন: অগ্নি নিরাপত্তা, বৈদ্যুতিক নিরাপত্তা ও অফিসে ব্যবহার্য বৈদ্যুতিক সামগ্রীর (লাইট, ফ্যান, এসি, টিভি, ফ্রিজ ইত্যাদি) যথাযথ ব্যবহার	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
২.১৩	২	সরকারী কর্মচারী কল্যাণমূলক কার্যক্রম (অবসর ভাতা, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড হতে প্রাপ্ত সুবিধাদি ইত্যাদি)	অনুষদ/অতিথিবক্তা	বক্তৃতা
২.১৪	১	সার্ভিস বুক সংরক্ষণ ও ব্যবস্থাপনা	অনুষদ/অতিথি বক্তা	বক্তৃতা
২.১৫	২	সামাজিক দায়বদ্ধতার সূচকসমূহ (APA, NIS CC, GRS & RTI)	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
২.১৬	১	সরকারী পত্র গ্রহণ, বিতরণ ও সংশ্লিষ্ট নথি ব্যবস্থাপনা	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন

মডিউল-০৩ : মৌলিক দক্ষতা ও দায়িত্ব-কর্তব্য

মূল্যায়ন পদ্ধতি : ব্যবহারিক অনুশীলন (একক)

নম্বর : ২৫ সেশন সংখ্যা : ০৮

মডিউলের উদ্দেশ্য : ১৭-২০ গ্রেডের কর্মচারীদের মৌলিক দক্ষতা বৃদ্ধি এবং দায়িত্ব-কর্তব্য সম্পর্কে সচেতন করা

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
৩.০১	২	কম্পিউটার পরিচিতি: হার্ডওয়্যার ও কম্পিউটার চালনা কৌশল	অনুষদ/অতিথিবক্তা	বক্তৃতা ও অনুশীলন
৩.০২	১	কী বোর্ড পরিচিতি ও ইংলিশ টাইপিং	অনুষদ/অতিথি বক্তা	বক্তৃতা ও অনুশীলন
৩.০৩	২	বাংলা কী বোর্ড (অব্র ও ইউনিকোড) পরিচিতি ও বাংলা টাইপিং	অনুষদ/অতিথি বক্তা	অনুশীলন
৩.০৪	২	ফ্যাক্স মেশিন, প্রজেক্টর, স্ক্যানার এবং ফটোকপিয়ার চালনা কৌশল	অনুষদ/অতিথি বক্তা	ব্যবহারিক
৩.০৫	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য	অনুষদ/অতিথি বক্তা	বক্তৃতা

মডিউল-০৪ : সুস্বাস্থ্য, সুখ ও সমৃদ্ধি

মূল্যায়ন পদ্ধতি : দলীয় কার্যক্রম/উপস্থাপনা

নম্বর : ২৫ সেশন সংখ্যা : ০৩

মডিউলের উদ্দেশ্য : সুস্বাস্থ্য ও স্বাস্থ্য সচেতনতা সম্পর্কে ধারণা প্রদান

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ পদ্ধতি
৪.০১	১	প্রাথমিক স্বাস্থ্যসেবা	অনুষদ/অতিথিবক্তা	বক্তৃতা
৪.০২	১	পুষ্টি ব্যবস্থাপনা ও শারিরিক সুস্থতা	অনুষদ/অতিথি বক্তা	L&D
৪.০৩	১	Effect of Sedentary Lifestyle and Management	অনুষদ/অতিথি বক্তা	L&D

প্রশিক্ষণ কৌশল

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

মূল্যায়ন পদ্ধতি

কোর্স ব্যবস্থাপনার সদস্যগণ কোর্সে প্রশিক্ষণার্থীদের মূল্যায়ন করবেন। প্রত্যেক প্রশিক্ষণার্থীকে ১২৫ নম্বরের মধ্যে মূল্যায়ন করতে হবে। নম্বরের বিভাজন নিম্নরূপ হবেঃ

ক) দলীয় কার্যক্রম/উপস্থাপনা	৭৫
খ) লিখিত পরীক্ষা/ব্যবহারিক পরীক্ষা	২৫
গ) শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা	২৫
মোট	১২৫



Participants of Khulna RPATC are with the Additional Divisional Commissioner and CMT Members

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Gantt Chart of Training Calendar 2023-24 for RPATCs

Course/ Prg. For	Sl. No	Name of the Course/Programme	No. of course / prog.	Duration (days)	2023							2024						
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Grade 09 or above Officials	01.	Procurement Management Course	01	12	16-27													
	02.	Financial Management Course	01	12			10-21											
	03.	Conduct and Discipline Course	01	05				3-7										
	04.	ICT and e-Governance Management Course	01	12											21 April - 02 May			
	05.	Language Learning Course	01	12										10 - 21				
	06.	Modern Office Management Course	01	12													12-23	
	07.	Workshop on Right to Information (RTI)	01	01	18													
	08.	Workshop on Women and Child Rights	01	01		22												
	09.	Workshop on National Integrity Strategy (NIS)	01	01			05											
	10.	Workshop on Localization of Sustainable Development Goals (SDGs)	01	01				25										
	11.	Workshop on Public Procurement	01	01					21									
	12.	Workshop on Perspective Plan 2021-2041	01	01						11								
	13.	Workshop on Delta Plan 2100	01	01							23							
	14.	Workshop on Annual Performance Agreement (APA)	01	01								14						
	15.	Workshop on Smart Bangladesh	01	01									20					
	16.	Workshop on Digital Land Management	01	01											17			
	17.	Workshop on Food Security and Food Safety	01	01													14	
	18.	Workshop on Future Leaders	01	01														19

Sl. No	Name of the Course/Programme	No. of course / prog.	Duration (days)	2023							2024							
				Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
19.	Fundamental Training Course for Grade 10-12 Employees	03	26		06-31			05-30										
20.	Office Management and ICT Course for Grade 10-12 Employees	01	12												19-30			
21.	Financial Management Course for Grade 10-12 Employees	01	12				15 - 26											
22.	Conduct and Discipline Course for Grade 10-12 Employees	01	05	09 - 13														
23.	Information & Communication Technology (ICT) Course for Grade 10-12 Employees	01	12									03 - 14						
24.	Language Learning for Grade 10-12 Employees	01	12											21 April - 02 May				
25.	D-Nothi Course for Grade 10-12 Employees	01	05														02 - 06	
26.	Fundamental Training Course for Grade 13-16 Employees	04	19		27 Aug - 14 Sep		22 Oct - 09 Nov										10 - 28	26 May - 13 June
27.	Office Management and ICT Course for Grade 13-16 Employees	01	12			03-14												
28.	Financial Management Course for Grade 13-16 Employees	01	12				19 - 30											
29.	Conduct and Discipline Course for Grade 13-16 Employees	01	05										11-15					
30.	Information & Communication Technology (ICT) Course for Grade 13-16 Employees	01	12												28 April - 09 May			
31.	D-Nothi Course for Grade 13-16 Employees	01	05															02 - 06
32.	Fundamental Training Course for Grade 17-20 Employees	05	12	23 Jul - 03 Aug			01 - 12										25 Feb - 07 Mar	05 - 16

* Schedule can be changed on emergency basis

Content Finalization Workshop for RPATCs Training Calendar-2023-24 at BPATC



TNA Workshop for RPATCs Training Calendar-2023-24 at Narail



TNA Workshop for RPATCs Training Calendar-2023-24 at Rajshahi



TNA Workshop for RPATCs Training Calendar-2023-24 at Chattogram



TNA Workshop for RPATCs Training Calendar-2023-24 at Manikgonj

