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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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)  |   |   |
| 02.15  | 1  | PC Maintenance and Troubleshooting  |   |   |
| 02.16 | 1 | ICT Act-2006 |  |  |

Module-3: Store Management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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
 |  |  |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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  |   |   |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | Hours | Topics | Facilitator/Speaker  | TM |
| 04.01 | 1 | General Financial Rules |  |  |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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 withpracticed) |   |   |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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
 |  |  |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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 withpracticed) |   |   |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TopicCode | 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)

gwWDjt 01: 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 পটভুমি 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 |
| ০১.১০  | ১ | সমন্বিত দুর্যোগ ব্যবস্থাপনা  |
| ০১.১১-১২ | ২ | বঙ্গবন্ধুর জীবন ও দর্শন  |
| ০১.১৩-১৪ | ২ | প্রাথমিক স্বাস্থ্য সেবা  |

gwWDjt 0২: চাকরির মৌল নীতিসমূহ

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| বিষয় কোড  | ঘন্টা | বিষয়সমূহ |
| ০২.০১ | ১ | চাকরীর সাধারণ শর্তাবলী |
| ০২.০২. | ১ | miKvix Kg©Pvwi (AvPiY) বিধিমালা, 1979 |
| ০২.০৩-০৪ | ২ | miKvix Kg©Pvwi (k„•Ljv I Avcxj) wewagvjv, 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  |

gwWDjt 0৩: মৌলিক দক্ষতা এবং আচরণ

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| 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 |