

BPATC

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

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1st Basic Training Course for the Officials (Grade-10) of Department of Narcotics Control

08 December 2024 to 05 February 2025

CURRICULUM AND BROCHURE



Bangladesh Public Administration Training Centre
Savar, Dhaka

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**1st Basic Training Course for the Officials (Grade-10)
of Department of Narcotics Control
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TABLE OF CONTENTS

1. Introduction	6
1.1 About BPATC	6
1.2 Vision	7
1.3 Mission	7
1.4 BPATC Theme	7
1.5 Core Values	7
1.6 Training Programmes of BPATC	8
1.7 Other Activities of BPATC	8
2. RPATC, Dhaka	9
2.1 Location of the Centre	9
2.2 Administration & Functions	9
2.3 Facilities	9
3. Special Foundation Training Course for the Officials of DNC	10
3.1 Objectives of the Course	11
3.2 The Specific Objectives of the Course	11
3.3 Requirements of the Course	11
3.4 Training Duration	12
3.5 Tentative Daily Schedule	12
4. About Training	13
4.1 Training Methods	13
4.2 Medium of Instruction	13
4.3 List of Modules	13
4.4 Field Study Programme	14
4.5 Extension Lecture	14
4.6 Evaluation	14
4.7 Group Work	16
4.8 Grading	16
4.9 Visit/ Meet Faculty Members	16
4.10 Committee Activities	16
4.11 Discipline	16
4.12 Dress Code	15
4.13 Table Manners	16
4.14 Smoking or Taking Drugs to Alcohol Prohibition	17
4.15 Any Question or Query?	17
5. Course Content	18
Annexure-1: Important Telephone Numbers	30
Annexure-2: Do's and Don'ts for the Participants	32
Annexure-3: Dress Code	38
Annexure-4: Participant's List	39

1. Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2041 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

1.1 About BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). By the 'Bangladesh Public Administration Act, 2018' the centre gets the identity of a statutory body. The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary/Senior Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. There is a System Analyst to take care of ICT related issues of the centre. Deputy Directors, Assistant Directors, Librarian, Programmer, Senior Research Officers, Medical Officers, Assistant Programmers, Publication Officer, Research Officers and Evaluation Officers etc. work under the guidance of Head of the relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation e.g. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

1.2 Vision

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

1.3 Mission

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

1.5 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

a) Discipline

We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and dignity.

b) Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

d) Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster a pro-people attitude.

e) Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

f) Innovation

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

g) Team spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instill team spirit among participants of our programmes.

1.6 Training Programmes of BPATC

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

1.7 Other Activities of BPATC

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

2. RPATC, Dhaka

Under BPATC, there are four Regional Public Administration Training Centres, which are located in four divisions of Bangladesh. RPATC, Dhaka one of the four, is renowned public sector training centre. Since its inception on the 28th April, 1984, RPATC, Dhaka has been conducting job and skill oriented training courses for officials of grade 10 and above and for the employees of grade 11 to 20 of the government and semi-government, autonomous, statutory bodies. So far today, RPATC, Dhaka has already organized 1249 courses and trained 45733 participants.

2.1 Location of the Centre

RPATC, Dhaka is located at 49 New Eskaton, a midway place between Banglamotor Bus Stand and Moghbazar Crossroads in the capital city. The centre contains two multi-storied buildings constructed on near about two bigas of land. Building 1 contains a computer lab, classrooms for training and a room for Rector of BPATC. While Building 2 accommodates classrooms, a library, Computer lab, seminar rooms/auditorium, one audio-visual room, compartment for the faculty members/staffs at the 1st floor, a dining hall at the 3rd floor and a dormitory facility on the 4th floor and upward.

2.2 Administration & Functions

One Deputy Director serves as head of the centre assisted by two Assistant Directors, one Junior Instructor, one Technical Supervisor and 23 other grade 16-11 & grade 20-17 employees.

The main functions of RPATC Dhaka are:

- a) To equip public and private sector personnel with requisite knowledge and skills of managing organizations consequently they can play a dynamic role to their respective fields;
- b) To impart in-service training to the public servants and personnel of different Government/Non-government Organization;
- c) To impart fundamental and modern office management training to grade 9 & 10 officers of the government;
- d) To conduct courses on Modern Office Management, Financial Management, Conduct and Discipline, ICT, Office Management & ICT, ICT and e-Governance Management, Communicative English, Fundamental Training, Financial Management and D-nothi Course designed for different grades of employees of the government,
- e) To conduct seminars and workshops on national issues; and
- f) To conduct other activities directed from time to time by the government and BPATC, Savar, Dhaka.

