



REPORT OF
THE COMMITTEE SET UP BY THE GOVERNMENT
TO REVIEW AND SUGGEST THE ACTIVITIES
OF
STAFF TRAINING INSTITUTE (STI)
AND REGIONAL STIs.
NOW CALLED
REGIONAL PUBLIC ADMINISTRATION TRAINING CENTRES
(R P A T C s)

JUNE
1983

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To

THE PRINCIPAL STAFF OFFICER

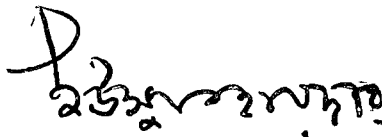
C.M.L.A's. Secretariat,
Old Sangsad Bhavan,
Tejgaon, Dhaka.

SUBJECT: Report of the Committee to review and suggest activities
of Staff Training Institute (S.T.I.)/Regional S.T.Is.

REFERENCE: Establishment Division's Notification No. ED(IT)/
STI-15/83-419, dated the 31st May, 1983.

I submit herewith the final report of the above noted committee. The task assigned to the committee was quite sizeable compared to the time allotted. In spite of very hard work involved, the Committee was able to submit the report in time. Delay took place only in the printing of the Report.

I would request you to kindly place the report of the committee to the C.M.L.A. for his kind consideration and approval.



DHAKA;
The 15th June, 1983.

[Brig. (Retd.) D. S. YUSUF HYDER, psc]
*Chairman of the Committee
and
Additional Secretary,
Establishment Division.*

PREFACE

1. **Composition of the Committee:** As desired by the Chief Martial Law Administrator a three-member committee was set up to review and suggest the activities of Staff Training Institute (STI) and Regional S.T.Is with Establishment Division's Notification Number ED(IT)/STI-15/83-419, dated the 31st May, 1983. The composition of the Committee was as under :

- a. Brigadier (Retd.) D.S. Yusuf Hyder, psc. .. *Chairman*.
Additional Secretary,
Establishment Division,
CMLA's Secretariat, Dhaka.
- b. Lt. Col. Masudul Abedin, psc .. *Member*.
G.S.O-I,
G.S. Branch, MT Directorate,
Army Headquarter.
(Representative of MT Directorate,
Army Headquarter).
- c. Mr. Kshanada Mohan Das, .. *Member-Secretary*.
Director,
Staff Training Institute (STI),
Establishment Division,
CMLA's Secretariat, Dhaka.

2. **Terms of reference:** Terms of reference of the Committee were:

- a. To review the course contents of various courses of STI/Regional STIs and suggest improvement.
- b. To review the planning and programming of each course including duration of courses with relation to the topics and suggest improvement.
- c. To review the existing system of control and coordination of activities of the STI and Regional STIs and suggest improvement with particular reference to the ways and means for maintaining uniformity of quality of training in STI/RSTIs to ensure that the quality of training is uniform in the STI and the RSTIs.

- d. To examine the manpower position of STI/RSTIs with relation to the number of clientele, courses, research and other activities and suggest appropriate modification in manpower position.
- e. To examine and suggest the means for optimum utilisation of the staff training resources of the country.
- f. To examine the existing facilities for training in STI/RSTIs and suggest necessary addition or alteration.
- g. To identify the various other problem-areas in training of non-class I Government officials by STI/RSTIs and make necessary suggestions.
- h. To project financial implications in materialising the recommendations of the committee.

3. The Report was to be submitted on June 15, 1983; but the time was got extended upto 30 June 1983.

4. **Methodology:** Within this short time the committee had six formal meetings. The committee at length examined the various records of STI including the existing system of planning and organising various courses of STI/RSTIs and also consulted materials on various aspects of the terms of reference of other training Institutions including that of the Army School of Education and Administration to prepare this report and to finalise the recommendations. The report was then printed in the Bangladesh Government Press.

5. The report is divided into three parts. Part I deals with the existing situation of STI/RSTIs and their inadequacies. Part II deals with the terms of reference and the final recommendations of the committee and Part III contains the appendices.

