24. Fundamental Training Course for Grade13-16 Employees

Venue	All RPATCs
Number of course	03 in each RPATC
Duration	19 days
Date	1st Course: 23 October - 10 November 2022 2nd Course: 11 - 29 December 2022 3rd Course: 21 May – 08 June 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25 in each course
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

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

Distribution of days

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

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

Total Sessions of the Modules- 67

Course Contents

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

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

Module-02	:	Service Rules and Office Management
No. of Sessions :	14	

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
02.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
02.04	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.05	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.06	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
02.07	1	File Management Including Secretariat Instructions, 2014	Faculty/Guest speaker	L&E
02.08	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
02.09	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&D

Topic Code	Hours	Topics	Facilitator/Speaker	TM
02.10	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.11-12	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.13-14	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E

Module-03   :   Financial Rules and Procedures

No. of Sessions   :   16

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

Module-04	:	Information and Communication Technology

No. of Sessions : 15

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

Module-05	:	Store Management

No. of Sessions : 02

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

Module-06	:	Contemporary Issues

No. of Sessions : 05

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

Training Method

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

Evaluation Method

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

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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 August – 08 September, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

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

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	½ day
	b. Closing-	½ day
	c. Field Visit	½ day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

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

Total Sessions of the Modules- 40

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Course Contents

		Service Rules and Office Management
Module 1	**:**	**Service Rules and Office Management**
No. of Sessions:	**21**	

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.06	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.07	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
01.08	1	File Management and Record management as per Secretariat Instructions	Faculty/Guest speaker	L&D
01.09	1	Writing Note, Draft and brief	Faculty/Guest speaker	L&D
01.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.11	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.12-13	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.14-15	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
01.16	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
01.17	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D
01.18-21	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&D

Module-02	:	Information and Communication Technology		

No. of Sessions :	15

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

Module-03	:	Store Management

No. of Sessions :	02

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

Module-04	:	Contemporary Issues

No. of Sessions :	02

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

Training Method

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

Evaluation Method

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

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

26. Financial Management Course for Grade13-16 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	15-26 January, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;

2. To make participants aware about their role as financial managers; and

3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Distribution of days

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

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

Total Sessions of the Modules- 41

Course Contents

Module-01	:	**Financial Rules and Procedures**

No. of Sessions :	24

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03	1	General Financial Rules	Faculty/Guest speaker	L&D
01.04	1	Treasury Rules	Faculty/Guest speaker	L&D
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Overview of PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
01.09-10	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.11-12	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.13	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.14	1	Pay Fixation,	Faculty/Guest speaker	L&E
01.15	1	Pension and Gratuity	Faculty/Guest speaker	L&E
01.16	1	VAT Rules	Faculty/Guest speaker	L&D
01.17	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.18-19	2	Self Tax Assessment and Income Tax Return Preparation (With Exercise)	Faculty/Guest speaker	L&D
01.20-21	2	Store Management	Faculty/Guest speaker	L&D
01.22	1	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&E
01.23-24	2	Overview on Project Cycle Management in Bangladesh	Faculty/Guest speaker	L&E

Module-02	:	**Information and Communication Technology**

No. of Sessions :	15

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

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

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

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

Training Method

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

Evaluation Method

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

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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	18-22 December, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

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

Distribution of days

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

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

Total Sessions of the Modules- 23

Course Contents

Module-01	:	Official Rules and Regulations
No. of Sessions	:	12

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03.04	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.05	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.06-07	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.08	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.09	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.10	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
01.11-12	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

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

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

Module-03	:	**Contemporary Issues**		

No. of Sessions :	02

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

Training Method

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

Evaluation Method

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

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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	21 May – 01 June 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

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

Distribution of days

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

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

Total Sessions of the Modules- 40

Course Contents

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

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

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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Introduction to computer 1. Basics of Computer 2. Organization of Computer 3. Software and Hardware 4. Input Output Devices	Faculty/Guest speaker	L&E
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E

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

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

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

Training Method

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

Evaluation Method

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

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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	01 – 05 January, 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

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

Distribution of days

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

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

Total Sessions of the Modules- 23

Course Contents

Module-01	:	Important Issues

No. of Sessions :	04

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

Module- 02	:	e-Nothi

No. of Sessions :	13

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

Module-03	:	Typing

No. of Sessions :	06

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

Training Method

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

Evaluation Method

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

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