2.3 Facilities

Buildings: Building-1 is six-storied and the Building-2 is ten storied. Now the training is being conducted in Building No. 1. The Deputy Director, Two Assistant Director, One Junior Instructor sit on the 1st floor of Building No. 2 and the Technical Supervisor sits on the 1st floor of the Building

no-1.

Library: The Centre has a rich library with a great amount of books on the 2nd floor of the Building 2 containing more than 20,000 books and journals. The trainees have easy access to the library and can borrow books following the terms and conditions of the centre. Facility for reading daily newspapers is also provided for the participants, faculties and the other personnel of RPATC.

Computer Lab: The computer lab of the centre is equipped with 60 PCs. In the year 2022-2023 courses have been introduced exclusively on computer training to the targeted participants, therefore they can effectively meet the digital demands of 21st century of the country for the development of e-governance.

Dormitory: Dormitory facility provided on the 4th floor of Building-1 and Building- 2 where 140 participants can stay. There are two dining hall (including VIP arrangements) on the 3rd floor and 7th floor of Building-2 where 200 participants can take meals on payment. A cook and a kitchen boy are appointed to serve the participants. Every participant is to abide by the norms and etiquettes of the dormitory. Any kind of negligence in the dormitory norms and etiquettes is not acceptable.

Medical Treatment: One part-time doctor is available for consultation from 09:00 a.m. to 01:00 p.m. at the first floor of building-1 on the working days for which the participants are not required to pay.

Prayer Room: At the Ground floor of Building No. 1 there is a prayer room for gents. There is also a separate prayer room for ladies on the 1st floor of the same building.

Entertainment: There is a TV properly connected with cable net at the classroom #1 (Ashalata) & and another one in the Dining Room for recreation of the participants.

3. Special Foundation Training Course for the Officials of DNC

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). A six month long FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Besides this, BPATC on request conducts special Foundation Training Course for officials of various departments. The recent decision of the National Training Council (NTC) states the provision of mandatory foundation training course for all the public officials in service.

A candidate through a competitive examination steps into the structured system of government. Training is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits or promotees and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management. This Special Foundation Training Course (SFTC) for the officials of DNC is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers.

The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development of the country.

3.1 Objectives of the Course

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

3.2 The Specific Objectives of the Course

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

3.3 Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the dress code properly;
- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

3.4 Training Duration

The duration of the course is 60 days and this duration is distributed in the following manner:

Sl. No.	Thematic Areas	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	34
3	Field Attachment Programme	3
4	Study Tour	2
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Historical places/Govt. office/Parliament/ Government initiatives	1
7	Total Working Days	42 (Tentative)
8	Weekends and Holidays*	18
9	Total Days	60

*** The following list of Public Holidays have been taken under consideration:**

Observation	Day	Date
Victory Day	01 Day	16 th December
Christmas Day	01 Day	25 th December
Total	02 Days	

3.5 Tentative Daily Schedule

Usually there will be five to six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3rd Session
12:15 - 13:15	4th Session
13:15 - 14:15	Lunch and Prayer Break

Time	Activity
14:15 - 15:15	5th Session
15:25 - 16:25	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

** Subject to sun rise and sun set*

4. About Training

4.1 Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

4.2 Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

4.3 List of Modules

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Bangladesh Studies	2.	Behavioral Governance
3.	The Constitution of Bangladesh	4.	ICT & e-Governance
5.	Organizational Management and Leadership	6.	Public Management & Governance
7.	Service Rules and Administrative Procedures	8.	Sustainable Development Goals
9.	Public Procurement	10.	Economics and Economic Development
11.	Public Financial Management	12.	Project Management
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Basics of Research	16.	Issues related to Department of Narcotics Control
17.	Field Attachments and Report Writing	18.	Contemporary Issues

Each module has several topics. The details of course contents are given from page 18.

