

Regional Public Administration Training Centre

49, New Eskaton, Dhaka-1000

List of Resource Person

S L No.	Name of Guest Speaker	Topics
1.	Shabbir Ahmed Deputy Director (DS) RPATC,Dhaka.	<ul style="list-style-type: none">▪ Bangabandhu and His Administrative Reform.▪ File Management and Record Management as per Secretariate Instructions 2014.▪ Writing Note Draft & Summary.▪ Opening File, Writing Notes, Referencing and Flagging.▪ Classification of Files and Destruction of Files.▪ Forms of Written Communication (Official Letter, DO and Office Memorandum)▪ Forms of Written Communication (Exercise)
2.	Prof.M.Aquader Former Civil Surgeon	<ul style="list-style-type: none">▪ Primary Health Care▪ Covid 19: Coping With Pandemic
3.	Mr.Md.Shahid-uz-Zaman, CEO Arcinet Information System,Dhaka.	<ul style="list-style-type: none">▪ Essential ICT Skill: MS Power Point.▪ PC Maintenance and Troubleshooting.
4.	Mr. Md. Obaidullah Deputy Secretary, NBR	<p>Δ Providing Welcome Address, Vote of Thanks, and Announcement.</p> <p>Δ Greetings, Expressings Gratitude, Regret, Command, Request & Advice.</p>
5.	Mr. Md. Abu Yousuf, Director	<p>Δ Building Vocabulary techniques.</p> <p>Δ Building Sentence.</p> <p>Δ Basic Rules of pronunciation.</p> <p>Δ Movie show & Listening.</p>
6.	Mr. Ashutosh Halder, Director	<p>Δ Voice Change.</p> <p>Δ Direct Speech & Indirect Speech.</p> <p>Δ Techniques of Writing,</p> <p>Δ Writing skills: Practice sessions.</p> <p>Δ Speaking Extremopaneously.</p> <p>Δ Paraphrasing.</p>

S L No.	Name of Guest Speaker	Topics
		<p>Δ IELTS Writing Skill (Task-one & Task-Two)</p> <p>Δ IELTS Reading Skill.</p> <p>Δ Art of Speaking.</p> <p>Δ Enhacing Presentation Skills.</p>
7.	Mr. Md. Mohammad Ruhul Kuddus, Deputy Secretary	<p>Δ Tense.</p> <p>Δ Use of Right form of Verbs.</p>
8.	Mr. Anwar Parvez, English Lecturer	Δ Common Mistakes in English.
9.	Mr. A.F.M Amir Hossain, Deputy Secretary.	<p>Δ IELTS Speaking Skill.</p> <p>Δ IELTS Listening Skill.</p>
10.	Mr. Narayan Chandra Debnath Addl. Sec (RTD)	<p>The Government Servants (Conduct) Rules, 1979, The Government servants (Discipline & Appeal) Rules, 2018</p> <p>Forms of Written Communication,</p> <p>Forms of Written Communication (Exercise), Opening File, Referencing and Flagging, Classification of Files and Destruction of Files. সরকারী চাকুরী আইন, ২০১৮</p>
11.	Mr. Md. Ahsan Habib Director, BIAM Foundation	<p>Δ Social Accountability Tools: NIS, APA, CC, GRS & RTI</p> <p>Δ Social Accountability Tools: NIS, APA, CC, GRS & RTI</p>
12.	Khan Md. Ferdasur Rahman DG	Δ Audit, Audit Objections and Settlement Procedure
13.	Dr. Md. Arafe Zawad Deputy Director, BPATC, Dhaka	▪ Physical Exercise & Games
14.	Mr. K.M. Serajul Munir , Divisional Controller of Accounts, Dhaka	<p>▪ Audit, Audit Objections and Settlement Procedure</p> <p>▪ Budgetary process in Bangladesh using MTBF</p>
15.	Mr. A.T.M. Al-Fatthah e-Nothi Implement Expert, A2I Programme, ICT Division, Agargoan, Dhaka	▪ e-Nothi
16.	Sarkar Md. Khairul Alam, CAFO	Pay Fixation, Pension and Gratuity
17.	Md. Jehad Uddin Deputy Secretary	Laws Relating to Income Tax, Self-Tax Assessment and Income Tax Return Preparation

