

Gantt Chart of Training Calendar for RPATCs 2018-19



Course/ Grade for	Sl. No	Name of the Course/Programme	No. of course/ prog.	Duration (days)	2018							2019							
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Grade 09	01.	Special Foundation Training Course for promoted Officials	01	45							17	30							
	02.	Fundamental Training Course	06	28	15-09	03-30			04-29		03-28	06-31			05-30				
Grade 10 to 12 Employees	03.	Office Management and ICT Course	01	12		09-20													
	04.	Financial Management Course	01	12						02-13									
	05.	Conduct and Discipline Course	01	05	22-26														
	06.	Information and Communication Technology(ICT) Course	01	12				02-11											
	07.	Communicative English Course	01	12														16-27	
	08.	e-Nothi Course	01	05												07-11			
	09.	Fundamental Training Course	10	21	08-26	09-27		14-01 Nov	11-29	03-23	03-21	06-24	03-20	07-25	05-23				
	10.	Office Management and ICT Course	01	12		05-16													
Grade 13-16 Employees	11.	Financial Management Course	01	12									10-20						
	12.	Conduct and Discipline Course	01	05											21-25				
	13.	Information and Communication Technology(ICT) Course	01	12							03-14								
Grade 17 to 20	14.	e-Nothi Course	01	05												19-23			
	15.	Fundamental Training Course	12	14	15-26	06-19	16-27	14-25	18-29	02-13	20-31	17-28	17-30	12-23	09-20				
	16.	শ্রেণী ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স	01	05														23-27	

*Schedule can be changed on emergency basis

01. Special Foundation Training Course for Promoted Officials (Grade 09)

1) Venue	: All RPATCs
2) Number of course	: 01 in each RPATC
3) Duration	: 45 days
4) Date	: 17 Dec. 2018 – 30 Jan. 2019
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees Promoted to the post of Grade 09
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objective(s)	: 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.

Distribution of days

Duration	45 days
Weekly & other holidays	12
Working days	33
a Inauguration	½ day
b Closing	½ day
c Field Visit (Two)	2 days
d Exam/Exercises	2½ days
e Cultural Program	½ day
Total 6 days	

Available days for Classroom session days 27x (5 sessions everyday) = 135 sessions are admissible.

Total Sessions of the Module- 127



11) Course Contents

Module 01 : Bangladesh : History, Society and Culture
Total Marks : 50
Evaluation Methods : Group Report
Module Director :
Objective : To give participants a common understanding regarding the Key social, cultural, historical and political aspects of Bangladesh

Topic Code	Session Hour	Topic.	Training Method
01.01	01	Historical Background of Bangladesh	L&D
01.02	02	Liberation War of Bangladesh: Background and Spirit	L&D
01.03	01	Natural Resources of Bangladesh	L&D
01.04	01	Social Structure and Cultural Heritage of Bangladesh	L&D
01.05	-	Know Bangladesh	Field Vis.

Module-02 : Behavioral Governance
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Module Objectives : The participants will be able to –

- Understand and apply means of HRM and Good Governance in work place; and
- Maintain basic office procedures appropriately.

Topic Code	Session Hour	Topic.	Training Method
02.01	02	Know Thyself	L&D
02.02	01	Attitude Change and Mindset Building	L&D
02.03	01	Etiquette, Manner and Dress Code	L&D
02.04	01	Table Manners	L&P
02.05	01	Administrative Ethics and Values	L&D
02.06	01	Problem Solving and Decision Making Process	L&D

Module 03 : Constitution and Other Legal Provision Relating to Public Service Delivery
Total Marks : 50
Evaluation Methods : Written Examination

Module Director :
Objective : To adhere to the basic rules, organs and procedures of Bangladesh Government

Topic Code	Session Hour	Topic.	Training Method
03.01	02	Salient Features of Bangladesh Constitution and Fundamental Rights	L&D
03.02	01	Executive Organ of Bangladesh	L&D
03.03	01	Legislature of Bangladesh	L&D
03.04	01	Judiciary of Bangladesh	L&D
03.05	01	Rights and Obligations of Public Servants and Constitutional Provisions	L&D

Module 04 : **Public Sector Management**
Total Marks : 50
Evaluation Methods : **Group Report**
Module Director :
Objective : To orient participants with the dynamics of changing public sector management

Code	Session	Title of the Topic	Method
04.01	01	Essentials of Public Management	L & D
04.02	01	New Public Management: changing dynamics of PSM	L & D
04.03	01	Citizen Charter: Bangladesh perspective	L & E
04.04	01	Public Policy process and decision making	L & D
04.05	01	Good governance: components, practices and challenges	L & D
04.06	01	Ethics in Public Service Delivery	L & D
04.07	01	Performance Management, APA and ACR Writing	L & E

Module-05 : **Strategic Management and Leadership**
Total Marks : 50
Evaluation Methods : **Group Exercise**
Module Director :
Objectives : **The participants will be able to –**

- Identify the behavioral strengths and weakness and
- Promote interpersonal relations in administration.



Topic Code	Session Hour	Topic.	Training Method
05.01	02	Leadership and Personality Development, Group Dynamics and Team Building	L&D
05.02	01	Negotiation Skill	L&D
05.03	01	Conflict Management and Behavioral Attitude	L&D
05.04	02	Strategic Management: SWOT Analysis , Crafting Strategies, Setting SMART Objectives, 5 Force Model	L&P

Module 06 : Essential Service Rules
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Objective : To acquaint participants with essential service rules and regulations

Code	Session	Title of the Topic	Method
06.01	01	Bangladesh Service Rules (BSR)	L & D
06.02	01	General conditions of government service	L & D
06.03	01	Recruitment, joining time, promotion and Seniority Rules	L & D
06.04	01	Leave Rules, 1959	L & D
06.05	01	The Government Servant Conduct Rules, 1979	L & D
06.06	02	The Government Servant (Discipline and Appeal) Rules 1985	L & E

Module 07 : Office Management
Total Marks : 50
Evaluation Methods : Written Examination
Module Director :
Objective : To enable to apply official procedures effectively and efficiently

Code	Session	Title of the Topic	Method
07.01	01	Introduction to Secretariat Instructions 2014	L & D
07.02	01	Office procedure: docketing, filing and referencing	L & D

Code	Session	Title of the Topic	Method
07.03	01	Records Management (relevant part of The Bengal records Manual, 1943)	L & D
07.04	01	Noting, Drafting and Summary writing	L & E
07.05	01	Forms of written communication	L & E
07.06	01	Equipment, Store and Stationary Management	L & E
07.07	01	Office inspection & Office Security	L & D