4.4 Field Study Programme

A three-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

4.5 Extension Lecture

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

4.6 Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh Studies	-	GR-25	25
2.	Behavioral Governance	IA-25	-	25
3.	The Constitution of Bangladesh	WE-50	-	50
4.	ICT & e-Governance	IR-50	-	50
5.	Organizational Management and Leadership	-	GA-25	25
6.	Public Management & Governance	-	GR-50	50
7.	Service Rules and Administrative Procedures	WE-75	-	75
8.	Sustainable Development Goals	-	GA-40	40
9.	Public Procurement	-	GE-50	50
10.	Economics and Economic Development	IA-30	-	30
11.	Public Financial Management	IE-30	-	30
12.	Project Management	-	GE-50	50
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	WE-25 IA-25	-	50
15.	Basics of Research	IA-50	-	50
16.	Issues related to Department of Narcotics Control	WE-75	-	75
17.	Field Attachments and Report Writing	-	GR&P-20	20
18.	Contemporary Issues	-	-	-
19.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
20.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline (5) v) Participation in co-curricular activities (5)	25	-	25
	Total	540	260	800
	Grand Total			800

Note: WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R- Report, Pr- Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise

4.7 Group Work

Participants are required to carry out group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the group work amongst their group report.

4.8 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

4.9 Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

4.10 Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

4.11 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.

4.12 Dress Code

Participants must follow the prescribed dress code during training. A detailed dress code as approved by National Training Council (NTC) is enclosed in Annexur 3.

4.13 Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

4.14 Smoking or Taking Drugs to Alcohol Prohibition

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

4.15 Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.

5. Course Content

Module-01 : Bangladesh Studies

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Appraise the socio-political and cultural context of Bangladesh
- Describe the evolution of poverty alleviation strategies and their implication

Total Module Time : 06 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
1.01	01	Anthropological Background of the People of Bangladesh	FM/GS	L&D
1.02	01	Social Structure and Cultural Heritage of Bangladesh	FM/GS	L&D
1.03	01	Liberation War of Bangladesh: Background and Spirit	FM/GS	L&D
1.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	FM/GS	L&D
1.05	02	Social Business & Cooperative Movement in Bangladesh	FM/GS	L&D

Module-02 : Behavioral Governance

Total Marks : 25

Evaluation Method : Individual Assignment-25 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Apply appropriate skills, knowledge, experience and judgement in professional capacity
- Create public value in service delivery

Total Module Time : 08 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
2.01	02	Public Service Values and Importance of Ethics	FM/GS	L&D
2.02	02	Changing Attitude & Mindset, and Empathy Building for better service delivery	FM/GS	L&E
2.03	02	Manners, Etiquettes and Dress Code for the Public Officials	FM/GS	L&D
2.04	01	Public hearing in combating corruption	FM/GS	Case and Discussion
2.05	01	Corruption Reduction Strategies in Bangladesh Context	FM/GS	L&D

Module-03 : The Constitution of Bangladesh

Total Marks : 50

Evaluation Method : Written Exam – 50

Module Objectives : The participants will be able to -

- Understand the functions of all three organs of a state
- Explain the basic feature of the Constitution of Bangladesh with regard to public service provisions

Total Module Time : 04 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	FM/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	FM/GS	L&D
3.03	01	Constitutional Bodies of the State (EC, BPSC, CAG etc.)	FM/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	FM/GS	L&D

Module-04 : ICT and e-Governance

Total Marks : 50

Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to -

- Identify the key activities towards e-governance
- Apply different e-services in their respective offices

Total Module Time : 9 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
4.01	01	e-Governance: Concept and Architecture	FM/GS	L&GD
4.02	02	Use of ICT for better service delivery (national e-services, web portal, social media etc.)	FM/GS	L&P
4.03	02	D-Nothi and its Practical Usage	FM/GS	L&GD
4.04	02	4IR & its Implications in Bangladesh	FM/GS	L&GD
4.05	02	Cyber Security: Related Acts & Issues	FM/GS	L&GD

Module-05 : Organizational Management and Leadership

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to -

- Identify the key issues in HRM and HRD in public sector organizations
- Develop leadership capability to achieve organizational goal

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
5.01	01	Concept of Organization, and HRM & HRD Practices in Public Sector	FM/GS	L&D
5.02	02	Team Building	FM/GS	L, E & Role Play
5.03	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	FM/GS	L&E
5.04	02	Total Quality Management (TQM)	FM/GS	L&GD
5.05	02	Leadership in Public Organization	FM/GS	L&GD
5.06	01	Art of Communication	FM/GS	L&GD
5.07	01	Performance Management and Annual Confidential Report (ACR)	FM/GS	L&D