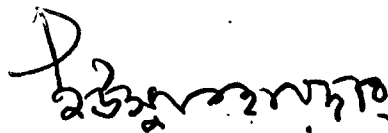
6. The committee found that STI and RSTIs are still in developing stage and a lot of work need be done to make its activities meaningful and effective. This is so, particularly because of the utter negligence of the past administration towards the training of the non-class I Government servants. The committee, however, very strongly feels that this basic level officials' training is extremely essential. These Government servants are the real link between

the administration and the people. The committee also feels that the implementation of the recommendations of this committee will quite substantially improve the training activities of the non-class-I Government servants of the country both in qualitative and quantitative terms.

7. The Committee would like to mention here that the STI and the RSTIs upon reorganization by Brig. Enam Committee have been renamed as Regional Public Administration Training Centres. (RPATC).

8. The Committee in this report has appended standard course modules of a few courses recommended for each RPATC. The contents and scope of these modules may vary from time to time on actual assessment of training needs. However, these modules may serve as models for designing training courses by the Director (ST and TOT), PATC. Caution should always be exercised in selection of those topics which are related to the actual job of the officials to be trained by the RPATCs. Topics which have no direct bearing with the job of the officials must be excluded from the course contents. Efforts should be made to make the best use of the time allotted to each course. Resources of the RPATCs should be fully utilised and dependence on guest speakers should be minimised.

9. **Acknowledgement:** The committee gratefully acknowledges the services of those who directly or indirectly helped it in finalising this report. Special mention must be made of the Bangladesh Govt. Press for the close cooperation rendered in bringing out the report in print in record time. The committee also expresses its grateful appreciation to the M.T. Directorate, AHQ for their sincere support.



DHAKA;
The 15th June, 1983.

[Brig (Rtd) D.S. YUSUF HYDER, psc]

*Chairman of the Committee
and
Additional Secretary,
Establishment Division.
CMLA's Secretariat.*

PART I

Situation of STI/RSTIs

PART I

EXISTING SITUATION OF STI/RSTIs

1. **Introduction :** The training of Non-Class-I Government servants has always been a neglected area in the past. In the civil services its importance cannot be overemphasised. Yet, it is seen that the past Governments hesitated to undertake such a gigantic task as training of the non-class-I Government servants, simply because the size of its clientele was too big. Big or small, the importance of training for the non-class-I Government servants cannot be ignored. In case of the civil services of Bangladesh, training was seriously lacking in respect of non-class-I Govt. servants and as a result office administration suffered and efficiency was adversely affected. This resulted to overall reduction in Government output in Public Administration.

2. No Government office could be made functional and efficient by having brilliant class I Officers only to run the offices. An efficient supporting staff and junior executives are required for smooth office management, for maintenance of office records, administration of salary, for efficient and good use of office equipments. Knowledge on office procedure, accounts keeping and file keeping are the areas where training is required to be imparted for the sake of good office management.

3. With this purpose in view Staff Training Institute (STI) was organised in 1963, as a staff training programme and it started functioning in 1963-64 as a branch of the O&M Wing in Bangladesh Secretariat. The Staff Training Institute (STI) came out as a separate entity in the year 1966. It was also simultaneously decided to open 3 Regional STIs at Rajshahi, Khulna and Chittagong. Unfortunately the 3 Regional STIs could not be made operational till February, 1980. In 1973 National Institute of Public Administration (NIPA), Gazetted Officers Training Academy (GOTA), Staff Training Institute (STI) were amalgamated under nomenclature, "Civil Servants' Training Academy (CSTA)" for training of all classes of civil servants, when Bangladesh Administration Staff College (BASC) and Civil Officers Training Academy (COTA) did not come into existence. Later, these institutes were made independent by a Government order and continued as such. Martial Law Committee on Re-organisation again examined the organisational structure in 1982 and recommended for integration of STI, RSTIs, NIPA, COTA and BASC into one organisation, namely, "Public Administration Training Centre (PATC)" and the Regional Staff Training Institutes (RSTIs) accordingly were renamed as Regional Public Administration Training Centres (RPATCs) under the common umbrella of Public Administration Training Centre (PATC).

