Training Calendar
2016-17

Regional Public Administration Training Centre

Dhaka, Chittagong, Rajshahi & Khulna.

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Prepared By

Staff Training &Training of Trainers (ST&TOT) Department

Bangladesh Public Administration Training Centre
Savar, Dhaka

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Vision and Mission of BPATC

Vision

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

Mission

We are committed to achieve the shared vision through:

- 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

Core Values

BPATC, in all spheres of activities, cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively. BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results.

Preface

Regional Public Administration Training Centres (RPATCs) arrange a good number of skill oriented specialized training courses each year for governmental and semi-governmental officials and employees designed by BPATC. For the training year 2016-2017, BPATC has prepared a training calendar for its four RPATCs. The training calendar contains fifteen training courses, workshops and seminar. Nine of these courses are targeted to grade 1-9 employees and the equivalents, while four are designed for grade 11-16 employees and two are for grade 17-20 employees. Courses designed for grade 1-9 and grade10 include one seminar and three workshops. RPATCs' training courses are to expose participants to the real life situation with regard to their respective workplaces.

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

We do believe that the training courses to be conducted by RPATCs during the year 2016-2017, will be of immense benefit for the officials and employees of governmental and semi-governmental organizations in enhancing their skills and expertise at a reasonable level, required to discharge their duties for the people more efficiently and effectively.

A.L.M. ABDUR RAHMAN ndc
Rector

Introducing RPATCs

Regional Public Administration Training Centres (RPATCs), the arms of Bangladesh Public Administration Training Centre (BPATC), are mandated to discharge training programmes for support staff and officials of the government at regional level. BPATC, the apex public sector training institute of Bangladesh, as an organization, emerged on 28 April 1984 through promulgation of the Public Administration training Centre Ordinance, 1984 (Ordinance No. XXVI) by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The training activities of BPATC are broadly classified into two major groups: core courses and short specialized courses. Core courses are career oriented and are meant for the officials of different tires of the government while short specialized courses are skill oriented and are meant for both officials and support staff. BPATC mostly organizes core courses although some specialized short courses for Class I officers are included in its training programmes while RPATCs, the regional centres of BPATC conduct only short specialized courses for officials and staff of the government. The levels of clientele groups of BPATC range from new recruits of the Bangladesh Civil Service to the top level policy makers while clients of RPATCs are junior to mid level officers and support staff of grade 11-16 and grade 17-20.

BPATC has four regional centres located at former greater divisional headquarters namely Dhaka, Chittagong, Khulna and Rajshahi. Each RPATC, headed by a Deputy Director, is staffed with twenty six employees of different categories.

In order to improve knowledge, skill, efficiency and managerial ability of the officers and staff working at field level, varied training programmes are offered at the RPATCs. RPATCs put emphasis on issues like Bangladesh service Rules (BSR), Office Management, ICT and Computer Application along with English Language for official purposes. RPATCs conduct training courses, workshops and contemporary issues as Right to Information (RTI), Women and Child Rights, Medium Term budgetary Framework (MTBF), PPA-2006 and PPR-2008 etc. The training programmes organised at RPATCs range from one day to four weeks and some of the programmes are held more than once in a calendar year. Although BPATC as parent organization prepares the design of these training courses, RPATCs are mandated to redesign and update course contents and design to cater the changing needs and demands of the clients.

Training courses conducted at RPATCs are mainly residential and there are accommodation facilities for the trainees in all four regional centres. Officers and staff of all levels from government, semi-government, autonomous bodies and private sector organizations may participate in the training courses of regional centres either on payment or at free of cost as per decision made by the centre.