Module-06 : Public Management & Governance

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800)

Module Objectives : The participants will be able to –

- Explain different concepts of public administration and governance
- Achieve organizational effectiveness by improving quality of service and by reducing corruption

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	02	Social Accountability Tools (NIS, APA, Citizen Charter, RTI, GRS)	Faculty/GS	L&E
6.04	02	Change Management in Public Service	Faculty/GS	L, GD
6.05	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&D
6.06	01	Local Government System in Bangladesh	Faculty/GS	Workshop/L&D

Module-07 : Service Rules and Administrative Procedures**Total Marks : 75****Evaluation Method : Written Examination -75****Module Objective :** The participants will be able to –

- Apply different service rules in a real-life situation
- Communicate effectively with vertical and horizontal organizations
- Conduct and organize meeting efficiently

Total Module Time : 20 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
7.01	02	Overview of Secretariat Instructions 2024, Rules of Business, Rules of Procedure	FM/GS	L&D (Pre-reading)
7.02	01	The Government Servants (Conduct) Rules, 1979	FM/GS	L&GD
7.03	02+01	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing	FM/GS	L,GD&E (Case Study)
7.04	01	সরকারি চাকরি আইন, ২০১৮	FM/GS	L&GD
7.05	02	Rules related to Leave & Seniority	FM/GS	L&E
7.06	02	Pension and Universal Pension Scheme	FM/GS	L&E
7.07	02	Writing Notes and Preparation of Drafts	FM/GS	L&E
7.08	02	Conducting Meeting, Writing Working Paper and Minutes	FM/GS	L&Demonstration
7.09	02	Forms of Written Communications	FM/GS	L&E
7.10	01	Office Inspection & Use of Different Registers	FM/GS	L&D
7.11	01	Equipment, Store & Stationary Management in Organization	FM/GS	L&P
7.12	01	Office Automation (ERP and other Applications)	FM/GS	L&Demonstration

Module-08 : Sustainable Development Goals**Total Marks : 40****Evaluation Method : Group Assignment-40**

Module Objectives : To enable the participants to:

- Acquaint the participants with the SDGs
- Analyze major issues underlying the implementation of SDGs

Total Module Time : 04 hours

Topic Codes	Hrs	Topic Titles	Facilitator	Training Method
8.01	01	Basics of SDGs (with reference to MDGs)	FM/GS	L & D
8.02	01	Evolution of SDGs in the International Policy Framework for Development	FM/GS	L & D
8.03	01	Localization of SDGs and Local Level Planning	FM/GS	L & D
8.04	01	Budgeting for SDGs: Challenges & Way-forward	FM/GS	L & D

Module-09 : Public Procurement**Total Marks : 50****Evaluation Method : Group Exercise - 50**

Module Objectives : The participants will be able to -

- Identify key issues in the public procurement
- Apply basic rules of PPR/PPA in procurement

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
9.01	01	Overview of PPA 2006 and PPR 2008	FM/GS	L&D
9.02	02	Overview of Different Procurement Methods of Goods, Works and Services	FM/GS	L&E
9.03	01	Annual Procurement Plan	FM/GS	L&E
9.04	01	Preparation of Technical Specification and Official Cost Estimation	FM/GS	L&E
9.05	02	Tender Opening & Evaluation, Approval & Awarding	FM/GS	-
9.06	02	Request for Quotation Method (RFQM) PG-1 and DPM	FM/GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	FM/GS	L&D

Module-10 : Economics and Economic Development

Total Marks : 30

Evaluation Method : Individual Assessment-30

Module Objectives : The participants will be able to -

- Be familiarize with fundamental issues of economics and economic development
- Understand the various aspects of economic management and national economy

Total Module Time : 10 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
10.01	01	Microeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.02	01	Macroeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.03	01	Economic System, Market Failure and Government Intervention	FM/GS	Case/L&D
10.04	02	Concepts and Issues in Economic Development with reference to Planning in Bangladesh (Five Year Plans, Perspective Plans, Agenda-2030, Delta Plan)	FM/GS	L&D
10.05	02	Monetary Policy and Fiscal Policy: Dimensions and Implications	FM/GS	L&D
10.06	02	Budgeting in Bangladesh: Legal Basis, Preparation and MTBF	FM/GS	L&D
10.07	01	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	FM/GS	L&D

Module -11 : Public Financial Management**Total Marks : 30****Evaluation Method : Individual Exercise - 30**

Module Objectives : The participants will be able to -

- Understand and explain legal aspects of financial management system of Bangladesh
- Apply standard financial management practice in their day-to-day financial activity.