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18.	Dr. Md. Jahangir Alam (Addl. Sec)	Banghabandhu And His Administrative Reforms.
19.	Md. Basedul Islam Assistant Programmer	How to Set UP Different Devices on PC , Basic Tips on PC Hardware Maintenance
20.	Mohammad Hasan Tarik Director NAPD, Nilkhet, Dhaka.	Need Assessment of ICT Skill /ICT Skill Test. Use of ICT in Office Management
21.	Mehedi Hasan DD (Admin), BIAM Foundation	User Level Maintenance and Troubleshooting. Updating Office Website. Sharing Files on Google Drive
22.	Mohammad Lutfur Rahman Joint Secretary M/o Water Resources	Laws related to ICT & Digital Bangladesh. Cyber Security
23.	Mr. Narayan Chandra Debnath, Additional Secretary (Retired), Dhaka	Bangladesh Service Rules (BSR). National Integrity Strategy (NIS)
24.	Mr. Md. Mukammel Hoque, Joint Secretary, Personal Division, Presidents Office	<ul style="list-style-type: none"> ▪ Overview of Project Management in Bangladesh.
25.	Mr. Kazi Forrukh Ahamed, CFAO, Ministry of Home Affairs	<ul style="list-style-type: none"> ▪ Duties and Responsibilities of Drawing and Disbursing Officers, Delegation of Financial Power. Procurement Methods of Goods, Works and Services, Overview on PPA 2006 & PPA 2008
26.	Mr. Samiul Masud, Deputy Secretary, SPFMS, Finance Division	<ul style="list-style-type: none"> ▪ Overview of Four Sector of Bangladesh Economy: Real Sector, Fiscal Sector, Monetary Sector, External Sector
27.	Mr. Md. Ratan. Mia, Tax Practitioner Bangladesh	<ul style="list-style-type: none"> ▪ Laws and Practices Income Tax
28.	Mr. Md. Abdul Khaium, Executive Engineer, PWD, Dhaka	<ul style="list-style-type: none"> ▪ Electronic Government Procurement (E-GP)
29.	Mr. Md. Adul Baten Fakir, Deputy Project Director, DMRTP	<ul style="list-style-type: none"> ▪ Public Financial management system in Bangladesh
30.	Mr. Sarkar Mohammad Khairul Alm, CFAO, Ministry of Environment, Forest & Climate Change	<ul style="list-style-type: none"> ▪ General Financial Rules ▪ Treasury Rules ▪ TA & DA Rules and Preparation of TA Bills ▪ Pay Fixation ▪ Different fees, allowance and Honorarium
31.	Mr. Md. Shoriful Islam Sharif, System Engineer Ibas++ project. MoF	<ul style="list-style-type: none"> ▪ Online Transactions: EFT, ibas++
32.	Mr. Md. Jehad Uddin, Deputy Secretary, FID, MoF	<ul style="list-style-type: none"> ▪ Self-Tax Assessment and Income Tax Return Preparation
33.	Mr. Ashraful Alam , Deputy	<ul style="list-style-type: none"> ▪ Ten Special Initiatives of the Honourable Prime