4. The vast clientele of STI comes to around half a million Government Servants including Class II Gazetted Officers and Class III supporting staff (O&M study on strength of civil officials is at Annexure-A). To train such a huge clientele through the STI and its recently created 3 RSTIs (presently RPATCs)

was an impossible task. Govt. therefore, in pursuance to Second Five-Year Plan (SFYP) launched a crash programme with another programme of Training of Trainers. These were subsequently in 1982 combined and the Project was called, "Training of Staff Trainers and Crash Programme for Staff Training at District Centres Project". Alongwith the RSTIs there came 9 District STIs under this development project at Sylhet, Rangpur, Barisal, Faridpur, Dhaka, Mymensingh, Chittagong H.T., Kushtia and Bogra. Subsequently, District STIs at Bogra, Mymensingh, Kushtia and Chittagong H.T. were closed down. Now 5 District STIs at Sylhet, Rangpur, Barisal, Faridpur and Dhaka have been functioning. This is a 5 year development project now costing 86.03 lacs Taka. The project is going to be over in 1984-85. Considerable infrastructure for staff training has been built up in the District STIs through this project. The STI, 3 RSTIs and the 5 District STIs together today are annually turning out only 3500 non-class I Govt. servants trained in Public Administration, Office Management, Personnel Management, Financial Administration, Typing and Stenography. Existing Organisational Chart of STI and RSTIs is at **Annexure-B**. The training and output is scanty in relation to the huge clientele.

5. **Brig. Enam Committee Report, 1982:** Much of the problems have been solved by the Martial Law Committee Report on Organisational set-up. The Martial Law Committee Report provides for a Director (ST and TOT), PATC with sufficient staff support for the RPATCs (existing RSTIs) at Rajshahi, Dhaka, Chittagong and Khulna. These are now coming under the umbrella of PATC. The new organisation when implemented will provide for enough training hands in the RPATCs. to train a larger clientele.

6. In addition to the organisational advantage, the RPATCs are now likely to gain in terms of training equipments and building from the IDA, World Bank. With these additional facilities, the reorganised RPATCs will definitely be more productive than the existing STIs. The organisational structure of RPATCs as per the Martial Law Committee Report is enclosed at **Annexure-C**.

7. **Functions of Staff Training Institute (STI), Dhaka :**

- a. **Training.**—STI and RSTIs on an average run over 40 courses in a year. The duration of these courses vary from 1 day to 6 months. Many courses could have been amalgamated and number reduced with increased output. The list of courses presently run by STI/RSTIs is enclosed at **Annexure-D**. Officials so far trained by STI, RSTIs and DSTIs is at **Annexure-E**.
- b. **Research**—In absence of any Research Officer/Staff, the Instructors of this Institute occasionally undertake small research works in Personnel

Management and identifying training needs through questionnaires from the trainees.

c. *Consultancy*.—(i) STI has been rendering consultancy services in respect of selection of Stenographers/Steno-typists and Typists to various Ministries/Divisions and Departments of the Government.

(ii) It renders consultancy in respect of training of supporting staff to various Govt. and Autonomous organisations;

(iii) It renders consultancy in Records Management to various Govt. and Autonomous bodies.

d. *Publication*.—STI publishes a professional bi-annual journal in Personnel Management, namely, "Staff Development Review". Moreover, it has in the meantime, published 12 (twelve) volumes of different books on areas like Public Administration and Training. List is at Annexure-F.

e. *Preparation of Training Modules*.—With the limited resources STI has so far prepared 7 (seven) Training Modules on various courses. List is at Annexure-G.

8. With the reorganisation, the activities of the RPATCs is going to expand substantially. It is only desirable that a workable list of Training Courses is now worked out by the Committee for RPATCs (STIs). Recommended list of training courses with duration, etc., to be run by each RPATC is enclosed at Annexure-H.

9. **Control and Coordination:** Under the existing organisational structure the Director, STI is overall in-charge of the RSTIs also. The RSTIs do not have full-time officers to head the organisations. The local ADCs are part-time Officers-in-charge of the RSTIs who are District Officers and work directly under the Deputy Commissioners. The Director, STI has hardly any control over the ADCs who are now working as Officers-in-charge of RSTIs. The Martial Law Reorganisation Committee provides for one Deputy Director for each RPATC. This will make it convenient for the Director (ST and TOT), PATC to exercise better and effective control and coordination of activities of RPATCs (STIs.).