Total Module Time : 13 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.01	01	General Financial Rules (GFR)	FM/GS	L&E
11.02	01	Financial Rules & Regulations: BSR Part 1 & 2	FM/GS	L&D
11.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	FM/GS	L&D
11.04	02	Delegation of Power: Financial and Administrative	FM/GS	L&P
11.05	02	Audit Objections and its Disposal Procedure	FM/GS	L&E
11.06	01	TA & DA Rules	FM/GS	L&E
11.07	02	IBAS++	FM/GS	L&Demonstration
11.08	02	Income Tax Rules and Income Tax Return Preparation	FM/GS	L&E

Module-12 : Project Management**Total Marks : 50****Evaluation Method : Group Exercise - 50**

Module Objectives : The participants will be able to -

- Understand the different stages of project cycle
- Use different tools of project management

Total Module Time : 09 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	01	Introduction to Project Cycle Management	FM/GS	L&D
12.02	02	Log Frame and Results Based Management (RBM)	Faculty	L&E
12.03	03	Preparation and Approval Process of DPP, RDPP and e-DPP	GS	L&E
12.04	01	Project Monitoring and Evaluation	FM/GS	L&D
12.05	02	Public Private Partnership (PPP); in Bangladesh Context	GS	L&D

Module-13 : English Language Skill Development

Total Marks : 50

Evaluation Method : Class Test - 50

Module Objectives : The participants will be able to –

- Apply improved skills in different communicative situations
- Identify and rectify the common mistakes in everyday use of English

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
13.01	06	Improving Listening Skill	FM/GS	L&E
		Improving Speaking Skill	FM/GS	L&E
		Reading Skill: Reading techniques	FM/GS	L&E
		Writing skill: Descriptive writing & argumentative writing	FM/GS	L&E
13.02	02	Extempore Speech/Debate	FM/GS	Presentation
13.03	02	Common Grammatical Mistakes in English	FM/GS	L&E
13.04	01	English at Workplace	FM/GS	L&E

Module-14 : Physical Conditioning and Games**Total Marks : 50****Evaluation Method : a) Written Examination – 25
b) Individual Assessment - 25****Module Objectives :** The participants will be able to –

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Total Module Time : 04 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
14.01	1	Effects of Sedentary Lifestyle and Management	FM/GS	L&D
14.02	1	Effects of Exercise on Health & Wellbeing	FM/GS	L&D
14.03	2	Occupational Pain and its Management	FM/GS	L&Demonstration
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

Module-15 : Basics of Research**Total Marks : 50****Evaluation Method : Individual Assignment - 50****Objectives :** The participants will be able to –

- Understand research methodology, prepare social research papers

Total Module Time : 09 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
15.01	01	Research for Decision Making	FM/GS	L&D
15.02	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	FM/GS	L&D
15.03	01	Sampling Techniques and Methods of Data Collection	FM/GS	L&E
15.04	02	Data Analysis and Tabulation	FM/GS	L&E
15.05	02	Writing Research Proposal	FM/GS	L&E
15.06	01	Writing Research Report	FM/GS	L&E

Module 16 : Issues related to Department of Narcotics Control**Total Marks : 75****Evaluation Method : Written Examination - 75****Module Objectives :** The participants will be able to -

- Enhance knowledge on departmental laws, rules and different procedure
- Apply the knowledge in their day to official activities