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	Director, Governance Innovation Unit, Prime Minister's Office	Minister
34.	Mr. Md. Shahid-uz-Zaman Director, Acrinet Information System	▪ PC Maintenance and Troubleshooting
35.	Mr. Razzak sarkar Joint Secretary, MoPA, Dhaka	▪ Vision 2041
36.	Mr. Md. Masum Ahmed, Deputy Secretary, Ministry of Education, Dhaka	▪ Bangladesh on The March Towards Prosperity
37.	Mr. Md. Shariful Islam Assistant Director, DOICT, Dhaka	▪ Laws Related to ICT and Digital Bangladesh ▪ Digital Bangladesh: Concept and Selected Initiatives
38.	Mr. Md. Abu Yousuf Direstor, Lodestar English Language Training Centre	▪ Spaeking Extremporaneously
39.	Mr. Abu Saleh Mohammad Obaidullah Deputy Secretary, Planning Commission, Dhaka	▪Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks ▪Paraphrasing
40.	Mr. Mustain Billah Joint Secretary Road Transport & Highway Divison, Dhaka	▪ Digital Bangladesh: Concept & Selected Initiatives
41.	Mr. Mohammad Bairul Karim Khan, PS to Senior Secretary , MoPA, Dhaka	▪ Bangladesh on the March Towards Prosperity
42.	Mr. Kazi Forrukh Ahmed CFAO, Ministry of Home Affairs	▪ Overview on PPA 2006 & PPA 2008
43.	Mr. Md. Bellal Hossain Khan Deputy Chief, National River Conservation Commission	▪ Workshop on Empathy Building
44.	Dr. Mohammad Jashim Khan Deputy Secretary Finance Division, MoF	▪ Digital Bangladesh: Concept and Selected Initiatives
45.	Dr. Abdul Aleem Khan Joint Secretary BCS Admin Academy	▪ The Government Servants (Discipline & Appeal) Rules, 2018
46.	Dr. Mohammad Jashim Uddin, Deputy Secretary Finance Division, MoF	▪ Fourth Industrial Revolution (4IR): Internet of Things (IOT), Big Data, Block Chain, Crypto Currency ▪ Digital Bangladesh: Concept & Selected Initiatives ▪ ICT Related Laws ▪ Cloud Computing: Concept and Usage
47.	Mr. Mohammad samssozzaman, Consultant (Deputy Secretary)	▪ Website Management ▪ Use of Social Media: Citizen Connectivity & Guidelines

S L No.	Name of Guest Speaker	Topics
	A2I Dhaka	<ul style="list-style-type: none"> ▪ Solution of Network and Internet related problems
48.	Mr. Hossain Bin Amin, Senior Programmaer Bangladesh Computer Council	<ul style="list-style-type: none"> ▪ Introduction to Computer: Hardware and Software ▪ New Hardware and Software Installation ▪ Virtual Office Management ▪ Identification and Solution of Hardware related problems ▪ Identification and Solution of Software (Windows, Andriod, iOS, etc) related problems ▪ Spreadsheet analysis ▪
49.	Miz. Nilufa Yesmin Deputy Director, Department of ICT	<ul style="list-style-type: none"> ▪ e-Governance: Concept, Architecture & Readinees and Challenges ▪ Cyber Security
50.	Mr. Md. Fakhru Islam, Computer Supervisor, NAEM, Dhaka	<ul style="list-style-type: none"> ▪ Presentation Preparation
51.	Mr. Md. Jeyson Jaman Sawan Assistant Programmer,a2i	<ul style="list-style-type: none"> ▪ Usage of e-Nothi
52.	Mr. Abu Saleh Md. Mahfuzul Islam, EKsheba Domain Expert, a2i	<ul style="list-style-type: none"> ▪ Office Automation: ERP, e-services, Digital Communication etc.
53.	Md. Masud Alam Deputy Director RPATC,Dhaka.	<ul style="list-style-type: none"> ▪Introduction to Norms,Ethics,Values& Morality. ▪Manner,Etiquettes,Attitudes, Moral and Dress Code of Government Employees. ▪The government Servants (Conduct Rules) 1979. ▪The government Servants (Discipline & Appeal) Rules,2018. ▪Leave Rules,1959. ▪Social Accountably Tools: GRS & RTI.
54.	Md.Jasim Uddin Former Junior Instructor RPATC,Dhaka.	<ul style="list-style-type: none"> ▪Essential ICT Skill: MS Excell. ▪Essential ICT Skill: MS Word. ▪ Introduction to Computer: Hardware & Software. ▪Essential ICT Skill: MS Powerpoint. ▪ Essential ICT Skill:Browsing Internet & Using E-mail. ▪ Unicode Typing: Bangla Typing,Blind Typing Practice (Bangla & English).