Module 08 : **Financial Management**
Total Marks : **45**
Evaluation Methods : **Written Exam-25, Group Report-20**
Module Director :
Objective : **Enable the participants to apply financial rules and regulations correctly**

Code	Session	Title of the Topic	Method
08.01	01	General Financial Rules	L & D
08.02	01	Office budget preparation and MTBF	L & D
08.03	02	Duties and responsibilities of Drawing and Disbursing Officer	L & D
08.04	01	Delegation of financial power	L & D
08.05	01	Pay fixation	L & E
08.06	01	Pension and Gratuity	L & E
08.07	01	Travelling Allowance (TA) & Daily Allowance (DA) Rules	L & E
08.08	02	Income Tax and VAT Rules, Income Tax Return Preparation	L & E
08.09	01	General Provident Fund, Benevolent Fund and Group Insurance Rules	L & D
08.10	01	Audit Procedures: objection and reply	L & D

Module 09 : **Public Procurement Management**
Total Marks : **50**
Evaluation Methods : **Group Exercise**
Module Director :
Objective : **To acquaint with and apply rules and regulations of public procurement**



Code	Session	Title of the Topic	Method
09.01	01	Key features of PPA 2006 and PPR 2008	L & D
09.02	02	Public Procurement Methods: Goods, Works & Intellectual and Professional Services	L & D
09.03	02	Standard Tender Documents (ITT, GCC, PCC, Technical Specification)	L & D
09.04	01	Exercise on TDS	Exercise
09.05	02	Tender/Proposal opening and evaluation	L,D & E
09.06	01	Tender/Proposal approval and award procedure with reference to CCGP and Contract Administration and Management	L,D & E

Module 10 : Achieving Sustainable Development Goals

Total Marks : 75

Evaluation Methods : Written Examination-25, Group Report-50

Module Director :

Objectives : The participants will be able to –

- Explain the factors influencing the development and economic policies of Bangladesh.
- Prevent environmental degradation and negative impact of environmental change by taking appropriate R&D initiative and pave the way of furthering it by innovation and research.

Code	Session	Title of the Topic	Method
10.01	02	Socio Economic Indicators of Bangladesh	L&D
10.02	02	Aligning SDGs with 7th Five Year Plan and Vision 2021	L&D
10.03	01	Sustainable Development : Concept and Issues in Context of Bangladesh	L&D
10.04	01	Disaster Management & SDGs	L&D
10.05	01	Goal 01: No Poverty	L&D
10.06	01	Goal 02: Zero Hunger	L&D
10.07	01	Goal 03: Good Health & Well-being	L&D
10.08	01	Goal 04: Quality Education	L&D
10.09	01	Goal 05: Gender Equality	L&D
10.10	01	Goal 6: Clean Water and Sanitation	L&D
10.11	01	Goal 8: Decent Work & Economic Growth	L&D

Code	Session	Title of the Topic	Method
10.12	01	Goal 9: Industry, Innovation & Infrastructure	L&D
10.13	01	Goal 10: Reduced Inequality	L&D
10.14	01	Goal 11: Sustainable Cities (Urban Management) and Communities	L&D
10.15	01	Goal 12: Responsible Consumption and Production	L&D
10.16	01	Goal 13: Climate Action (Climate Change and Disaster Risk Reduction)	L&D
10.17	01	Goal 14: Life below Water	L&D
10.18	01	Goal 15: Life on Land	L&D
10.19	02	Goal 16: Peace, Justice and Strong Institutions Goal 17: Partnership to Achieve the Goal	L&D

Module 11 : **Project Management**
Total Marks : **50**
Evaluation Methods : **Group Exercise**
Module Director :
Objective : **To make participants understand the different stages of project cycle and enable them to use different tools of project management**

Code	Session	Title of the Topic	Method
11.01	01	Project Planning Process in Bangladesh: An Overview	L & D
11.02	01	Project: Concepts, Classification and Stages	L & D
11.03	01	Project Preparation: Various Formats	L & D
11.04	01	Project Appraisal and Approval	L & D
11.05	01	Project Implementation Techniques & Challenges	L & D
11.06	01	Project Risk Analysis and Scoping	L & D
11.07	01	Project monitoring and evaluation system	L & D

Module 12 : **ICT and e-Governance**
Total Marks : **50**
Evaluation Methods : **Practical**
Module Director :
Objective : **To aware participants of the application of ICT in Governance**



Code	Session	Title of the Topic	Method
12.01	02	Information Literacy for Better Public Service Delivery	L & D
12.02	01	E- governance: Conceptual Overview	L & D
12.03	01	Electronic File management, File Tracking and Record Keeping, e-Nothi	L & D
12.04	02	Innovation in Service Delivery and Service Process Simplification	L & E
12.05	02	Essential ICT Skills: Power Point, Excel etc	L & D

Module 13 : **Use of Official Language and Communicative English**
Total Marks : **50**
Evaluation Method : **Class Test**
Module Director :
Objective : **The participants through this module will be able to enhance their language skills**

Code	Session	Title of the Topic	Method
13.01	01	প্রমিত বাংলা বানান রীতি	L & E
13.02	01	Common errors in Bangla	L & E
13.03	02	English Language Skills: Listening	L & E
13.04	02	English Language Skills: Reading	L & E
13.05	02	English Language Skills: Speaking	L & E
13.06	01	English Language Skills: Writing (Descriptive & Argumentative)	L & E
13.07	01	Common errors in English	L & E
13.08	02	Debate	L & D

Module 14 : **Art of Reviewing Book/Journals**
Total Marks : **50**
Evaluation Method : **Report Writing-30, Presentation-20**
Module director :
Objectives : **Objectives of the module are:**
a. to develop skills in critically reviewing books;
b. to enhance public speaking capability of the trainees; and
c. to develop reading habits.