Total Module Time : 20 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	02	মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তরের সার্বিক কার্যক্রম পরিচিতি	GS	L&D
16.02	02	মাদকদ্রব্য নিয়ন্ত্রণ আইন, ২০১৮ (সংশোধিত ২০২০)	GS	L&D
16.03	02	The Evidence Act: Sections Related to Narcotics Cases 1872	GS	L&D
16.04	02	Investigation of the cases under the Narcotics Control Act, writing of Case Diary and forwarding report to court and Remand prayer.	GS	L&D
16.05	02	নারকোটিকস ড্রাগস ও সাইকোট্রপিক সাবস্ট্যান্স পরিচিতি	GS	L&D
16.06	02	মাদকদ্রব্যের পরিচিতি ও ব্যবহারিক পরীক্ষণ (With Field Testing Kit)	GS	L&D
16.07	02	বেসরকারি পর্যায়ে মাদকাসক্তি নিরাময় কেন্দ্র, মাদকাসক্তি পুনর্বাসন কেন্দ্র ও মাদকাসক্তি পরামর্শ কেন্দ্র প্রতিষ্ঠা ও পরিচালনা বিধিমালা, ২০২১	GS	L&D
16.08	02	অ্যালকোহল নিয়ন্ত্রণ বিধিমালা-২০২২	GS	L&D
16.09	02	বাজেয়াপ্তযোগ্য বস্তু আটক, ব্যবস্থাপনা ও নিষ্পত্তিকরণ বিধিমালা, ২০২২	GS	L&D
16.10	02	মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তরের কর্মকর্তা/কর্মচারীদের পোশাক ও সামগ্রী প্রাধিকার বিধিমালা, ২০২১	GS	L&D

Module -17 : Field Attachment and Report Writing**Total Marks : 20****Evaluation Method : Group Report and Presentation - 20****Module Objectives :** The participants will be able to -

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution.

Total Module Time : 02 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
17.01	01	Briefing on Field Visit and Field Attachment Report	Faculty	Briefing
-	-	Field Visit/ Field Attachment	Faculty	Study Visit/ Field Attachment
17.02	01	Presentation on Field Study Report/Field Attachment	Faculty	Presentation

Module-18 : Contemporary Issues¹

Module Objectives : The participants will be able to -

- Understand and analyse issues of national importance; and
- Explore opportunities to apply new learning to practical life.

Total Module Time : 16 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
18.01	02	Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh	FM/GS	L&D
18.02	01	Sustainable Renewable Energy	FM/GS	L&D
18.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	FM/GS	L&D
18.05	01	SMEs and Startups for Development	FM/GS	L&D
18.06	01	Disaster Management and Disaster Risk Reduction Programmes in Bangladesh	FM/GS	L&D
18.07	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	FM/GS	L&D
18.08	02	Fire Safety and Control in Bangladesh	FM/GS	L&D
18.09	02	GO-NGO Relationship and Network Governance	FM/GS	L&D
18.10	02	Human Rights and Bangladesh's Accession to the Enforced Disappearance Convention	FM/GS	L&D
18.11	01	Media Relations	FM/GS	L&E

¹ This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

**1st Basic Training Course for the Officials (Grade-10)
of Department of Narcotics Control**

Important Telephone Numbers

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SI No	Name	Designation	E-mail & Cell NO
Course Management			
1.	Mr. Sayeed Mahbub Khan	Rector (Secretary) Principal Advisor	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
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3.	Dr. Shafiqul Islam	Deputy Director & Course Director	01711310895 shafiq.bcs@gmail.com
4.	Mr. Mohammad Mozaherul Islam	Assistant Director & Course Coordinator	01912972652 mozaher.bpatc@gmail.com
5.	Ms. Rafia Islam	Assistant Director & Course Coordinator	01730484449 rafiaislamrhea@gmail.com
6.	Mr. Tanjur Ahmed Joarder	Assistant Programmer & Liaison Officer	01712543033 tanjur@gmail.com
Medical Service			
1.	Dr. M A Quader	Medical Officer	01552471661
Support Service			
1.	Mr. Md. Wahidur Rahman	Dormitory Supervisor	01836190805