PART II

Terms of Reference and Recommendations

PART-II

TERMS OF REFERENCE AND RECOMMENDATIONS

10. Order Constituting the Committee

“GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH

CMLA’s SECRETARIAT

Establishment Division

IT Section

NOTIFICATION

No. ED(IT)/STI-15/83-419, dated the 31st May, 1983.

Government has been pleased to constitute a committee to review and suggest the activities of Staff Training Institute (STI), Regional STIs with the following;—

1. Janab D.S. Yusuf Hyder, Chairman.
Additional Secretary,
Establishment Division.
2. GS Branch, MT Directorate, Member.
Army Headquarters to nominate one GSOJ as
member of the Committee.
3. Janab K. M. Das, Member-Secretary.
Director, STI.
2. Terms of reference of the committee will be as follows:—
 - i. To review the course contents of various courses of STI/Regional STIs and suggest improvement.
 - ii. To review the planning and programming of each course including duration of courses with relation to the topics and suggest improvement.
 - iii. To review the existing system of control and co-ordination of activities of STI and Regional STIs and suggest improvement with particular reference to the ways and means for maintaining uniformity of quality of training in STI and RSTIs to ensure that the quality of training is uniform in the STI and the RSTIs.
 - iv. To examine the manpower position of STI/Regional STIs with relation to the number of clientele, courses research and other activities and suggest appropriate modification in manpower position.
 - v. To examine and suggest the means for optimum utilisation of the staff training resources of the country.
 - vi. To examine the existing facilities for training in STI/RSTIs and suggest necessary addition or alteration.
 - vii. To identify the various other problem areas in training of non-class-I Govt. officials by STI/RSTIs and make necessary suggestions.

viii. To project financial implications in materialising the recommendations of the committee.

3. The committee will finalise their report and *submit it to the Chief Martial Law Administrator by the 15th of June, 1983* for his kind considerations. They shall start functioning with immediate effect.

By order of the CMLA,
Sd./ A.F.M. EHASANUL KABIR
Secretary
Establishment Division.

No. ED(IT)/STI-15/83-419/(9), dated 31-5-1983.

Copy forwarded for information and necessary action to—

- (1) Principal Staff Officer to the CMLA.
- (2) Secretary, Cabinet Division;
- (3) Secretary to the President;
- (4) Mr.....
Chairman/Member-Secretary of the committee;
- (5) P.A. to Secretary/Addl. Secretary/Joint Secretary (APD)/Joint Secretary (Admn.) of the Establishment Division.

Sd./MD. NURUL ISLAM
Deputy Secretary."

11. ~~To review the course contents of various courses of STI/Regional STIs and suggest improvement.~~ The course contents of the courses run at STI and RSTIs are too brief and give no scientific indication of the distribution of lessons per subject. Course contents are available for all the courses in varying sizes and details. The contents of all the courses run at STI and RSTIs need be revised. The course contents are not realistically listed and not strictly in conformity with the courses. In a course on Office Management and Office Procedure, there are lessons on subjects like, Group Insurance, Provident Fund Rules, Criminal Offences by Public Servants as per B.P.C. and other laws which are not relevant to the course. Course contents could form an integral part of the course module. The course-plan could include the outline plan of the course, detail of the subjects related to the course, allotment of periods to the subjects and distribution of periods. Sample course modules containing the outline-plan of the course, allotment of periods to subjects and classification of periods is enclosed at Annexure-I.

12. To review the planning and programming of each course including duration of courses with relation to the topics and suggest improvement : It has been mentioned in the text of this report that the subject of the courses run in the STI and RSTIs are not very meaningful and the topics are mostly vague. Courses must be able to meet the professional need of the clientele and need be planned well ahead of the beginning of the training course. Once a training forecast is prepared the programme be rigidly followed. For each RPATC we propose 15/16 courses broadly classified into 3 groups.—course for gazetted officers (class-II) and supporting course of COTA, training for non-gazetted general staff and training for secretarial staff (Stenographers and Typists). The list of recommended courses is enclosed at Annexure-H. Instructor (now Asstt. Director/ Deputy Director, RPATCs) may prepare lesson plan as per specimen at Annexure-J.

