

Grade 13-16

Financial Management Course (Grade-13-16)

Module-1: Financial Rules and Procedures

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	General Financial Rules		
01.02	1	Treasury Rules		
01.03-04	2	Public Procurement emphasizing on eGP		
01.05-06	2	Budgetary process in Bangladesh using MTBF		
01.07-08	2	Audit, Audit Objections and Settlement Procedure		
01.09	1	TA & DA Rules (with exercise)		
01.10	1	Pay Fixation, Pension and Gratuity		
01.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
01.12	1	VAT Rules		
01.13	1	Laws Relating to Income Tax		
01.14	1	Self Tax Assessment and Income Tax Return Preparation		

Module-02: Information and Communication Technology No.

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		
02.07-10	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.11-15	5	Workshop on e-nothi (Whole day with practiced)		
02.16	1	PC Maintenance and Trouble shooting		
02.17	1	ICT Act		
02.18-19	2	বঙ্গবন্ধুর জীবন ও দর্শন		
02.20-21	2	প্রাথমিক স্বাস্থ্য সেবা		

Module-03: Store Management

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

e-nothi Course (Grade- 13-16)

Module -01: e-Nothi

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

Module -02: Typing

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Unicode		
02.02	1	Description of Bangla Software		
02.03	1	Bangla Typing Nikosh Font		
02.04	1	Bangla Typing যুক্তবর্ণ		

02.05-06	2	Bangla and English Typing Practice		
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Information & Communication Technology Course (Grade- 13-16)

Module-01: ICT Skills

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

Module-02: PC Hardware and Troubleshooting

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

02.11	1	Uploading File in Networking Server		
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Office Management & ICT Course (Grade- 13-16)

Module-1: Service Rules and Office Management

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

Module-2: Information and Communication Technology

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

02.07-11	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.12	1	Introduction to e-nothi		
02.13-16	4	Workshop on e-nothi		
02.17	1	PC Maintenance and Troubleshooting		

Module-3: Store Management

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

Financial Management Course (Grade-13-16)

Module-1: Financial Rules and Procedures

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01	1	General Financial Rules		
01.02	1	Treasury Rules		
01.03-04	2	Public Procurement emphasizing on eGP		
01.05-06	2	Budgetary process in Bangladesh using MTBF		
01.07-08	2	Audit, Audit Objections and Settlement Procedure		
01.09	1	TA & DA Rules (with exercise)		
01.10	1	Pay Fixation, Pension and Gratuity		
01.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
01.12	1	VAT Rules		
01.13	1	Laws Relating to Income Tax		
01.14	1	Self Tax Assessment and Income Tax Return Preparation		

Module-02: Information and Communication Technology No.

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02-03	2	Essential ICT Skill: MS Word		
02.04	1	Essential ICT Skill: MS Excel		
02.05	1	Essential ICT Skill: MS Power Point		
02.06	1	Essential ICT Skill: Browsing Internet and using email		
02.07-10	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.11-15	5	Workshop on e-nothi (Whole day with practiced)		
02.16	1	PC Maintenance and Trouble shooting		
02.17	1	ICT Act		
02.18-19	2	বঙ্গবন্ধুর জীবন ও দর্শন		
02.20-21	2	প্রাথমিক স্বাস্থ্য সেবা		

Fundamental Training Course (Grade-13-16)

Module-1: Bangladesh Studies and Ethical Issues for Public Servants

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh		
01.03	1	Socio-Economic Condition of Bangladesh		
01.04-05	2	Vision 2021 and Perspective Plan 2041		
01.06-07	2	Sustainable Development Goals: Bangladesh Perspective		
01.08	1	Introduction to Norms, Ethics, Values and Morality		
01.09	1	Manner, Etiquettes and Dress Code of Government Employees		
01.10	1	National Integrity Strategy		
01.11	1	Comprehensive Disaster Management in Bangladesh		
01.12-13	2	বঙ্গবন্ধুর জীবন ও দর্শন		
01.14-15	2	প্রাথমিক স্বাস্থ্য সেবা		

Module-2: Service Rules and Office Management

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	The Government Servants (Conduct Rules), 1979		
02.02-03	1	The Government Servants (Discipline & Appeal) Rules, 2018		
02.04	1	সরকারি চাকরি আইন ২০১৮		
02.05	1	Prescribed Leave Rules, 1959		
02.06	1	Right to Information Act, 2009		
02.07	1	Annual Performance Agreement (APA)		
02.08	1	File Management Including Secretariat Instructions		
02.09	1	Writing Note, Draft and Summary		
02.10	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
02.11	1	Forms of Written Communication (Exercise)		
02.12	1	Citizen Charter		
02.13-14	1	Procedure of Condemnation of Office Equipment		

Module-3: Financial Rules and Procedures

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	General Financial Rules		
03.02	1	Treasury Rules		
03.03-04	2	Public Procurement Emphasizing on eGP		
03.05-06	2	Budgetary Process in Bangladesh using MTBF		
03.07-08	2	Audit, Audit Objections and Settlement Procedure		
03.09	1	Pay Fixation, Pension and Gratuity		
03.10	1	TA & DA Rules (with exercise)		
03.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
03.12	1	VAT Rules		
03.13	1	Laws Relating to Income Tax		
03.14	1	Self-Tax Assessment and Income Tax Return		

		Preparation		
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Module-4: Information and Communication Technology

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Introduction to Computer: Hardware and Software		
04.02	1	Essential ICT Skill: MS Word		
04.03	1	Essential ICT Skill: MS Excel		
04.04	1	Essential ICT Skill: MS Power Point		
04.05	1	Essential ICT Skill: Browsing Internet and Using E-mail		
04.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
04.10-14	1	Workshop on e-nothi (Whole day)		
04.15	1	PC Maintenance and Troubleshooting		
04.16	1	ICT Act-2006		

Module-5: Store Management

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Orientation and Effective Utilization of Office Equipment's		
05.02	1	Purchasing and Preservation of Goods		
05.03	1	Distribution and Maintenance of Accounts of Stationeries		
05.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
05.05	1	Maintenance of Furniture and Equipment		