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Gantt Chart of Training Calendar 2016-17

Course/ Prog. for	Sl. No	Name of the Course/Programme	No. of course/prog.	Duration (days)	2016						2017					
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Class-I & II Officers	1.	Workshop on Right to Information (RTI)	01	01				24								
	2.	Workshop on Women and Child Rights	01	01						5						
	3.	Seminar on Medium Term Budget Framework (MTBF)	01	01									14			
	4.	Workshop on PPA-2006 and PPR-2008	01	01	17											
	5.	Modern Office Management Course	02	12			18 - 29							23 - 4		
	6.	Financial Management Course	02	12								26-9			7 - 18	
	7.	Conduct and Discipline Course	02	05		14 - 18		16 - 20								
	8.	ICT and e-Governance Management Course	02	12								5 - 16		9 - 20		
	9.	Communicative English Course	01	12						18-29						
Class-III Staff	10.	Basic Office Management Course	04	19		7 - 24			6-24		1 - 19			2 - 20		
	11.	Computer Application and English Language Course	03	19				23-10				12 - 2			21 -8	
	12.	Basic Conduct and Discipline Course	02	05	24 - 28						22 - 26					
	13.	Basic Financial Management Course	02	05			4 - 8			4 - 8						
Class-IV Staff	14.	Staff Development Course	02	05					27 - 1							11 - 15
	15.	Computer Literacy Course	02	05	17-21								19 - 23			

*Schedule can be changed on emergency basis

01. Workshop on Right to Information (RTI)

1)	Venue	:	All RPATCs
2)	Number of workshop	:	One in each RPATC
3)	Duration	:	One day
4)	Date	:	24 October 2016
5)	Type of the programme	:	Non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I Officers and the equivalents
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 scheduled date of the workshop.

10) Workshop Objective(s) :

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

11) Presentation/Discussion outline of the Workshop:

a) RTI and international charter;
b) Importance of RTI in good governance, human rights and poverty reduction;
c) Importance of peoples' awareness about RTI;
d) Overview of information distribution/dissemination system;
e) List of information that should be provided on demand.

12) Modus Operandi :

a) Presentation of key-note paper
b) Questions and answers on the presentation
c) Group work/discussion and Group Report Presentation
d) Comments on Group Reports by session chairperson.

02. Workshop on Women and Child Rights

1)	Venue	:	All RPATCs
2)	Number of workshop	:	One in each RPATC
3)	Duration	:	One day
4)	Date	:	05 December 2016
5)	Type of the programme	:	Non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I Officers and the equivalents
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 scheduled date of the workshop.

10) Workshop Objective(s) :

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

11) Presentation/discussion outline of the Workshop:

a) State of women: Global context;
b) Situation of women and children: Bangladesh scenario;
c) Special needs of women and children for balanced development;
d) UN Charters/Conventions regarding women & children rights and protection;
e) Existing laws, provisions and safe guards for women and children in Bangladesh;
f) Barriers of women and child development and remedial prospects.

12) Modus Operandi :

a) Presentation of key-note paper
b) Questions and answers on the presentation
c) Group work/discussion and Group Report Presentation
d) Comments on Group Reports by session chairperson.

03. Seminar on Medium Term Budget Framework (MTBF)

1)	Venue	:	All RPATCs
2)	Number of seminar	:	One in each RPATC
3)	Duration	:	One day
4)	Date	:	14 March 2017
5)	Type of the programme	:	Non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I & II Officers
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 scheduled date of the seminar.

10) Seminar Objective(s) :

a) To improve participants' level of understanding about budget discipline and predictability;
b) To increase their efficiency on government budgetary procedures;
c) To make participants aware about the effectiveness of the MTBF;

11) Presentation/Discussion outline of the Seminar:

a) Government budgeting in Bangladesh;
b) Bangladesh MTBF and MTMF;
c) MTBF support structure;
d) Budget Framework: operationalization of strategic objectives;
e) Role of Budget Management Committee (BMC) and Budget Working Group (BWG) towards a top down & bottom up budgeting process.

12) Modus Operandi :

a) Key-note paper presentation
b) Discussion on the key-note paper by designated discussants
c) Floor discussion and recommendation by the participants
d) Comments and recapitulation by session chairperson

04. Workshop on PPA 2006 and PPR 2008

1)	Venue	:	All RPATCs
2)	Number of workshop	:	One in each RPATC
3)	Duration	:	One day
4)	Date	:	17 July 2016
5)	Type of the programme	:	Non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I & II Officers and the equivalents
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 scheduled date of the workshop.