13. Control, coordination and maintenance of uniformity of training in STI and RSTIs. It is important that the standard of training at all the RPATCs (STIs) is uniform. This can be best achieved by preparing one set of Training Modules of all the courses by the Director (ST and TOT), PATC, Savar for all the RPATCs. The questions for final examination of each course of all the RPATCs should be common and should also be set centrally under arrangement of Rector, PATC. With the setting of common questions and pursuing common training modules, we expect to have a fairly one common standard in training in all Regional PATCs. It will be still in the interest of uniformity if the marking of the scripts is also controlled centrally under arrangement of Rector, PATC. PATC is going to have a Board of Governors to direct the working of

PATC. The same Board of Governors will also be responsible for the overall administration and functioning of RPATCs. The PATC has in its organisation a Director (ST and TOT), PATC. He will have 2 Deputy Directors and 3 Assistant Directors at the Headquarters. The RPATCs will have a huge clientele to train. Unless the Director (ST and TOT), PATC provides physical support to the RPATCs it will not be possible for the RPATCs to achieve the aim. In the organisation of PATC, the role of Director, (ST and TOT), PATC and his Deputy Directors and Assistant Directors will have no meaning without their close co-operation and support to the RPATCs. The Director (ST and TOT) will prepare the training calendar for the RPATCs and should keep these requirements in view and supply his training resources both material and human to the RPATCs.

14. Manpower Position vis-a-vis Clientele : Each RPATC has a manpower strength of 22 with 4 instructional staff as per Brig. Enam Committee Report. It is not possible to conduct sufficient number of courses to train as vast a clientele as we have. Maximum capacity of each RPATC has been worked out at 2030 per year with additional support of mobile trainers team to run minimum of 5 courses of one month duration and 5 courses of 15 days' duration in a year at each Division. Training coverage shall also be done by organising "In-house" training of supporting staff through TOT under the overall supervision of the Director (ST and TOT), PATC. With this we can safely train about 8,000 non-class I Government servants over a year and this will be a great achievement in comparison with the present output which is about 2000 in all per year. To improve the output of training and in view of the decentralization of administration, we suggest to upgrade the District STIs at Sylhet, Barisal Rangpur and Mymensingh under "TOT and Crash Programme for Staff Training at District Centres Project" to RPATCs, which will mean that in addition to 4 RPATCs there will be 4 more RPATCs. This will double the training capacity of the present RPATCs making annual training coverage of around 16,000 official. Other District STIs now functioning may be closed down on completion of the project to protect the standard and quality of training.

15. To examine and suggest the means for optimum utilisation of the staff training resources of the country: The RSTIs are very poorly equipped. As the agreement between the Govt. of Bangladesh and IDA, World Bank becomes credit-worthy, RPATCs will have reasonably good number of training equipments. List of equipments as are available at STI, Dhaka is at Annexure-K and those which are expected to come as a part of the agreement with the World Bank is enclosed at Annexure-L. The District STIs at Sylhet, Rangpur, Mymensingh and Barisal have acquired substantial training equipments and furniture which are in surplus.- The surplus training equipments should be reallocated to the RPATCs immediately. List of Training Equipments available with the District STIs is enclosed at Annexure-M.

16. To examine the existing facilities for training in STI/RSTIs and suggest necessary addition or alteration: Because of utter negligence in this area, staff training network does not have a sound footing. The STI and its Regional Branches are in fact still in the infant stage and have been functioning with a lot of deficiencies and handicaps. There is need for increase in physical facilities, equipments (both training and reproduction), and training personnel. To make the activities of these institutes effective and strong, there is indeed immediate need for sufficient addition and alteration in the present facilities of STI and RSTIs. Detail on this issue will be covered when we discuss the problem areas of STI/RSTIs and make our recommendations in this regard.