Code	Hrs	Topics	Method
14.01	2	Introduction to Art of Book Review	L & D
14.02	7	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A)	R & P

Module 15 : **Physical Conditioning and Games**
Total Marks : **100**
Evaluation Methods : **Written Examination-25, Attendance & Others Activities-75**
Module Director :
Objective : **To help make physical exercise a habitual behavior**

Code	Session	Title of the Topic	Method
15.01	01	Effects of Sedentary Lifestyle and Management	L & D
15.02	01	Health, Challenges & way forward	L & E
15.03	01	Managing Wellness	L & D
15.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Practice
15.05	-	Games (Evening): According to Participants' Interest (Volleyball, Tennis, Badminton & other activities)	Practice

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

a)	Written Exam	275
b)	Group Exercise	150
c)	Group Report	170



d)	Class Test	50
e)	Report Writing	30
f)	Presentation	20
g)	practical	50
h)	Class Attendance and Overall Conduct & Discipline	75
Total		820



02. Fundamental Training Course for Grade 10-12 Employees

- | | |
|---|---|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 06 in each RPATC |
| 3) Duration | : 28 days |
| 4) Date | : 1 st Course 15 July – 09 August 2018
2 nd Course 03 – 30 September 2018
3 rd Course 04 – 29 November 2018
4 th Course 06 – 31 January 2019
5 th Course 03 – 28 March 2019
6 th Course 05 – 30 May 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade 10-12 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | :
a) To enable participants for understanding potentials and opportunities of Bangladesh;
b) To develop a sense of ethical values and patriotic feelings among the participants;
c) To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;
d) To enable participants identify and analyze communication process and behavior patterns of management practices; and
e) To equip participants to utilize information communication technology in office management. |

**Distribution of days**

Duration	28 days
Weekly holidays	8
Working days	20
a. Inauguration	½ day
b. Closing	½ day
c. Field Visit (Two)	1½ days
d. Exam/Exercises	1day
e. Cultural Program	½ day
Total 4 days	

Available days for Classroom session 16 x (5 sessions everyday) = 80 sessions are admissible.

Total Sessions of the Modules- 77**11) Course Contents**

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Background & Spirit of Liberation War of Bangladesh		
01.02	1	Socio-Economic Condition of Bangladesh		
01.03-04	2	Vision 2021 and Perspective Plan 2041		
01.05-06	2	Sustainable Development Goals: Bangladesh Perspective		
01.07-10	4	Potentials of Bangladesh (Workshop)		
01.11	1	Role of Government Employees During Elections		
01.12	1	Comprehensive Disaster Management		

Module-02 : Ethics for Government Employees
No. of Sessions : 12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Constitutional obligation of the public servants		
02.03	1	Manner, Etiquettes and Dress Code of Government Employees		
02.04-05	2	National Integrity Strategy (NIS)		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.06	1	Combating Corruption in Public Service Delivery		
02.07	1	Religious Values in Controlling Corruption		
02.08	1	Dealing with Service Recipients		
02.09-12	4	Workshop on Empathy Building		

Module-03 : Service Rules and Office Management
No. of Sessions : 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	The Government Servants (Conduct) Rules, 1979		
03.02	1	The Government Servants (Discipline and Appeal) Rules, 1985		
03.03	1	The Public Employees (Punctual Attendance) Ordinance, 1982		
03.04	1	Leave Rules, 1959		
03.05	1	Right to Information Act, 2009		
03.06	1	Performance Evaluation and Annual Confidential Report (ACR) Writing		
03.07	1	Annual Performance Agreement (APA)		
03.08	1	File Management Including Secretariat Instructions		
03.09	1	Writing Note, Draft and Summary		
03.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
03.11	1	Forms of Written Communication (Exercise)		
03.12	1	Conducting Meeting, Preparing Working Paper and Writing Minutes		
03.13	1	Office Inspection		
03.14	1	Citizen Charter		
03.15	1	Procedure of Condemnation of Office Equipment		

Module-04 : Financial Rules and Procedures
No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.02	1	Treasury Rules		
04.03-04	2	Public Procurement Act, 2006 and Public Procurement Regulations, 2008		
04.05	1	Budget and Budgetary Process in Bangladesh		
04.06	1	Audit and Settlement of Audit Objections		
04.07	1	Pay Fixation		
04.08	1	TA & DA Rules (with exercise)		
0 4.09	1	Pension and Gratuity		
0 4.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
0 4.11	1	VAT Rules		
0 4.12	1	Laws Relating to Income Tax		
0 4.13	1	Self Tax Assessment and Income Tax Return Preparation		

Module-05 : Information and Communication Technology
No. of Sessions : 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software		
05.02-03	2	Essential ICT Skill: MS Word		
05.04	1	Essential ICT Skill: MS Excel		
05.05	1	Essential ICT Skill: MS Power Point		
05.06	1	Essential ICT Skill: Browsing Internet and using email		
05.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
05.12	1	Introduction to e-nothi		
05.13-16	4	Workshop on e-nothi		
05.17	1	PC Maintenance and Troubleshooting		

Module-06 : Management of Other Important Issues
No. of Sessions : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Orientation and Effective Utilization of Office Equipments		
06.02	1	Purchasing and Preservation of Goods		
06.03	1	Distribution and Maintenance of Accounts of Stationeries		
06.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
06.05	1	Maintenance of Furniture and Equipment		
06.06-07	2	Project Management and Project Cycle		
06.08	1	Health Awareness (Communicable and non Communicable Diseases)		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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



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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 12 days
- 4) Date : 09 – 20 September 2018
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

- a) To enhance participants’ knowledge and skills with regard to the proper applications of Government systems and rules;
- b) To enable participants identify and analyze communication process and behavior patterns of management practices; and
- c) To equip participants to utilise information communication technology in office management.

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration-	½ day
b. Closing-	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day
Total 3 days	

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Service Rules and Office Management

No. of Sessions : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Government Servants (Conduct) Rules, 1979		
01.02	1	The Government Servants (Discipline and Appeal) Rules, 1985		
01.03	1	The Pubic Employees (Punctual Attendance) Ordinance, 1982		
01.04	1	Leave Rules, 1959		
01.05	1	Right to Information Act, 2009		
01.06	1	Performance Evaluation and Annual Confidential Report (ACR) Writing		
01.07	1	Annual Performance Agreement (APA)		
01.08-09	2	File Management and Record management as per Secretariat Instructions		
01.10	1	Writing Note, Draft and brief		
01.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
01.12	1	Forms of Written Communication (Exercise)		
01.13	1	Citizen Charter		
01.14	1	Procedure of Condemnation of Office Equipment		

Module-02 : Information and Communication Technology

No. of Sessions : 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.12	1	Introduction to e-nothi		
02.13-16	4	Workshop on e-nothi		
02.17	1	PC Maintenance and Troubleshooting		

Module-03 : Store Management

No. of Sessions : 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
03.02	1	Purchasing and Preservation of Goods		
03.03	1	Distribution and Maintenance of Accounts of Stationeries		
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
03.05	1	Maintenance of Furniture and Equipment		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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

04. Financial Management Course for Grade 10-12 Employees

1) Venue	: All RPATCs
2) Number of course	: One in each RPATC
3) Duration	: 12 days
4) Date	: 02 – 13 December 2018
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees holding the post of Grade 10-12
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objective(s)	:

- a) To increase participants' level of understanding about the constitutional and legal aspects of financial management of Bangladesh;
- b) To make participants aware about their role as financial managers; and
- c) To enable participants correctly perceive, interpret and analyse financial rules in decision making process.