10) Workshop Objective(s) :

a) To acquaint the participants with Public Procurement Act and Rules;
b) To enable them utilise public fund in line with Public Procurement Act and Rules.

11) Presentation/discussion outline of the workshop:

a) Salient features of Public Procurement Act 2006 and Public Procurement Rules 2008;
b) Methods of goods, works and service procurement;
c) Approval procedure;
d) Procedures of making complain and settlement.

12) Modus Operandi :

a) Presentation of key-note paper
b) Questions and answers on the presentation
c) Group work/discussion and Group Report Presentation
d) Comments on Group Reports by session chairperson.

05. Modern Office Management Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC (1 for Class-I & the other for Class-II)
3)	Duration	:	12 days
4)	Date	:	18-29 September 2016 (for Class-I Officers) 23 April - 04 May 2017 (for Class-II Officers)
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I & II Officers and the equivalents
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.

11) Course Contents :

Module-01: Official Rules — Total sessions-08

01.01 Salient Features of the Constitution of Bangladesh
01.02 General Conditions of Service
01.03 Recruitment, Training and Promotion procedures
01.04 The Government Servants (Conduct) Rules, 1979
01.05-06 The Government Servants (Discipline and Appeal) Rules, 1985
01.07 Leave Rules, 1959
01.08 Right to Information Act-2009

Module-02: Official Procedures — Total sessions-09

02.01 Introduction to Secretariat Instruction, 2008
02.02 Forms of Written Communication (Official Letter, DO and Office Memorandum)
02.03 Writing Note, Draft and Summary
02.04 Rules of Business, 2008
02.05-06 Conducting Meeting, Preparing Working Paper and Writing Minutes
02.07 Office Inspection
02.08 Citizen Charter
02.09 Office manner and etiquette

Module-03: Organizational Process — Total sessions-09

03.01 Human Resource Management and Planning
03.02 Managerial Leadership

03.03 Motivation, Supervision and Coordination
03.04 Team Building
03.05 Decision Making Process
03.06 Delegation of Administrative and Financial Authority
03.07 Time Management
03.08 Performance Evaluation and Annual Confidential Report (ACR) writing
03.09 TQM for Modern Office Management
03.10 Role of Police in ensuring public safety and how people can help them

Module-04: Financial Rules and Procedures Total sessions-09

04.01 General Financial Rules
04.02 Treasury Rules
04.03 Public Procurement Act, 2006 and Public Procurement Regulations, 2008
04.04 Budget and Budgetary process in Bangladesh
04.05 Audit and settlement of audit objections
04.06 Pay fixation
04.07 Pension and Gratuity
04.08 General Provident Fund, Benevolent Fund and Group Insurance Rules
04.09 VAT Rules

Module-05: Information and Communication Technology Total sessions-09

05.01 Introduction to Computer: Hardware and Software
05.02-03 Essential ICT Skill: MS Word
05.04 Essential ICT Skill: MS Excel
05.05 Essential ICT Skill: MS Power Point
05.06 Essential ICT Skill: Browsing Internet and using email
05.07 Unicode: Bangla Typing
05.08 Introduction to e-filling
05.09 PC Maintenance and Troubleshooting

12) Training Method :

a) Lecture and Discussion
b) Practical Demonstration
c) Exercise
d) Study Visit (if manageable)

13) Evaluation Method :

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

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

06. Financial Management Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC (1 for Class-I & the other for Class-II)
3)	Duration	:	12 days
4)	Date	:	26 February – 09 March 2017 (for Class-I Officers) 07 - 18 May 2017 (for Class-II Officers)
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I & II Officers
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.