17. To identify the various other problem areas in training of non-class-I Government officials by STI/RSTI and make necessary suggestions :

- a. *Physical facilities.*—STI is not given necessary training inputs in order to fulfil its task. Inadequacy of physical facilities is a common problem with the STI and the RSTIs (Presently RATCs). STI is located in the 2nd 12-storied Government Building (7th floor), Segunbagicha, Dhaka. It is neither spacious enough to make room for Class Rooms, Library, Common Room facilities or Hostel nor does this building has any academic atmosphere. The area of the floor occupied by STI is around 6000 sq. ft. Rajshahi and Khulna RSTIs have their own Semi-pucca building with an area of around 4000 sq. ft. each. In Chittagong the accommodation is under construction though at present it is functioning in a hired house (Proposed layout plans and designs of RPATCs prepared by the Directorate of Architecture are at Annexure-N).
- b. *Training equipments.*—The RSTIs (RPATCs) do not have training equipments other than blackboards and some very minor equipments. In STI, Dhaka some electronics are available for training purpose (List enclosed at Annexure-K).
- c. *Transport.*—The STI and RSTIs do not have any transport at their disposal. It becomes a problem to take participants for field trips which are required to undertake during the training. It may be mentioned that Brig. Enam Committee has recommended for a Microbus for each RPATC. This recommendation of Brig. Enam Committee may be materialised immediately on priority basis.
- d. *Dearth of Instructors.*—Shorthand and Typing Instructors/Trainer are very much in short supply in the STI and the RSTIs. One Instructor in Stenography is available against the authorisation of 6 (six). To overcome the shortage of instructors, the STI/RSTIs have to heavily depend on guest speakers.

- e. *Poor Attendance in Courses.*—The biggest problem of the STI and RSTIs is with the participant who are nominated to attend a course. Usually they do not turn up or are not spared by their superiors. If hundred participants are called up in some cases hardly 20 or 25 attend. This reluctance to attend training courses speaks of the general apathy that our clientele or their superiors have got for training. Statement of participants called up and actually attended in STI, Dhaka in 1982 is at Annexure-O.
- f. *Organisational weakness.*—STI in its organisation, do not have a Training Director and Research Cell resulting in a defective training plan. There is no regular pattern in the courses run by STI like any other training institutes of this Division.

18. To project financial implications in materialising the recommendations of the committee).

STI and the 3 RSTIs have got a block annual budget provision of Tk. 13.40 lakh in the current Financial year. The budget is placed at the disposal of Director, STI who in his turn re-allocate funds at the disposal of officers in-charge of the 3 Regional STIs. Placement of fund under revised budget for this financial year by the Director, STI to different RSTIs is at Annexure-P. On analysis it will appear that not much financial involvement is there in implementing the recommendations of this committee to get over 100 per cent additional & effective output. However, the financial implications are shown item-wise as under :

- a. **Financial implication in upgrading 4 District STIs to Regional PATCs.**
(Sylhet, Rangpur, Mymensingh & Barisal):

A. Recurring: (Annual)

Item of expenditure	Existing Expenditure in one RPATC. (STI)	Existing Expenditure in one DSTI.	Addl. fund for upgrading one DSTI.
(i) Pay of Officers and Staff ..	2,40,980	1,16,100	1,24,880
(ii) Allowances and Honoraria ..	1,35,000	1,35,000	Nil
(iii) Contingency	1,20,000	86,000	34,000
			Tk. 1,58,880

Additional financial involvement in upgrading 4 District STIs to Regional PATCs = $1,58,880 \times 4 = \text{Tk. } 6,35,520$ (Recurring); including annual House Rent $60,000 \times 4 = \text{Tk. } 2,40,000$

B. Capital Expenditure:

- | | |
|--|--|
| (i) Purchase of one acre of land for each of the 4 proposed RPATC. | 15 lac $\times$ 4 = 60 lac. (Cost may be less if khas land is available) |
| (ii) Construction work for the 4 proposed RPATC. | 30 lac $\times$ 4 = 120 lac. |
| | <hr/> |
| | Total 180 lac. |
- (Taka one crore and eighty lacs).

(iii) Furniture, equipment and other training infrastructure is already available in the District STIs. No investment for furniture & equipment on such upgradation of the 4 (four) recommended District STIs is necessary. Existing 2 transports of the development project will be distributed to 2 RPATCs and two transport are to be acquired.

(iv) Two Micro-bus : Tk. 3 lac $\times$ 2 = 6 lac.