Contact Details of Module Director/s

Module No. and Name	Faculty Name and Designation	Cell Number and Email Address
01. Bangladesh Studies	Mr. Shamim Hosen Deputy Director (ST&ToT)	01717563992 shamim.du207@gmail.com
02. Behavioral Governance	Mr. Md. Morshed Alom Deputy Director (Behavioral Science)	01552602056 mmapatc@hotmail.com
03. The Constitution of Bangladesh	Mr. K. M. Abdul Kader Director (ToT)	01718114448 kader_bpac@yahoo.com
04. ICT and e-Governance	Mr. Md. Rustom Rabbani Assistant Programmer	01718857231 ap.4@bpatc.gov.bd
05. Organizational Management and Leadership	Mr. Abdullah Al Mamun Deputy Director (MIS)	01719403292 mamun162@yahoo.com
06. Public Management & Governance	Ms. Tanzina Akhter Assistant Director (P&D)	01553571149 tanzina.bpatc@gmail.com
07. Service Rules and Administrative Procedures	Mr. Md. Rafiqul Islam Director (Administration)	01716364952 uzzal7040@yahoo.com
08. Sustainable Development Goals	Mr. Mahmudur Rahman Deputy Director (Project)	01773094824 rabxmahmudur@gmail.com
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10. Economics and Economic Development	Mr. Md. Abujafar Ripon Director (International Program)	01718082872 ripon.abujafar27@gmail.com
11. Public Financial Management	Mr. Md. Masud Ahmed Deputy Director (Regional Centres)	01719159760 mahmedbpatc@gmail.com
12. Project Management	Mr. Md. Atikuzzaman Director (Project Management)	01727778316 atik_uzzaman@yahoo.com
13. English Language Skill Development	Mr. S. M. Mehedi Hasan Director (Economic Theory)	01716626812 smmehedi36@gmail.com
14. Physical Conditioning and Games	Mr. Razib Kumar Dhali Assistant Director (Sports)	01515661943 rajibdhali0@gmail.com
15. Basics of Research	Mr. Mohammad Mamun Senior Research Officer	01912146407 mamun235@gmail.com
16. Issues related to Department of Narcotics Control	Mr. Md. Aminul Karim Deputy Director (Management)	01712719590 akarimmonju@gmail.com
17. Field Attachments and Report Writing	Mr. Mohammad Sohrab Hoshen Assistant Director (Dormitory)	01710842740 sohrab.hoshen@gmail.com
18. Contemporary Issues	Course Management Team (CMT)	-

Bangladesh Public Administration Training Centre

Savar, Dhaka

Do's and Don'ts for the Participants

Overall

Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.
13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.

15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.hsggs
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

Classroom

Do's

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

Don'ts

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

Games and Physical Exercise

Do's

1. Come to the field putting on the designated costume.
2. Be on time in the field.
3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.

6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

Don'ts

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

Library

Do's

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

Don'ts

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

Personal Study

Do's

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

Don'ts

1. Don't study in a way that disturbs others.

2. Don't put off any work for future.
3. Don't use mobile phone in the library.

Evaluation

Do's

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

Don'ts

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

Examination Hall

Do's

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

Don'ts

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

Telephone

Do's

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

Don'ts

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

Behaviour towards the Faculty and Participants of other Courses

Do's

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

Don'ts

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

Behaviour towards the employees

Do's

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

Don'ts

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

Cultural Functions

Do's

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restraint while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.

6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more."

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা
www.bpatc.gov.bd

প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/ কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মভ, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে র্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিনস, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে র্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি গ্রিন]; ২। র্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যাডেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাডেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/ কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