11) Course Contents :

Module-01: Financial Planning and Control — Total Sessions - 13

01.01 Financial Management: Concepts and Issues
01.02 Financial management system in Bangladesh
01.03 Budget and Budgetary process in Bangladesh
01.04 Preparation of Budget (exercise)
01.05-06 Audit and settlement of audit objections
01.07 Performance Audit
01.08-09 Medium Term Budget Framework (MTBF)
01.10 Financial Institution
01.11 Monetary Policy
01.12 Store management
01.13 Development of Bangladesh Capital Market: Fraudulence and Practice

Module-02: Financial Rules and Procedures — Total sessions-13

02.01 General Financial Rules
02.02 Treasury Rules
02.03 Duties and Responsibilities of Drawing and Disbursing Officers
02.04 Delegation of Financial Power
02.05-07 Public Procurement Rules, 2008 (Goods, Works and Services)
02.08 Cost Control Mechanism

02.09 Laws relating to Income Tax and Role of NBR
02.10 Self Tax Assessment and Income Tax Return Preparation
02.11-12 PPR-2006 & PPR-2008
02.13 Writing of Cash Book and other Financial Registers and their Preservation Procedures

Module-03: Service Rules Total sessions-08

03.01 Bangladesh Service Rules (BSR)
03.02 Pay Fixation (with exercise)
03.03-04 TA & DA (with exercise)
03.05 General Provident Fund, Benevolent Fund and Group Insurance Rules
03.06 Pension and Gratuity Rules,
03.07-08 Different Rules/Circulars with Financial Implications
(Time Scale, Charge Allowance, Festival Allowance, Rest & Recreation, Encashment of Leave, Lump Grant, Subsistence Grant, Fees and Honorarium, Loan and Advances)

12) Training Method :

a) Lecture and Discussion
b) Practical Demonstration
c) Exercise
d) Study Visit (if manageable)

13) Evaluation Method :

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

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

07. Conduct and Discipline Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC (1 for Class-I & the other for Class-II)
3)	Duration	:	05 days
4)	Date	:	14 – 18 August 2016 (for Class-I Officers) 16 - 20 October 2016 (for Class-II Officers)
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30
7)	Eligible participants	:	Class I & II Officers
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.

11) Course Contents :

Module-01: Official Rules and Regulations — Total sessions-09

01.01	The Constitution of Bangladesh and Expected Conduct of Government Servants
01.02	The Government Servants (Conduct) Rules, 1979
01.03-04	The Government Servants (Discipline and Appeal) Rules, 1985
01.05-06	Existing Ordinances related to discipline matters: The Government Servants (Special Provision) Ordinance, 1979 The Pubic Employees (Punctual Attendance) Ordinance, 1982 The Public Servants (Dismissal on Conviction) Ordinance, 1985
01.07	National Integrity Strategy
01.08	Role of BPSC in the matters of Discipline and Appeal Rules
01.09	Anti-corruption Act

Module-02: Managing Disciplinary Cases — Total sessions-08

02.01-02	General Conditions of Service
02.03	Techniques of Preparing Statement of Allegations
02.04	Framing of charges against the accused
02.05	Inquiry procedure of Departmental Cases
02.06	Writing of inquiry report
02.07	Preparing Statement of Allegations and framing of charges against the accused (Exercise)
02.08	The Administrative Tribunal Act, 1980 (with amendments)

12) Training Method :

a) Lecture and Discussion
b) Exercise
c) Case Study

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 and Discipline	20

08. ICT and e-Governance Management Course

1)	Venue	:	All RPATCs
2)	Number of course/RPATC	:	02 in each RPATC (1 for Class-I & the other for Class-II)
3)	Duration	:	12 days
4)	Date	:	05 - 16 February 2017 (for Class-I Officers) 09 - 20 April 2017 (for Class-II Officers)
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	25
7)	Eligible participants	:	Class I & II Officers and the equivalents
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 ICT effectively and efficiently for official purposes.

11) Course Contents :

Module-01: Essential ICT Skills Total sessions-16

01.01-02 Introduction to Computer: Hardware and Software
01.03-04 Essential ICT Skill: MS Word
01.05-06 Essential ICT Skill: MS Excel
01.07-08 Essential ICT Skill: MS Power Point
01.09-10 Essential ICT Skill: MS Access
01.11-12 Essential ICT Skill: Browsing Internet and using email
01.13-14 Unicode: Bangla Typing
01.15-16 Introduction to e-filling

