Course Contents:

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		

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		

Grade 10-12

Office Management & ICT Course (Grade- 10-12)

Module-1: Service Rules and Office Management

Topic Code	Hours	Topics	Facilitator /Speaker	TM
01.01	1	The Government Servants (Conduct) Rules, 1979		
01.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018		
01.04	1	সরকারী চাকরি আইন ২০১৮		
01.05	1	Prescribed Leave Rules, 1959		
01.06	1	Right to Information Act, 2009		
01.07	1	Performance Evaluation and Annual Confidential Report (ACR) Writing		
01.08	1	Annual Performance Agreement (APA)		
01.09	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	2	Procedure of Condemnation of Office Equipment		
01.15-16	2	বঙ্গবন্ধুর জীবন ও দর্শন		
01.17-18	2	প্রাথমিক স্বাস্থ্য সেবা		

Module-2: Information and Communication Technology

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02	2	Essential ICT Skill: MS Word		
02.03	1	Essential ICT Skill: MS Excel		
02.04	1	Essential ICT Skill: MS Power Point		
02.05-09	4	Essential ICT Skill: Browsing Internet and using email		
02:10-13	5	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.14	4	Workshop on e-nothi (whole day)		

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.15	1	PC Maintenance and Troubleshooting		
02.16	1	ICT Act-2006		

Module-3: Store Management

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
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		

Information & Communication Technology Course (Grade- 10-12)

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		

e-nothi Course (Grade- 10-12)
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		
02.07-08	2	বঙ্গবন্ধুর জীবন ও দর্শন		
02.09-10	2	প্রাথমিক স্বাস্থ্য সেবা		

Conduct and Discipline Course (Grade 10-12)
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	1	সরকারি চাকরি আইন-২০১৮		
01.08	2	National Integrity Strategy (NIS)		
01.09	1	Role of BPSC in the Matters of Discipline and Appeal Rules		
01.10-11	2	বঙ্গবন্ধুর জীবন ও দর্শন		
01.12-13	2	প্রাথমিক স্বাস্থ্যসেবা		

Module-02 : Managing Disciplinary Cases

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	General Conditions of Service		
02.03	1	Techniques 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	Introduction to Norms, Ethics, Values and Morality		
02.09	1	Manner, Etiquettes and Dress Code of Government Employees		

Financial Management (Grade- 10-12)
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

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software		
02.02	1	Essential ICT Skill: MS Word		
02.03	1	Essential ICT Skill: MS Excel		
02.04	1	Essential ICT Skill: MS Power Point		
02.05	1	Essential ICT Skill: Browsing Internet and using email		
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)		
02.10	1	Introduction to e-nothi		
02.11-15	5	Workshop on e-nothi (Whole day)		
02.16	1	PC Maintenance and Trouble shooting		
02.17-18	2	বঙ্গবন্ধুর জীবন ও দর্শন		
02.19-20	2	প্রাথমিক স্বাস্থ্য সেবা		
02.21	1	ICT Act-2006		

Module-03: Store Management

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Orientation and Effective Utilization of Office Equipments		
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		

Communicative English Course (Grade 10-12)

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	1	Public Speaking/Extempore Speech		
01.05	1	How to behave with clients & 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		

Topic Code	Hours	Topics	Facilitator/Speaker	TM
04.02	1	Writing Skills: Practice sessions		
04.03	1	Business (Official) Writing-Writing a CV, Report,		
04.04	1	Summary, Application, E-mail communication		
04.05	1	Writing minutes, memorandum		
04.06	1	IELTS Writing Task-one (Descriptive Writing & Argumentative Writing)		
04.07	1	Common Mistakes in English		

Module-05: Reading Skills

Topic Code	Hours	Topics	Facilitator/Speaker	TM
05.01	1	Techniques of Reading		
05.02	1	IELTS Reading: Techniques		
05.03	1	Practice session on Reading		
05.04	1	English Book Review		

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	IELTS Listening		
06.04	1	Practice Session on Listening		

Fundamental Training Course (Grade-10-12)

Module-1: Bangladesh Studies

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		
01.08-09	2	Bangladesh on The March Towards Prosperity		
01.10	1	Role of Government Employees During Elections		
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: Ethics for Government Employees

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Constitutional Obligation of the Public Servants		
02.03	1	Manner, Etiquettes and Dress code of Government Employees		
02.04-05	1	National Integrity Strategy		
02.06	1	Combating Corruption in Public Service Delivery		
02.07	1	Religious Values in Controlling Corruption		
02.08	1	Dealing with Service Recipients		
02.09-12	4	Workshop on Empathy Building		

Module-3: Service Rules and Office Management

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	The Government Servants (Conduct Rules), 1979		
03.02-03	2	The Government Servants (Discipline & Appeal) Rules, 2018		
03.04	1	সরকারী চাকরি আইন ২০১৮		
03.05		Prescribed Leave Rules, 1959		
03.06	1	Right to Information Act, 2009		
03.07	1	Performance Management and Annual Confidential Report (ACR) Writing		
03.08	1	Annual Performance Agreement (APA)		
03.09	1	File Management Including Secretariat Instructions		
03.10	1	Writing Note, Draft and Summary		
03.11	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)		
03.12	1	Forms of Written Communication (Exercise)		
03.13	1	Conducting Meeting, Preparing Working Paper and Writing Minutes		
03.14	1	Office Inspection		
03.15	1	Citizen Charter		
03.16	2	Procedure of Condemnation of Office Equipment		