**1st Basic Training Course for the Officials (Grade-10) of
Department of Narcotics Control**

Participants' List

ক্রম	কর্মচারীদের নাম, পরিচিতি নম্বর (জ্যেষ্ঠতার ক্রমানুসারে নয়)	পদবী	বর্তমান কর্মস্থল
১.	জনাব রাশেল আহমেদ পরিচিতি নং- ১৭০৪৯	প্রসিকিউটর	জেলা কার্যালয়, যশোর।
২.	জনাব মোঃ আবু বকর সিদ্দীক পরিচিতি নং- ১৭০৬৪	প্রসিকিউটর	জেলা কার্যালয়, গাজীপুর।
৩.	জনাব মোঃ শফিকুল ইসলাম ডুইয়া পরিচিতি নং-১৭০৬৬	প্রসিকিউটর	জেলা কার্যালয়, কুমিল্লা।
৪.	জনাব সুবল চন্দ্র শীল পরিচিতি নং-২৪০০১	প্রসিকিউটর	জেলা কার্যালয়, শরীয়তপুর। (সংযুক্তঃ প্রধান কার্যালয়, ঢাকা)
৫.	জনাব বেলাল বিশ্বাস পরিচিতি নং- ১৭০৬৯	প্রসিকিউটর	জেলা কার্যালয়, ফরিদপুর।
৬.	জনাব নুসরাত জাহান চৌধুরী পরিচিতি নং- ১৭০৭০	প্রসিকিউটর	চট্টগ্রাম মেডিক্যাল (উত্তর) কার্যালয়, চট্টগ্রাম।
৭.	জনাব মোয়াজ্জাম হোসাইন পরিচিতি নং- ১৭০৭১	প্রসিকিউটর	জেলা কার্যালয়, বাগেরহাট।
৮.	জনাব মোছাঃ গুলশান আরা পরিচিতি নং- ১৭০৭২	প্রসিকিউটর	জেলা কার্যালয়, মৌলভীবাজার।
৯.	জনাব শাকিল আর সালান পরিচিতি নং- ১৭০৭৩	প্রসিকিউটর	জেলা কার্যালয়, কুড়িগ্রাম।
১০.	জনাব মোঃ রবিউল আওয়াল পরিচিতি নং- ১৭০৭৪	প্রসিকিউটর	জেলা কার্যালয়, নওগাঁ।
১১.	জনাব মাহমুদুল হাসান পরিচিতি নং- ১৭০৭৫	প্রসিকিউটর	জেলা কার্যালয়, কিশোরগঞ্জ।
১২.	জনাব মোঃ নাজিম উদ্দিন পরিচিতি নং- ১৭০৭৬	প্রসিকিউটর	জেলা কার্যালয়, নেত্রকোনা।
১৩.	জনাব মোঃ রায়হান মিয়া পরিচিতি নং- ১৭০৭৮	প্রসিকিউটর	জেলা কার্যালয়, নাটোর।
১৪.	জনাব মোঃ আসাদুজ্জামান পরিচিতি নং- ১৭০৭৯	প্রসিকিউটর	জেলা কার্যালয়, ঠাকুরগাঁও।
১৫.	জনাব এম. আর. জুয়েল পরিচিতি নং-১৭০৮২	প্রসিকিউটর	জেলা কার্যালয়, ব্রাহ্মণবাড়িয়া।
১৬.	জনাব উম্মে সালমা পরিচিতি নং- ১৭০৮৪	প্রসিকিউটর	জেলা কার্যালয়, কক্সবাজার।
১৭.	জনাব মোঃ আরিফ মোর্শেদ পরিচিতি নং- ১৭০৮৫	প্রসিকিউটর	জেলা কার্যালয়, মানিকগঞ্জ।
১৮.	জনাব মোঃ নেজাম উদ্দিন পরিচিতি নং- ১৭০৮৬	প্রসিকিউটর	জেলা কার্যালয়, চট্টগ্রাম।

ক্রম	কর্মচারীদের নাম, পরিচিতি নম্বর (জ্যেষ্ঠতার ক্রমানুসারে নয়)	পদবী	বর্তমান কর্মস্থল
১৯.	জনাব নূর মোহাম্মদ পরিচিতি নং- ১৭০৮৭	প্রসিকিউটর	জেলা কার্যালয়, ফেনী।
২০.	জনাব সৈকত মন্ডল পরিচিতি নং-১০২০০১	কাউন্সেলর	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, খুলনা।
২১.	জনাব মোঃ রাইসুল ইসলাম পরিচিতি নং-১০২০০২	কাউন্সেলর	বিভাগীয় মাদকাসক্তি চিকিৎসা ও পুনর্বাসন কেন্দ্র, চট্টগ্রাম।
২২.	জনাব মোছাঃ সালমা আক্তার পরিচিতি নং-১০২০০৩	কাউন্সেলর	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রাজশাহী।
২৩.	জনাব তাজনিম জাহান সুখী পরিচিতি নং-১০২০০৪	কাউন্সেলর	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।
২৪.	জনাব মোঃ রোকনুজ্জামান পরিচিতি নং-১০২০০৫	কাউন্সেলর	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।
২৫.	জনাব প্রশান্ত কুমার মন্ডল পরিচিতি নং-১০২০০৬	কাউন্সেলর	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রংপুর (সংযুক্তঃ কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা)।
২৬.	জনাব মোঃ নাজিবুল হাসান পরিচিতি নং-১০২০০৭	কাউন্সেলর	বিভাগীয় মাদকাসক্তি চিকিৎসা ও পুনর্বাসন কেন্দ্র, চট্টগ্রাম।
২৭.	জনাব নাজমুন নাহার পরিচিতি নং-১০২০১০	কাউন্সেলর	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রাজশাহী।
২৮.	জনাব চন্দ্রা দাশ পরিচিতি নং-১০৩০০১	মেট্রন (জুনিয়র)	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।