

## Grade 9 to above

### Financial Management Course (Grade-9 to Above)

#### Module-1: Financial Planning and Control

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Financial Management: Concepts and Issues		
01.02	1	Financial management system in Bangladesh		
01.03-05	3	Budget and Budgetary process in Bangladesh and Preparation Of Budget using MTBF		
01.06-07	2	Audit ,Audit objections and settlement Procedure		
01.08	1	Financial Institutions in Bangladesh		
01.09	1	Monetary Policy		
01.10	1	Store management		
01.11	2	Bangladesh Capital Market: Challenges & way Forward		

#### Module-02: Financial Rules and Procedures

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	General Financial Rules		
02.02	1	Treasury Rules		
02.03	1	Duties and Responsibilities of Drawing and Disbursing Officers		
02.04	1	Delegation of Financial Power		
02.05-06	2	Public Procurement with eGP		
02.07	1	Cost Control Mechanism		
02.08	1	Laws relating to Income Tax and Role of NBR		
02.09	1	Self Tax Assessment and Income Tax Return Preparation		
02.10	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures		

### Module-03: Service Rules

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Bangladesh Service Rules (BSR)		
03.02-03	2	TA & DA Rules (with exercise)		
03.04	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
03.05	1	Pay Fixation and Different fees, allowance and Honorarium		
03.06-07	2	Pension and Gratuity Rules		
03.08-09	2	বঙ্গবন্ধুর জীবন ও দর্শন		
03.10-11	2	প্রাথমিক স্বাস্থ্য সেবা		

### Communicative English Course (Grade 9 to Above)

#### Module-01 : Vocabulary

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Building Vocabulary		
01.02	1	The Use of a Dictionary		
01.03	1	Common Mistakes in English		
01.04-05	2	Public Speaking/Extempore Speech		
01.06	1	How to behave with Service recipient & Media		

#### Module-02 : Grammar

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

02.06	1	Paraphrasing		
02.07	1	Voice Change		

### **Module-03 : Speaking Skills**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Techniques of Speaking		
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement		
03.03	1	Asking and Answering		
03.04	1	Introducing Oneself		
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice		
03.06	1	Basic Rules of Pronunciation		
03.07	1	Speaking Extemporaneously		
03.08	1	Dialogue Practice		
03.09	1	Enhancing Presentation Skills		

### **Module-04 : Writing Skills**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing		
04.02	1	Writing Skills: Practice sessions		
04.04	1	Summary, Application, E-mail communication		
04.05	1	Writing memorandum of Understanding		

### **Module-05 : Reading Skills**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading		

05'02	1	Practice session on Reading		
05.03	1	English Book Review		
05.04-05	2	বঙ্গবন্ধুর জীবন ও দর্শন		
05.06-07	2	প্রাথমিক স্বাস্থ্য সেবা		

### **Module-06 : Listening Skills**

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

### **Module-07 : IELTS Preparation and Practice**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01	1	IELTS Speaking Skill		
07.02	1	IELTS Listening Skill		
07.03	2	IELTS Reading Skill		
07.04	2	IELTS Writing Task-one (Descriptive Writing & Argumentative Writing)		

## **Modern Office Management Course (Grade- 9 to Above)**

### **Module-1: Official Rules**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	Salient Features of the Constitution of Bangladesh		
01.02-03	1	সরকারী চাকরি আইন ২০১৮		
01.04	1	The Government Servants (Conduct) Rules, 1979		
01.05-06	2	The Govt. Servants (Discipline and Appeal) Rules, 2018		
01.07	1	Prescribed Leave Rules, 1959		
01.08-09	2	বঙ্গবন্ধুর জীবন ও দর্শন		

01.10	2	প্রাথমিক স্বাস্থ্য সেবা		
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## Module-2: Official Procedures

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Secretariat Instruction, 2008		
02.02	1	Forms of Written communication (Official Letter, DO and Office Memorandum)		
02.03	1	Writing Note, Draft and Summary		
02.04-05	2	Conducting Meeting, Preparing Working Paper and Writing Minutes		
02.06	1	Office Inspection		
02.07	1	Citizen Charter		
02.08	1	Office Manner and Etiquette		

## Module-3: Organization Process

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Human Resource Management and Planning		
03.02	1	Managerial Leadership		
03.03	1	Motivation, Supervision and Coordination		
03.04	1	Team Building		
03.05	1	Decision Making Process		
03.06	1	Delegation of Administrative and Financial Power		
03.07	1	Performance Evaluation and Annual Confidential Report (ACR) writing		
03.08	1	Role of Police in ensuring public safety and how people can help them.		

## Module-4: Financial Rules and Procedures

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

04.02	1	Treasury Rules		
04.03-04	2	Public Procurement Act, 2006 and Public Procurement Rules 2008		
04.05-06	2	Budgetary Process in Bangladesh using MTBF		
04.07-08	2	Audit, Audit Objections and Settlement Procedure		
04.09	2	Pay Fixation, Pension and Gratuity		
04.10	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
04.11	1	VAT Rules/Income Tax Rules		

### **Module-5: Information and Communication Technology**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software		
05.02	1	Essential ICT Skill: MS Word		
05.03	1	Essential ICT Skill: MS Excel		
05.04	1	Essential ICT Skill: MS Power Point		
05.05	1	Unicode: Bangla Typing, Blind Typing Practice (Bangla & English)		
05.06	1	Introduction to e-filing		
05.07	1	PC Maintenance and Troubleshooting		

## **Conduct & Discipline Course (Grade 9 to Above)**

### Module-01: Official Rules and Regulations

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions		
01.03	1	The Government Servants (Conduct) Rules, 1979		
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018		
01.06-07	2	সরকারী চাকরি আইন ২০১৮		
01.08	1	National Integrity Strategy (NIS)		

01.09	1	Role of BPSC in the Matters of Discipline and Appeal Rules-2018		
01.10	1	Anti-Corruption Act-2004		
01.11-12	2	বঙ্গবন্ধুর জীবন ও দর্শন		
01.13-14	2	প্রাথমিক স্বাস্থ্য সেবা		

Module-02: Managing Disciplinary Cases

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	General Conditions of Service		
02.03	1	Techniques of Preparing Statement of Allegations		
02.04	1	Framing of Charges Against the Accused		
02.05	1	Inquiry Procedure of Departmental Cases		
02.06	1	Writing of Inquiry Report		
02.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)		
02.08	1	The Administrative Tribunal Act, 1980 (with Amendments)		
02.09	1	Manner, Etiquettes and Dress Code of Government Employees		