Module-4: Financial Rules and Procedures

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

Topic Code	Hours	Topics		
04.02	1	Treasury Rules		
04.03-04	2	Public Procurement emphasizing on eGP		
04.05-06	2	Budgetary Process in Bangladesh using MTBF		
04.07-08	2	Audit, Audit Objections and Settlement Procedure		
04.09	1	TA & DA Rules (with exercise)		
04.10	1	Pay Fixation, Pension and Gratuity		
04.11	1	General Provident Fund, Benevolent Fund and Group Insurance Rules		
04.12	1	VAT Rules		
04.13	1	Laws Relating to Income Tax		
04.14	1	Self-Tax Assessment and Income Tax Return Preparation		

Module-5: Information and Communication Technology

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software		
05.02	2	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	Essential ICT Skill: Browsing Internet and Using E-mail		
05.06-09	4	Unicode: Bangla Typing, Blind Typing Practice (Bangla & English)		
05.10-14	5	Workshop on e-nothi (Whole day)		
05.15	1	PC Maintenance and Troubleshooting		
05.16	1	ICT Act-2006		

Module-6: Management of Other Important Issues

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Orientation and Effective Utilization of Office Equipments		
06.02	1	Purchasing and Preservation of Goods		
05.03	1	Distribution and Maintenance of Accounts of Stationeries		
06.04	1	Purchase and Distribution of Dresses and Liveries of the Government Employees		
06.05	1	Maintenance of Furniture and Equipment		
06.06-07	2	Project Management and Project Cycle		
06.08	1	Health Awareness (Communicable and non-Communicable Diseases)		

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		

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		

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 Pubic 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		

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		

Grade 17-20

Fundamental Training Course (Grade-17-20)

মডিউলঃ ০১: বাংলাদেশ পরিচিতি

বিষয় কোড	ঘন্টা	বিষয়সমূহ
০১.০১-০২	২	বাংলাদেশ: ভৌগোলিক এলাকা, পার্শ্ববর্তী দেশসমূহ এবং এর আঞ্চলিক গুরুত্ব
০১.০৩-০৪	২	বাংলাদেশের স্বাধীনতা যুদ্ধের পটভূমি ও চেতনা এবং জাতীয় দিবসসমূহের উদযাপন
০১.০৫	১	বাংলাদেশের আর্থ-সামাজিক অবস্থা
০১.০৬	১	নীতি, নৈতিকতা, মূল্যবোধ ও শিষ্টাচার সম্পর্কে পরিচিতি
০১.০৭	১	জাতীয় শুদ্ধাচার কৌশল (এনআইএস)
০১.০৮	১	সরকারী কমচারীদের স্বদেশপ্রেম
০১.০৯	১	অফিসের পরিবেশ এবং পরিচ্ছন্নতা

বিষয় কোড	ঘন্টা	বিষয়সমূহ
০১.১০	১	সমন্বিত দুর্যোগ ব্যবস্থাপনা
০১.১১-১২	২	বঙ্গবন্ধুর জীবন ও দর্শন
০১.১৩-১৪	২	প্রাথমিক স্বাস্থ্য সেবা

মডিউলঃ ০২: চাকরির মৌল নীতিসমূহ

বিষয় কোড	ঘন্টা	বিষয়সমূহ
০২.০১	১	চাকরীর সাধারণ শর্তাবলী
০২.০২.	১	সরকারী কর্মচারি (আচরণ) বিধিমালা, ১৯৭৯
০২.০৩-০৪	২	সরকারী কর্মচারি (শৃঙ্খলা ও আপীল) বিধিমালা, ২০১৮
০২.০৫	১	সরকারী চাকুরি আইন, ২০১৮
০২.০৬	১	নির্ধারিত ছুটি বিধিমালা, ১৯৫৯
০২.০৭	১	পেনশন ও গ্রাচুইটি
০২.০৮	১	ভ্রমণভাতা বিধিমালা
০২.০৯	১	সরকারী চাকরিজীবীদের কল্যাণ বিধি
০২.১০	১	গ্রেড ১৭-২০ কর্মচারীদের পোশাক এবং লিভারিজের প্রাপ্যতা সম্পর্কিত নির্দেশনা

মডিউলঃ ০৩: মৌলিক দক্ষতা এবং আচরণ

বিষয় কোড	ঘন্টা	বিষয়সমূহ
০৩.০১	১	কম্পিউটার পরিচিতি: হার্ডওয়্যার
০৩.০২-০৩	২	বাংলা কী বোর্ড (অভ্র ইউনিকোড) পরিচিতি এবং ইংলিশ টাইপিং
০৩.০৪	১	ফ্যাক্স মেশিন, এসি, প্রজেক্টর এবং ফটোকপিয়ার চালনা কৌশল
০৩.০৫	১	অফিস সহায়ক এবং সমপর্যায়ের কর্মচারীর দায়িত্ব এবং কর্তব্য
০৩.০৬	১	আচরণের রীতি
০৩.০৭	১	সরকারী কর্মচারীর আচরণ, মূল্যবোধ এবং পোশাক রীতি
০৩.০৮	১	সময়ানুবর্তিতা
০৩.০৯	১	নিরাপত্তার দৃষ্টিভঙ্গির উন্নয়ন