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration-	½ day
b. Closing-	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day
Total 3 days	

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 35

**11) Course Contents****Module-01 : Financial Rules and Procedures****No. of Sessions : 13**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	General Financial Rules		
01.02	1	Treasury Rules		
01.03-04	2	Public Procurement Act, 2006 and Public Procurement Regulations, 2008		
01.05	1	Budget and Budgetary Process in Bangladesh		
01.06	1	Audit and Settlement of Audit Objections		
01.07	1	Pay Fixation		
01.08	1	TA & DA Rules (with exercise)		
01.09	1	Pension and Gratuity		
01.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
01.11	1	VAT Rules		
01.12	1	Laws Relating to Income Tax		
01.13	1	Self Tax Assessment and Income Tax Return Preparation		

Module-02 : Information and Communication Technology**No. of Sessions : 17**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		
02.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.12	1	Introduction to e-nothi		
02.13-16	4	Workshop on e-nothi		
02.17	1	PC Maintenance and Troubleshooting		

Module-03 : Store Management
No. of Sessions : 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
03.02	1	Purchasing and Preservation of Goods		
03.03	1	Distribution and Maintenance of Accounts of Stationeries		
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
03.05	1	Maintenance of Furniture and Equipment		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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



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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 22 – 26 July 2018
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To increase participants’ knowledge and skills with regard to the theoretical and practical aspects of conduct and discipline.

Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
a. Inauguration-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	¼ day
e. Cultural Program	00 day (May be arranged at evening)
Total 1¼ days	

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 18

11) Course Contents

Module-01 : Official Rules and Regulations

No. of Sessions : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Constitution of Bangladesh and Expected Conduct of Government Servants		
01.02	1	The Government Servants (Conduct) Rules, 1979		
01.03-04	2	The Government Servants (Discipline and Appeal) Rules, 1985		
01.05-06	2	Existing Ordinances Related to Discipline Matters: The Government Servants (Special Provision) Ordinance, 1979 The Public Employees (Punctual Attendance) Ordinance, 1982 The Public Servants (Dismissal on Conviction) Ordinance, 1985		
01.07	1	National Integrity Strategy (NIS)		
01.08	1	Role of BPSC in the Matters of Discipline and Appeal Rules		

Module-02 : Managing Disciplinary Cases

No. of Sessions : 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	General Conditions of Service		
02.03	1	Techniques of Preparing Statement of Allegations		
02.04	1	Framing of Charges Against the Accused		
02.05	1	Inquiry Procedure of Departmental Cases		
02.06	1	Writing of Inquiry Report		
02.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.08	1	The Administrative Tribunal Act, 1980 (with Amendments)		
02.09	1	Introduction to Norms, Ethics, Values and Morality		
02.10	1	Manner, Etiquettes and Dress Code of Government Employees		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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

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

1) Venue	: All RPATCs
2) Number of course/RPATC	: One in each RPATC
3) Duration	: 12 days
4) Date	: 02 – 11 October 2018
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees holding the post of Grade 10-12
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objective(s)	:

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

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration-	½ day
b. Closing-	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day
Total 3 days	

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 33

**11) Course Contents****Module-01 : ICT Skills****No. of Sessions : 22**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Need Assessment of ICT Skills/ICT Skill Test		
01.02	1	Use of ICT in Office Management		
01.03-04	2	Essential ICT Skill: MS Word		
01.05-06	2	Essential ICT Skill: MS Excel		
01.07-08	2	Essential ICT Skill: MS Power Point		
01.09-11	3	Essential ICT Skill: MS Access		
01.12-13	2	Essential ICT Skill: Browsing Internet and using email		
01.14-15	2	Unicode: Bangla Typing		
01.16-17	2	Blind Typing Practice: Bangla & English		
01.18-22	5	e-Nothi (workshop)		

Module-02 : PC Hardware and Troubleshooting**No. of Sessions : 11**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Introduction to computer a. Basics of Computer b. Organization of Computer c. Software and Hardware d. Input Output Devices		
02.03	1	How to Setup Different Devices on PC		
02.04	1	Basic Tips on PC Hardware Maintenance		
02.05-06	2	User Level Maintenance and Troubleshooting		
02.07	1	Troubleshooting-Software		
02.08-09	2	Troubleshooting-Hardware		
02.10	1	Sharing Files in Google Drive		
02.11	1	Uploading File in Networking Server		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Study Visit

13) Evaluation Method

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

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





07. Communicative English Course for Grade 10-12 Employees

- 1) Venue : All RPATCs
- 2) Number of course/RPATC : One in each RPATC
- 3) Duration : 12 days
- 4) Date : 16 – 27 June 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 10 -12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To enable participants use English language effectively for official and other purposes.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration	½ day
	b. Closing	½ day
	c. Field Visit	1 day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day
Total		3 days

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Vocabulary

No. of Sessions : 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Building Vocabulary		
01.02	1	The Use of a Dictionary		
01.03	1	Common Mistakes in English		
01.04	1	Public Speaking/Extempore Speech		
01.05	1	How to behave with clients & Media		

Module-02 : Grammar

No. of Sessions : 07

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Building Sentences		
02.02	1	Tense and Time		
02.03	1	Use of Modal Auxiliaries & Prepositions		
02.04	1	Use of Article		
02.05	1	Direct Speech & Indirect Speech		
02.06	1	Paraphrasing		
02.07	1	Voice Change		

Module-03 : Speaking Skills

No. of Sessions : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Techniques of Speaking		
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement		
03.03	1	Asking and Answering		
03.04	1	Introducing Oneself		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice		
03.06	1	Basic Rules of Pronunciation		
03.07	1	Speaking Extemporaneously		
03.08	1	Dialogue Practice		
03.09	1	Enhancing Presentation Skills		

Module-04 : Writing Skills

No. of Sessions : 07

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing		
04.02	1	Writing Skills: Practice sessions		
04.03	1	Business (Official) Writing-Writing a CV, Report,		
04.04	1	Summary, Application, E-mail communication		
04.05	1	Writing minutes, memorandum		
04.06	1	IELTS Writing Task-one (Descriptive Writing & Argumentative Writing)		
04.07	1	Common Mistakes in English		

Module-05 : Reading Skills

No. of Sessions : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading		
05.02	1	IELTS Reading: Techniques		
05.03	1	Practice session on Reading		
05.04	1	English Book Review		

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Techniques of Listening		
06.02	1	Movie Show and Listening		
06.03	1	IELTS Listening		
06.04	1	Practice Session on Listening		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Study Visit

13) Evaluation Method

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

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





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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 16 – 27 June 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25 in each Course
- 7) Eligible participants : Employees holding the post of Grade 10-12
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations , Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objectives :

To orient the participants with elementary computer technology and its application for official purpose.

Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
a. Inauguration	¼ day
b. Closing	¼ day
c. Field Visit	½ day
d. Exam/Exercises	¼ day
e. Cultural Program	00 day (May be arranged at evening)
Total 1¼ days	

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 19

11) Course Contents

Module -01 : e-Nothi

No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Introduction to e-Nothi		
01.02	1	e-Nothi Login Process		
01.03	1	Major Feature of e-Nothi		
01.04	1	Major Feature of Dak		
01.05	1	Major Feature of Nothi		
01.06	1	Preparation Digital Guard File		
01.07	1	Preparation Office Seal		
01.08	1	Preparation Drafting Letter		
01.09	1	Preparation Online patrojari		
01.10	1	Register, Report, Dashboard		
01.11	1	Practice on Dak		
01.12	1	Practice on Dak and Nothi		
01.13	1	End of e-Nothi Session/Evaluation		

Module -02 : Typing

No. of Sessions : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Introduction to Unicode		
01.02	1	Description of Bangla Software		
01.03	1	Bangla Typing Nikosh Font		
01.04	1	Bangla Typing যুক্তবর্ণ		
01.05-06	2	Bangla and English Typing Practice		
01.13	1	End of e-Nothi Session/Evaluation		

12) Training Method

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



13) Evaluation Method

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

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



09. Fundamental Training Course for Grade 13-16 Employees

- | | |
|---|--|
| 1) Venue | : All RPATCs |
| 2) Number of course | : 10 in each RPATC |
| 3) Duration | : 21 days |
| 4) Date | : 1st Course 08 – 26 July 2018
2nd Course 09 – 27 September 2018
3rd Course 14 October – 01 November 2018
4th Course 11 – 29 November 2018
5th Course 03 – 23 December 2018
6th Course 06 – 24 January 2019
7th Course 03 – 20 February 2019
8th Course 03 – 21 March 2019
9th Course 07 – 25 April 2019
10th Course 05 – 23 May 2019 |
| 5) Type of the programme | : Residential/Non-Residential |
| 6) Expected number of participants | : 25 |
| 7) Eligible participants | : Employees holding the post of Grade13-16 |
| 8) Nomination procedure | : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs. |
| 9) Deadline for sending nomination letter | : 07 days before the commencement of the course. |
| 10) Course Objective(s) | :
a) To develop a knowledge of national identity, prospects and enhance competencies with ethics, morality and integrity among the participants;
b) To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
c) To enable participants identify and analyze communication process and behavior patterns of management practices; and
d) To equip participants to utilize information communication technology in office management. |

**Distribution of days**

Duration	21 days	
Weekly holidays	6	
Working days	15	
	a. Inauguration	½ day
	b. Closing	½ day
	c. Field Visit	1 day
	d. Exam/Exercises	½ day
	e. Cultural Program	½ day
	Total	3 days

Available days for Classroom session 12 x (5 sessions everyday) = 60 sessions are admissible.

Total Sessions of the Modules - 59

11) Course Contents

Module-01 : Bangladesh Studies and Ethical Issues for Public Servants
No. of Sessions : 11

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Background & Spirit of Liberation War of Bangladesh		
01.02	1	Socio-Economic Condition of Bangladesh		
01.03-04	2	Vision 2021 and Perspective Plan 2041		
01.05-06	2	Sustainable Development Goals: Bangladesh Perspective		
01.07	1	Introduction to Norms, Ethics, Values and Morality		
01.08	1	Manner, Etiquettes and Dress Code of Government Employees		
01.09	1	National Integrity Strategy (NIS)		
01.10	1	Role of Government Employees During Elections		
01.11	1	Comprehensive Disaster Management in Bangladesh		

Module-02 : Service Rules and Office Management
No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants (Conduct) Rules, 1979		
02.02	1	The Government Servants (Discipline and Appeal) Rules, 1985		
02.03	1	The Pubic Employees (Punctual Attendance) Ordinance, 1982		
02.04	1	Leave Rules, 1959		
02.05	1	Right to Information Act, 2009		
02.06	1	Performance Evaluation and Annual Confidential Report (ACR) Writing		
02.07	1	Annual Performance Agreement (APA)		
02.08	1	File Management Including Secretariat Instructions		
02.09	1	Writing Note, Draft and Summary		
02.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
02.11	1	Forms of Written Communication (Exercise)		
02.12	1	Citizen Charter		
02.13	1	Procedure of Condemnation of Office Equipment		

Module-03 : Financial Rules and Procedures
No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules		
03.02	1	Treasury Rules		
03.03-04	2	Public Procurement Act, 2006 and Public Procurement Regulations, 2008		
03.05	1	Budget and Budgetary Process in Bangladesh		
03.06	1	Audit and Settlement of Audit Objections		
03.07	1	Pay Fixation		
03.08	1	TA & DA Rules (with exercise)		
03.09	1	Pension and Gratuity		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
03.11	1	VAT Rules		
03.12	1	Laws Relating to Income Tax		
03.13	1	Self Tax Assessment and Income Tax Return Preparation		

Module-04 : Information and Communication Technology**No. of Sessions : 17**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software		
04.02-03	2	Essential ICT Skill: MS Word		
04.04	1	Essential ICT Skill: MS Excel		
04.05	1	Essential ICT Skill: MS Power Point		
04.06	1	Essential ICT Skill: Browsing Internet and using email		
04.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
04.12	1	Introduction to e-nothi		
04.13-16	4	Workshop on e-nothi		
04.17	1	PC Maintenance and Troubleshooting		

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Orientation and Effective Utilization of Office Equipments		
05.02	1	Purchasing and Preservation of Goods		
05.03	1	Distribution and Maintenance of Accounts of Stationeries		
05.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.05	1	Maintenance of Furniture and Equipment		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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





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

- 1) **Venue** : All RPATCs
- 2) **Number of course** : One in each RPATC
- 3) **Duration** : 12 days
- 4) **Date** : 05 – 16 August 2018
- 5) **Type of the programme** : Residential/Non-Residential
- 6) **Expected number of participants** : 25
- 7) **Eligible participants** : Employees holding the post of Grade13-16
- 8) **Nomination procedure** : RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
- 9) **Deadline for sending nomination letter** : 07 days before the commencement of the course.
- 10) **Course Objective(s)** :

- a) To enhance participants’ knowledge and skills with regard to the proper applications of government systems and rules;
- b) To enable participants identify and analyze communication process and behavior patterns of management practices; and
- c) To equip participants to utilise information communication technology in office management.