Module-02: e-Governance and ICT for Development Total sessions-14

02.01-02 e-Governance: Concept and Architecture
02.03-04 e-Governance: Challenges and Opportunities
02.05-06 e-services at District, Upazila and Union levels
02.07-08 Improving Service Delivery through ICT in Bangladesh
02.09-10 Networked Government: Basics of Networking and e-Government over Networks
02.11-12 ICT for Development: Policy and Challenges
02.13-14 Cyber Ethics & Internet security

Module-03: PC Hardware and Troubleshooting Total sessions-08

03.01	Identification of Hardware and Software related problems
03.02-03	Solution of Hardware and Software related problems
03.04-05	User Level Maintenance and Troubleshooting
03.06	New Hardware and Software Installation
03.07-08	Solution of Network and Internet related problems

12) Training Method :

a) Lecture and Discussion
b) Practical Demonstration and Exercise

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 and Discipline	20

09. Communicative English Course

1) Venue : All RPATCs
2) Number of course/RPATC : One in each RPATC
3) Duration : 12 days
4) Date : 18-29 December 2016
5) Type of the programme : Residential/non-residential
6) Expected number of participants : 30
7) Eligible participants : Class I Officers and the equivalents
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.

11) Course Contents :

Module-01: Vocabulary Total sessions-02

Code	Topic	Training Method
01.01	Building vocabulary	Discussion and Exercise
01.02	The Use of a dictionary	Discussion, Exercise and Audio

Module-02: Grammar Total sessions-04

Code	Topic	Training Method
02.01	Building sentences	Discussion and Exercise
02.02	Tense and Time	Discussion and Exercise
02.03	Use of Prepositions	Discussion and Exercise
02.04	Use of Modal Auxiliaries	Discussion and Exercise

Module-03: Speaking Skills Total sessions-16

Code	Topic	Training Method
03.01	Techniques of Speaking	Discussion and Exercise
03.02	Conversational Fillers and Expressions	Discussion and Exercise
03.03	Providing welcome address, vote of thanks and announcement	Discussion and Exercise
03.04	Asking and answering	Discussion and Exercise
03.05	Greetings, expressing gratitude, regret	Discussion and Exercise
03.06	Introducing oneself	Discussion and Exercise
03.07	Command, request, advice	Discussion and Exercise
03.08	The Phonetic Symbols	Discussion and Exercise

Code	Topic	Training Method
03.09	Basic Rules of Pronunciation	Discussion and Exercise
03.10	Speaking extemporaneously	Discussion and Exercise
03.11	Dialogue Practice	Discussion and Exercise
03.12	Enhancing Presentation Skills	Presentation
03.13	Debate	Discussion and Exercise
03.14	Newspaper Editorial Presentation	Discussion and Exercise
03.15	Techniques of IELTS Speaking	Discussion and Exercise
03.16	IELTS Speaking Practice	Discussion and Exercise

Module-04: Writing Skills Total sessions-08

Code	Topic	Training Method
04.01	Techniques of Writing	Discussion and Exercise
04.02	Writing Skills: Practice sessions	Discussion and Exercise
04.03	Business (Official) Writing-Writing a CV, Report,	Discussion and Exercise
04.04	Summary, Application, E-mail communication	Discussion and Exercise
04.05	Writing minutes, memorandum	Discussion and Exercise
04.06	IELTS Writing Task-one (Descriptive Writing)	Discussion and Exercise
04.07	IELTS Writing Task-two (Argumentative Writing)	Discussion and Exercise
04.08	Common Mistakes in English	Discussion and Exercise

Module-05: Reading Skills Total sessions-03

Code	Topic	Training Method
05.01	Techniques of Reading	Discussion and Exercise
05.02	IELTS Reading: Techniques	Discussion and Exercise
05.03	Practice session on Reading	Exercise

Module-06: Listening Skills Total sessions-04

Code	Topic	Training Method
06.01	Techniques of Listening	Discussion and Exercise
06.02	Movie show and listening	Presentation
06.03	IELTS Listening	Discussion and Exercise
06.04	Practice session on Listening	Exercise

12) Training Method :

a) Lecture and Discussion
b) Exercise and Presentation

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 Overall Conduct and Discipline 20

