



Courses for Grade 13-16 Employees

26. Fundamental Training Course for Grade 13-16 Employees

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

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 74

Course Contents

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

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

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

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

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

Module-03 : Financial Rules and Procedures

Evaluation Method : Group Exercise

Total Marks : 25

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

Session Hours : 19

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

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

Module-04 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

Objective : To enhance the knowledge and skills on ICT

Session Hours : 18

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

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

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

Training Methods

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

Evaluation Methods

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

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

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

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

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 46

Course Contents

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

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

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

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

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

Module-03 : Information and Communication Technology

Evaluation Method : Individual Practical Test

Total Marks : 25

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

Session Hours : 17

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

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

Module-04 : Good Health and Well-being

Evaluation Method : Group Presentation/Report

Total Marks : 25

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

Session Hours : 04

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

Training Methods

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

Evaluation Methods

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

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

28. Financial Management Course for Grade 13-16 Employees

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

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 41

Course Contents

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

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

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

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

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

Module-03 : Service Rules & Official Procedures

Evaluation Method : Individual Exercise/Report

Total Marks : 25

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

Session Hours : 14

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

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

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

Training Methods

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

Evaluation Methods

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

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

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

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	11 - 15 February 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	30
Eligible participants	Officials holding the post of grade 13-16
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective

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

Distribution of days

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

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

Total Session Hours of the Modules- 24

Course Contents

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

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

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

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

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

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

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

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

Training Methods

- Lecture and Discussion
- Exercise
- Lecture and Exercise

Evaluation Methods

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

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



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

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

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

Course Objective

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

Distribution of days

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

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

Total Session Hours of the Modules- 48

Course Contents

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

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

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

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

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

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

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

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

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

Module-05 : Good Health and Well-being

Evaluation Method : Group Presentation/Report

Total Marks : 25

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

Session Hours : 04

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

Training Methods

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

Evaluation Methods

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

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

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

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

Course Objectives

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

Distribution of days

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

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

Total Session Hours of the Modules- 26

Course Contents

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

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

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

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

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

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

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

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

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

Evaluation Methods

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

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