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration	½ day
b. Closing	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day
Total 3 days	

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 36

11) Course Contents

Module-01 : Service Rules and Office Management

No. of Sessions : 14

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Government Servants (Conduct) Rules, 1979		
01.02	1	The Government Servants (Discipline and Appeal) Rules, 1985		
01.03	1	The Pubic Employees (Punctual Attendance) Ordinance, 1982		
01.04	1	Leave Rules, 1959		
01.05	1	Right to Information Act, 2009		
01.06	1	Performance Evaluation and Annual Confidential Report (ACR) Writing		
01.07	1	Annual Performance Agreement (APA)		
01.08-09	2	File Management and Record management as per Secretariat Instructions		
01.10	1	Writing Note, Draft and brief		
01.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
01.12	1	Forms of Written Communication (Exercise)		
01.13	1	Citizen Charter		
01.14	1	Procedure of Condemnation of Office Equipment		

Module-02 : Information and Communication Technology

No. of Sessions : 17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		



Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.12	1	Introduction to e-nothi		
02.13-16	4	Workshop on e-nothi		
02.17	1	PC Maintenance and Troubleshooting		

Module-03 : Store Management
No. of Sessions : 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
03.02	1	Purchasing and Preservation of Goods		
03.03	1	Distribution and Maintenance of Accounts of Stationeries		
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
03.05	1	Maintenance of Furniture and Equipment		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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

11. Financial Management Course for Grade 13-16 Employees

1) Venue	: All RPATCs
2) Number of course	: One in each RPATC
3) Duration	: 12 days
4) Date	: 10 – 20 February 2019
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees holding the post of Grade13-16.
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objective(s)	:

- a) To increase participants' level of understanding about the constitutional and legal aspects of financial management of Bangladesh;
- b) To make participants aware about their role as financial managers; and
- c) To enable participants correctly perceive, interpret and analyse financial rules in decision making process.

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration-	½ day
b. Closing-	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day

Total 3 days

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 35

**11) Course Contents****Module-01 : Financial Rules and Procedures****No. of Sessions : 13**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
0 1.01	1	General Financial Rules		
0 1.02	1	Treasury Rules		
01.03-04	2	Public Procurement Act, 2006 and Public Procurement Regulations, 2008		
01.05	1	Budget and Budgetary Process in Bangladesh		
0 1.06	1	Audit and Settlement of Audit Objections		
0 1.07	1	Pay Fixation		
01.08	1	TA & DA Rules (with exercise)		
0 1.09	1	Pension and Gratuity		
0 1.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
0 1.11	1	VAT Rules		
0 1.12	1	Laws Relating to Income Tax		
0 1.13	1	Self Tax Assessment and Income Tax Return Preparation		

Module-02 : Information and Communication Technology**No. of Sessions : 17**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		
02.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.12	1	Introduction to e-nothi		
02.13-16	4	Workshop on e-nothi		
02.17	1	PC Maintenance and Troubleshooting		

Module-03 : Store Management
No. of Sessions : 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
03.02	1	Purchasing and Preservation of Goods		
03.03	1	Distribution and Maintenance of Accounts of Stationeries		
03.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
03.05	1	Maintenance of Furniture and Equipment		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration
- c) Exercise
- d) Case Study
- e) Study Visit

13) Evaluation Method

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

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



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

- 1) Venue : All RPATCs
- 2) Number of course : One in each RPATC
- 3) Duration : 05 days
- 4) Date : 21 – 25 April 2019
- 5) Type of the programme : Residential/Non-Residential
- 6) Expected number of participants : 25
- 7) Eligible participants : Employees holding the post of Grade 13-16
- 8) Nomination procedure : RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
- 9) Deadline for sending nomination letter : 07 days before the commencement of the course.
- 10) Course Objective(s) :

To increase participants’ knowledge and skills with regard to the theoretical and practical aspects of conduct and discipline.

Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
a. Inauguration-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	¼ day
e. Cultural Program	00 day (May be arranged at evening)
Total 1¼ days	

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 18

11) Course Contents

Module-01 : Official Rules and Regulations

No. of Sessions : 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	The Constitution of Bangladesh and Expected Conduct of Government Servants		
01.02	1	The Government Servants (Conduct) Rules, 1979		
01.03-04	2	The Government Servants (Discipline and Appeal) Rules, 1985		
01.05-06	2	Existing Ordinances Related to Discipline Matters: The Government Servants (Special Provision) Ordinance, 1979 The Public Employees (Punctual Attendance) Ordinance, 1982 The Public Servants (Dismissal on Conviction) Ordinance, 1985		
01.07	1	National Integrity Strategy (NIS)		
01.08	1	Role of BPSC in the Matters of Discipline and Appeal Rules		

Module-02 : Managing Disciplinary Cases

No. of Sessions : 10

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.09	1	Introduction to Norms, Ethics, Values and Morality		
02.10	1	Manner, Etiquettes and Dress Code of Government Employees		

12) Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Case Study
- Study Visit

13) Evaluation Method

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

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



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

1) Venue	: All RPATCs
2) Number of course/RPATC	: One in each RPATC
3) Duration	: 12 days
4) Date	: 03 – 14 March 2019
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees holding the post of Grade 13-16
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objective(s)	:

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

Distribution of days

Duration	12 days
Weekly holidays	2
Working days	10
a. Inauguration	½ day
b. Closing	½ day
c. Field Visit	1 day
d. Exam/Exercises	½ day
e. Cultural Program	½ day
Total 3 days	

Available days for Classroom session 7 x (5 sessions everyday) = 35 sessions are admissible.

Total Sessions of the Modules- 33

**11) Course Contents****Module-01 : ICT Skills****No. of Sessions : 22**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Need Assessment of ICT Skills/ICT Skill Test		
01.02	1	Use of ICT in Office Management		
01.03-04	2	Essential ICT Skill: MS Word		
01.05-06	2	Essential ICT Skill: MS Excel		
01.07-08	2	Essential ICT Skill: MS Power Point		
01.09-11	3	Essential ICT Skill: MS Access		
01.12-13	2	Essential ICT Skill: Browsing Internet and using email		
01.14-15	2	Unicode: Bangla Typing		
01.16-17	2	Blind Typing Practice: Bangla & English		
01.18-22	5	e-Nothi (workshop)		

Module-02 : PC Hardware and Troubleshooting**No. of Sessions : 11**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Introduction to computer a. Basics of Computer b. Organization of Computer c. Software and Hardware d. Input Output Devices		
02.03	1	How to Setup Different Devices on PC		
02.04	1	Basic Tips on PC Hardware Maintenance		
02.05-06	2	User Level Maintenance and Troubleshooting		
02.07	1	Troubleshooting-Software		
02.08-09	2	Troubleshooting-Hardware		
02.10	1	Sharing Files in Google Drive		
02.11	1	Uploading File in Networking Server		

12) Training Method

- a) Lecture and Discussion
- b) Practical Demonstration

- c) Exercise
- d) Study Visit

13) Evaluation Method

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

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





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

1) Venue	: All RPATCs
2) Number of course	: One in each RPATC
3) Duration	: 05 days
4) Date	: 19 – 23 May 2019
5) Type of the programme	: Residential/Non-Residential
6) Expected number of participants	: 25
7) Eligible participants	: Employees holding the post of Grade 13-16
8) Nomination procedure	: RPATCs invite nominations from relevant Departments, Organisations, Offices and they send nomination letter directly to RPATCs.
9) Deadline for sending nomination letter	: 07 days before the commencement of the course.
10) Course Objectives	:

To orient the participants with elementary computer technology and its application for official purpose.

Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
a. Inauguration-	¼ day
b. Closing-	¼ day
c. Field Visit	½ day
d. Exam/Exercises	¼ day
e. Cultural Program	00 day (May be arranged at evening)
Total 1¼ days	

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.

Total Sessions of the Modules- 19

11 Course Contents

Module -01 : e-Nothi

No. of Sessions : 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Introduction to e-Nothi		
01.02	1	e-Nothi Login Process		
01.03	1	Major Feature of e-Nothi		
01.04	1	Major Feature of Dak		
01.05	1	Major Feature of Nothi		
01.06	1	Preparation Digital Guard File		
01.07	1	Preparation Office Seal		
01.08	1	Preparation Drafting Letter		
01.09	1	Preparation Online patrojari		
01.10	1	Register, Report, Dashboard		
01.11	1	Practice on Dak		
01.12	1	Practice on Dak and Nothi		
01.13	1	End of e-Nothi Session/Evaluation		

Module -02 : Typing

No. of Sessions : 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Introduction to Unicode		
01.02	1	Description of Bangla Software		
01.03	1	Bangla Typing Nikosh Font		
01.04	1	Bangla Typing যুক্তবর্ণ		
01.05-06	2	Bangla and English Typing Practice		

12) Training Method

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



13) Evaluation Method

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

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



15. গ্রেড ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স

১) স্থান	: সকল আরপিএটিসি
২) কোর্সের সংখ্যা	: প্রত্যেক আরপিএটিসিতে ১২টি
৩) সময়	: ১৪ দিন
৪) তারিখ	: ১ম কোর্স ১৫ - ২৬ জুলাই ২০১৮
	: ২য় কোর্স ০৬ - ১৯ আগস্ট ২০১৮
	: ৩য় কোর্স ১৬ - ২৭ সেপ্টেম্বর ২০১৮
	: ৪র্থ কোর্স ১৪ - ২৫ অক্টোবর ২০১৮
	: ৫ম কোর্স ১৮ - ২৯ নভেম্বর ২০১৮
	: ৬ষ্ঠ কোর্স ০২ - ১৩ ডিসেম্বর ২০১৮
	: ৭ম কোর্স ২০ - ৩১ জানুয়ারি ২০১৯
	: ৮ম কোর্স ১৭ - ২৮ ফেব্রুয়ারী ২০১৯
	: ৯ম কোর্স ১০ - ২১ মার্চ ২০১৯
	: ১০ম কোর্স ১৭ - ৩০ এপ্রিল ২০১৯
	: ১১শ কোর্স ১২ - ২৩ মে ২০১৯
	: ১২শ কোর্স ০৯ - ২০ জুন ২০১৯
৫) প্রোগ্রামের ধরন	: আবাসিক/অনাবাসিক
৬) প্রশিক্ষার্থীদের আনুমানিক সংখ্যা	: প্রত্যেক কোর্সে ২৫ জন
৭) প্রশিক্ষার্থীদের যোগ্যতা	: ১৭-২০ গ্রেডের কর্মচারী
৮) মনোনয়নের পদ্ধতি	: আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা এবং অফিসসমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে।
৯) মনোনয়ন প্রেরণের শেষ সময়	: কোর্স শুরুর ০৭দিন পূর্ব পর্যন্ত
১০) কোর্সের উদ্দেশ্য	:

ক) দেশের মৌলিক বিষয় সম্পর্কে প্রশিক্ষার্থীদের ধারণা প্রদান এবং তাদের মধ্যে দেশপ্রেম জাগ্রত করা;

খ) প্রশিক্ষার্থীদের মৌলিক বিধি বিধান সম্পর্কে ধারণা প্রদান; এবং

গ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষার্থীদের সচেতনতা বৃদ্ধি করা।



দিনের বিভাজন

সময়	১৪ দিন	
সাপ্তাহিক ছুটি	৪ দিন	
কর্মদিবস	১০	
	ক) উদ্বোধন	১/২ দিন
	খ) সমাপন	১/২ দিন
	গ) মাঠ পরিদর্শন	১ দিন
	ঘ) পরীক্ষা/অনুশীলন	১/২ দিন
	ঙ) সাংস্কৃতিক অনুষ্ঠান	১/২ দিন
	মোট ৩ দিন	

ক্লাশরুমের সেশনের জন্য দিন থাকে ৭ (প্রতিদিন ৫টি সেশন)= ৩৫টি সেশন হতে পারে।

মডিউলের মোট সেশন- ২৯

১১) কোর্সের বিষয়সমূহ

মডিউল-০১ : বাংলাদেশ পরিচিতি
সেশন সংখ্যা : ১০

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০১.০১-০২	২	বাংলাদেশ: ভৌগোলিক এলাকা, পাশ্ববর্তী দেশসমূহ এবং এর আঞ্চলিক গুরুত্ব		
০১.০৩-০৪	২	বাংলাদেশের স্বাধীনতা যুদ্ধের পটভূমি ও চেতনা এবং জাতীয় দিবসসমূহ উদযাপন		
০১.০৫	১	বাংলাদেশের আর্থ-সামাজিক অবস্থা		
০১.০৬	১	নীতি, নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি		
০১.০৭	১	জাতীয় শুদ্ধাচার কৌশল (এনআইএস)		
০১.০৮	১	সরকারী কর্মচারীর স্বদেশপ্রেম		
০১.০৯	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা		
০১.১০	১	সমন্বিত দূর্যোগ ব্যবস্থাপনা		

মডিউল-০২ : চাকরির মৌল নীতিসমূহ
সেশন সংখ্যা : ১০

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০২.০১	১	চাকরির সাধারণ শর্তাবলী		
০২.০২	১	সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯		
০২.০৩-০৪	২	সরকারী কর্মচারী (শৃঙ্খলা এবং আপীল) বিধিমালা, ২০১৮		