10. Basic Office Management Course

1)	Venue	:	All RPATCs
2)	Number of course	:	04 in each RPATC
3)	Duration	:	19 days
4)	Date	:	1st Course 07 – 24 August 2016
			2nd Course 06 – 24 November 2016
			3rd Course 01 – 19 January 2017
			4th Course 02 - 20 April 2017
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30 in each Course
7)	Eligible participants	:	Class III employees
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 :

a) To provide participants with detailed ideas of the working procedures of Ministry/ Division/Department/Directorate/Semi-Government and Autonomous Bodies;
b) To acquaint participants with different aspects and procedures of personnel and office management; and
c) To enhance participants knowledge and skills on elementary issues related to financial management.

11) Course Contents :

Module-01: Personnel Management Total Sessions-13

01.01	General Conditions of Service
01.02-03	Recruitment, Seniority and Promotion Rules
01.04	The Government Servants (Conduct) Rules, 1979
01.05	The Government Servants (Special Provision) Ordinance 1979, The Public Servants (Dismissal on Conviction) Ordinance 1985, The Public Employees (Punctual Attendance) Ordinance, 1982
01.06	The Government Servants (Discipline and Appeal) Rules, 1985
01.07	Leave Rules
01.08	Joining Time
01.09	Government Servants Welfare Measures
01.10	Accommodation Rules, Instructions relating to use of Government Transports
01.11	Ethics, Manner and Etiquettes
01.12	Role of Government Servant in dressing, cleanliness and environmental development
01.13	Right to Information Act-2009

Module -02: File and Record Management Total Sessions-06

02.01	Office Procedures (Receipt of daily mails, distribution and diarizing, opening of new files, referencing and indexing)
02.02	Submission of files and movement of files, classification and preservation of files and records
02.03	Weeding and destruction of files, different Registers, maintenance and preservation of registrars
02.04	Issuance of letters, use of stamps and maintenance of accounts
02.05	The Archive Act
02.06	Service Book maintenance

Module-03: Administrative Communication Total Sessions-05

03.01	Forms of written communication (Official letter, Demi-Official Letter & Office Memorandum Writing)
03.02	Writing Office Order, Circular, Press Note, etc.
03.03	Writing Note and Un-official Note
03.04	Summary Writing, Preparation of Drafts
03.05	Techniques of Writing Reminder and its Issuance
03.05	Use of Telephone, Fax, E-mail

Module-04: Store Management Total Sessions-07

04.01	Purchasing and Preservation of goods
04.02	Distribution and maintenance of accounts of stationeries
04.03-04	Writing Tender Notice, Preparation of comparative Statements and work orders
04.05	Purchase and Distribution of Dresses and Liveries of the Government
04.06	Maintenance of Furniture and Equipment
04.07	PPA-2006/PPR-2008

Module -05: Financial Management Total Sessions-15

05.01	Important Aspects of Financial Rules
05.02	Treasury Rules
05.03	Responsibilities of Departmental Heads and Drawing and Disbursing Officers
05.04	Pay Fixation Rules
05.05	Travel Allowance Rules
05.06	Pension Rules
05.07	Preparation of Bills
05.08	Writing and Maintenance of Cash Book and other Registers
05.09	Maintenance of Government Accounts and Auditing System
05.10	Raising of Audit Objection and its Disposal
05.11	General Provident Fund Rules, Group Insurance and Benevolent Fund Rules
05.12-13	Time Scale, Charge Allowance, Rest & Recreation Allowance, Festival Allowance, Advance, Encashment of Leave, Subsistence Grant, Lump Grant, Fees and Honorarium.
05.14-15	Budget, Classification of Budget, Preparation and Approval of Budget Estimate

Module-06: Computer Application in Office Work Total Sessions -22

06.01-02 Introduction to Computer: Hardware and Software
06.03-06 Essential ICT Skill: MS Word
06.07-08 Essential ICT Skill: MS Excel
06.09-10 Essential ICT Skill: MS Power Point
06.11-14 Unicode: Bangla Typing
06.15-16 E-Mail and Internet Browsing
06.17-18 Introduction to e-filling
06.19-22 User Level Maintenance and Troubleshooting

12) Training Method :

a) Lecture and Discussion
b) Practical Demonstration
c) Exercise
d) Case Study
e) Study Visit (if manageable)

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/Group Work	80
b)	Class Attendance and Overall Conduct and Discipline	20

11. Computer Application and English Language Course

1)	Venue	:	All RPATCs
2)	Number of course	:	03 in each RPATC
3)	Duration	:	19 days
4)	Date	:	1st Course 23 October –10 November 2016 2nd Course 12 February – 02 March 2017 3rd Course 21 May – 08 June 2017
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	25 in each Course
7)	Level of participants	:	Class III employees
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 :

a) To develop participants' ICT skills in their day to day office work;
b) To develop participant's elementary skills in applying English language.

11) Course Contents :

Module-01: Computer Application Total sessions-28

01.01-02 Introduction to Computer: Hardware and Software
01.03-06 Essential ICT Skill: MS Word
01.07-10 Essential ICT Skill: MS Excel
01.11-14 Essential ICT Skill: MS Power Point
01.15-18 Unicode: Bangla Typing
01.19-22 E-Mail and Internet Browsing
01.23-26 User Level Maintenance and Troubleshooting
01.27-28 Introduction to e-filling

Module-02: Writing Skill and Grammar Total Sessions-17

02.01-02 Parts of Speech
02.03-04 Sentence structure and its major components
02.0508 Tense
02.09-10 Function of adverbs, adjectives, conjunctions and prepositions in a sentence
02.11-12 Use of Determiners, Auxiliary verbs and Modals
02.13-14 Word formation and Vocabulary
02.15 Common mistakes in English usage
02.16-17 Writing letters

Module-03: Speaking Skill Total Sessions-07

03.01-02 Introducing self and other
03.03 Greetings
03.04 Expressing Gratitude and regrets
03.05 Making request, taking leave
03.06 Asking and answering in different situations
03.07 Words commonly mispronounced

Module -04: Reading Skill Total sessions-06

04.01 Techniques of reading
04.02-06 Reading-practice sessions

12) Training Method :

a) Practical Demonstration
b) Exercise
c) Lecture and Discussion
d) Reading Assignment

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 and Discipline	20

12. Basic Conduct and Discipline Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC
3)	Duration	:	05 days
4)	Date	:	1st Course 24 - 28 July 2016 2nd Course 22 - 26 January 2017
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30 in each Course
7)	Eligible participants	:	Class III employees
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 improve participants level of knowledge about the basic aspects of conduct and discipline.

11) Course Contents : Total Sessions-12

01. Desired conduct of Government servants in the light of the Constitution
02. The Government Servants (Conduct) Rules, 1979
03. The Government Servants (Discipline and Appeal) Rules, 1985
04. The Public Servants (Dismissal on Conviction) Ordinance, 1985
05. The Government Servants (Special Provision) Ordinance, 1979
06. The Public Employees (Punctual Attendance) Rules, 1982
07. Techniques of preparing Statement of Allegations and Framing of charges
08. Inquiry Procedure of Departmental Cases
09. Writing of Final Report/Order of Departmental Cases
10. Role of Government servants in reducing corruption from government offices
11. Administrative Tribunal Act, 1980
12. National Integrity Strategy

12) Training Method :

a) Lecture and Discussion
b) Exercise
c) Case study

13) Evaluation Method :

Members of course management will evaluate the participants of the course. Each participant will be evaluated with in 100 marks. The break down of the marks will be as follows:

a)	Exercise/Practical Test	80
b)	Class Attendance and Overall conduct and discipline	20

13. Basic Financial Management Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC
3)	Duration	:	05 days
4)	Date	:	1st Course 04 – 08 September 2016 2nd Course 04 – 08 December 2016
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	25 in each Course
7)	Eligible participants	:	Class III employees
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 improve participants knowledge and skills about the basic matters related to financial management.