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০২.০৫	১	গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২		
০২.০৬	১	ছুটি বিধি		
০২.০৭	১	গণকর্মচারী (অবসর) বিধিমালা, ১৯৭৫		
০২.০৮	১	টিএ এবং ডিএ রুলস		
০২.০৯	১	সরকারী চাকরিজীবীদের কল্যাণ বিধি		
০২.১০	১	গ্রেড ১৭-২০ কর্মচারীর পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা		

মডিউল-০৩ : মৌলিক দক্ষতা এবং আচরণ
সেশন সংখ্যা : ০৯

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০৩.০১	১	কম্পিউটার পরিচিতি: হার্ডওয়্যার		
০৩.০২-০৩	২	বাংলা কী বোর্ড (অত্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং		
০৩.০৪	১	ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল		
০৩.০৫	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য		
০৩.০৬	১	আচরণের রীতি		
০৩.০৭	১	সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাক রীতি		
০৩.০৮	১	সময়ানুবর্তিতা		
০৩.০৯	১	নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন		

১২) প্রশিক্ষণ কৌশল

- ক) বক্তৃতা এবং আলোচনা
- খ) ব্যবহারিক প্রদর্শনী
- গ) অনুশীলন
- ঘ) শিক্ষা সফর

১৩) মূল্যায়ন পদ্ধতি

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

ক)	লিখিত পরীক্ষা	১০০
খ)	অনুশীলন/দলীয় কাজ	৩০
গ)	শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা	২০
মোট		১৫০

16. গ্রেড ১৭-২০ কর্মচারীদের জন্য মৌলিক প্রশিক্ষণ কোর্স

১) স্থান	: সকল আরপিএটিসি
২) কোর্সের সংখ্যা	: প্রত্যেক আরপিএটিসি'তে ০১ টি
৩) সময়	: ০৫ দিন
৪) তারিখ	: ২৩ - ২৭ জুন ২০১৯
৫) প্রোগ্রামের ধরন	: আবাসিক/অনাবাসিক
৬) প্রশিক্ষণার্থীদের আনুমানিক সংখ্যা	: প্রত্যেক কোর্সে ২৫ জন
৭) প্রশিক্ষণার্থীদের যোগ্যতা	: ১৭-২০ গ্রেডের কর্মচারী
৮) মনোনয়নের পদ্ধতি	: আরপিএটিসিসমূহ সংশ্লিষ্ট বিভাগ, সংস্থা অফিসসমূহে মনোনয়নের আমন্ত্রণ জানাবে এবং তারা সরাসরি আরপিএটিসিতে মনোনয়নপত্র প্রেরণ করবে
৯) মনোনয়ন প্রেরণের শেষ সময়	: কোর্স শুরুর ০৭ দিন পূর্ব পর্যন্ত
১০) কোর্সের উদ্দেশ্য	:

ক) প্রশিক্ষণার্থীদের মৌলিক বিধিবিধান সম্পর্কে ধারণা প্রদান; এবং

খ) আচরণ ও শৃংখলা সম্পর্কে প্রশিক্ষণার্থীদের সচেতনতা বৃদ্ধি করা।

দিনের বিভাজন

সময়	০৫ দিন
সাপ্তাহিক ছুটি	০০ দিন
কর্মদিবস	০৫
ক) উদ্বোধন	১/৪ দিন
খ) সমাপন	১/৪ দিন
গ) মাঠ পরিদর্শন	১/২ দিন
ঘ) পরীক্ষা/অনুশীলন	১/৪ দিন
ঙ) সাংস্কৃতিক অনুষ্ঠান	০০ দিন (যেকোন সন্ধ্যায় আয়োজন করা যেতে পারে)
মোট	১.১/৪ দিন

ক্লাশরুমের সেশনের জন্য দিন থাকে ৪ (প্রতিদিন ৫টি সেশন)= ২০টি সেশন হতে পারে।

মডিউলের মোট সেশন- ২১

১১) কোর্সের বিষয়সমূহ

মডিউল-০১ : চাকরির মৌলিক বিধানসমূহ
সেশন সংখ্যা : ১০

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০১.০১	১	চাকরির সাধারণ শর্তাবলী		
০১.০২	১	সরকারী কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯		
০১.০৩-০৪	২	সরকারী কর্মচারী (শৃঙ্খলা এবং আপীল) বিধিমালা, ২০১৮		
০১.০৫	১	গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২		
০১.০৬	১	ছুটি বিধি		
০১.০৭	১	গণকর্মচারী (অবসর) বিধিমালা, ১৯৭৫		
০১.০৮	১	টিএ এবং ডিএ রুলস		
০১.০৯	১	সরকারী চাকরিজীবীদের কল্যাণ বিধি		
০১.১০	১	গ্রেড ১৭-২০ কর্মচারীর পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা		

মডিউল-০২ : মৌলিক দক্ষতা এবং আচরণ
সেশন সংখ্যা : ১১

বিষয় কোড	ঘন্টা	বিষয়সমূহ	বক্তা	প্রশিক্ষণ কৌশল
০২.০১	১	কম্পিউটার পরিচিতি: হার্ডওয়্যার		
০২.০২	১	বাংলা কী বোর্ড (অত্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং		
০২.০৩-০৪	২	ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল		
০২.০৫	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য		
০২.০৬	১	আচরণ রীতি		
০২.০৭	১	দৃষ্টিভঙ্গি, আচরণ এবং পোশাক রীতি		
০২.০৮	১	সরকারি অফিসে নীতি, নৈতিকতা, মূল্যবোধ এবং শিষ্টাচার চর্চা		
০২.০৯	১	জাতীয় শুদ্ধাচার কৌশল (এনআইএস)		
০২.১০	১	নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন		
০২.১১	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা		

১২) প্রশিক্ষণ কৌশল

- ক) বক্তৃতা এবং আলোচনা
- খ) ব্যবহারিক প্রদর্শনী
- গ) অনুশীলন
- ঘ) শিক্ষা সফর

১৩) মূল্যায়ন পদ্ধতি

কোর্স ব্যবস্থাপনার সদস্যগণ কোর্সের প্রশিক্ষার্থীদের মূল্যায়ন করবেন। প্রত্যেক প্রশিক্ষার্থীকে ১০০ নম্বরের মধ্যে মূল্যায়ন করতে হবে। নম্বরের বিভাজন নিম্নরূপ হবে:

ক)	লিখিত পরীক্ষা	৮০
খ)	শ্রেণীকক্ষে হাজিরা এবং সার্বিক আচরণ ও শৃঙ্খলা	২০
	মোট	১০০





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