11) Course Contents :

Module -01: Financial Management Total Sessions-12

01.01	Important Aspects of Financial Rules
01.02	Treasury Rules
01.03	Financial Power and Responsibilities of Departmental Heads and Drawing and Disbursing Officers
01.07	Preparation of Bills
01.08	Writing and Maintenance of Cash Book and other Registers
01.09	Maintenance of Government Accounts and Auditing System
01.10	Raising of Audit Objection and its Disposal
01.11-12	Budget, Classification of Budget, Preparation and Approval of Budget Estimate

Module-02: Service Rules Total sessions-07

02.01	Bangladesh Service Rules (BSR)
02.02	Rules relating to Pay Fixation
02.03	Rules relating to TA & DA
02.04	General Provident Fund, Benevolent Fund and Group Insurance Rules
02.05	Pension and Gratuity Rules
02.06-07	Time Scale, Charge Allowance, Rest & Recreation Allowance, Festival Allowance, Advance, Encashment of Leave, Subsistence Grant, Lump Grant, Fees and Honorarium
02,08-09	PPR-2006 & PPR-2008

12) Training Method :

a) Lecture and Discussion
b) Exercise
c) Case Study

13) Evaluation Method :

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. Method of evaluation and distribution of marks will be as follows:

a)	Written Examination/Exercise/Practical Test	80
b)	Class Attendance and Overall Conduct and Discipline	20

14. Staff Development Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC
3)	Duration	:	05 days
4)	Date	:	1st Course 27 November – 01 December 2016 2nd Course 11 – 15 June 2017
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	30 in each Course
7)	Eligible participants	:	Class IV employees
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 :

a) To provide participants with knowledge regarding some basic regulations; and
b) To increase participants awareness about etiquettes and manners.

11) Course Contents :

Module-01: Important Rules and Service Norms — Total sessions: 14

01.01	General Condition of Services
01.02	Recruitment, Seniority and Promotion Rules
01.03	The Government Servants (Conduct) Rules, 1979
01.04	The Government Servants (Discipline and Appeal Rules), 1985
01.05	The Public Employee (Punctual Attendance) Ordinance, 1982
01.06	The Government Servants (Special Provision) Ordinance, 1979
01.07	Leave Rules, 1959
01.08	Pension Rules
01.09	Welfare measures of Government Employees
01.10-11	Instructions regarding Dresses and Liveries of Class IV employees
01.12	Duties and responsibilities of Class IV employees
01.13	Principles regarding behavior with superiors and other people
01.14	Ethics, Manner and Etiquettes

Module-2: Computer Application — Total Sessions -12

02.01-02	Introduction to Computer: Hardware and Software
02.03	Familiarisation with key board
02.04-07	Essential ICT Skill: MS Word
02.08-10	Unicode: Bangla Typing
02.11-12	Internet and e-mail

12) Training Method :

a) Lecture and Discussion
b) Practice/Exercise

13) Evaluation Method :

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 50 marks. Method of evaluation and distribution of marks will be as follows:

a)	Overall Performance	20
b)	Class Attendance	15
c)	Overall Conduct and Discipline	15

15. Computer Literacy Course

1)	Venue	:	All RPATCs
2)	Number of course	:	02 in each RPATC
3)	Duration	:	05 days
4)	Date	:	1st Course 17 – 21 July 2016 2nd Course 19 -23 March 2017
5)	Type of the programme	:	Residential/non-residential
6)	Expected number of participants	:	25 in each Course
7)	Eligible participants	:	(SSC Passed) Class IV employees
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.

11 Course Contents :

01.01-02	Introduction to Computer: Hardware and Software
01.03	Familiarization with keyboard
01.04-09	Essential ICT Skill: MS Word
01.10-12	Essential ICT Skill: MS Excel
01.13-15	Essential ICT Skill: MS Power Point
01.16-19	Unicode: Bangla Typing
01.20-21	Internet and e-mail

12) Training Method :

a) Practical Demonstration
b) Practice/Exercise

13) Evaluation Method :

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 50 marks. Method of evaluation and distribution of marks will be as follows:

a)	Overall performance	20
b)	Class Attendance	15
c)	Overall Conduct and Discipline	15

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