Total Tk. 1,86 lacs. (Capital expenditure)

(Taka one crore and eighty six lacs)

19. It will appear from the above statement that total annual recurring expenditure of Tk. 6,35,520 (Including house rent provision of Tk. 2,40,000) will ensure over 100 percent effective output compared to the present return.

20. If we can make investment under capital head for upgrading the DSTI as shown under B of the above statement, annual savings on account of house rent, amounting to Tk. 2,40,000 is possible, requiring annual recurring sum of Tk. 3,95,520 (Taka three lakhs ninety five thousand five hundred and twenty) only. For purchase of land and construction work of the proposed additional RPATCs a sum of Tk. 180 lakhs has been shown. If Government can find Khas/Government owned land for the construction works of the 4 (four) proposed RPATCs at Sylhet, Rangpur, Mymensingh and Barisal, this capital investment will save a recurring sum of Tk. 2,40,000 as annual house rent, in addition to providing academic atmosphere and having own properties of the RPATCs. It may be mentioned here that Government is going to invest a sum of over Tk. 7 (seven) crore only to strengthen the existing STI and three RSTIs on the basis of our agreement with IDA/World Bank. Investment of only Tk. 186 lakhs as a capital investment may not be taken as too much.

21. Other implications are :

- a. Honorarium for "Inhouse" training 8 Trainers $\times$ 4 Divisions $\times$ under TOT to have wider training Tk. 150pm $\times$ 12 months = coverage. Tk. 57,600 per year.

- b. Honorarium for Speakers of Mobile Training Courses. $\text{Tk. } 30 \text{ per lecture} \times 15 \text{ Speakers} \times 30 \text{ courses} = \text{Tk. } 13,500 \text{ per year.}$
- c.(i) Honorarium for question-setters .. $56 \text{ courses} \times 100 = \text{Tk. } 5,600 \text{ per year.}$
- (ii) Honorarium for script examiners .. $56 \text{ courses} \times 30 \times 3 \times 4 = \text{Tk. } 20,160$
- d. Misc. requirement, in implementation $\text{Tk. } 50,000 \times 4 = \text{Tk. } 2 \text{ lakh.}$
(unforeseen).

22. To sum up total recurring expenditure per year will come to $(\text{Tk } 6,35,520 + 57,600 + 13,500 + 5,600 + 20,160 + 2,00,000) = \text{Tk. } 9,32,380$ in addition to the existing recurring budget of 13.40 lac per year. The Capital Expenditure will be taka 186 lac (one crore and eighty-six lakhs Taka). From the above analysis it will appear that to implement this report annual recurring expenditure to the tune of Tk. 9,32,380 will be necessary, while capital expenditure amounting to Tk. 1 crore 86 lakhs will be necessary.

23. RECOMMENDATIONS :

- a. *Course Contents.*—Course contents for each course should be realistic and related to the job; Course contents suggested at **Annexure-I** may be taken as a model for developing course modules for every course. Pouring in too many topics within a very limited time schedule should be avoided. However Course contents may be determined from time to time on assessment of training needs.
- b. *Assessment of Training needs*—The training needs should be periodically assessed through research and developed accordingly on need basis with consideration to the duration of courses.
- c. *Training Modules.*—Training modules enclosed at **Annexure-1** may be a model to plan the programmes of every course. The training should be intensive and duration of a Course should be of minimum one week duration.
- d. *Lesson plan and preparation of Training Materials.*—The Instructors should prepare lesson plan much ahead of commencement of the courses as per models at **Annexure-1**. No class/session should be taken without a lecture handout, exercise materials, etc. These materials must be prepared by the Instructors much ahead of commencement of a course to enable them to run it effectively. Such materials including a summary on the topic to be discussed should be delivered to the trainees who should carry these with them for future utilisation in discharge of their responsibilities. Lecture plan prepared by the Instructors should be put up to the Director (ST and TOT)/Deputy Directors, RPATC

who should carefully see the plan and add comments at least 7 (seven) days before the date scheduled for the lesson. This should be a *must* for the success of the training programmes. It is a matter of great satisfaction that only STI in the meantime has prepared and published printed Training Manuals (list at Annexure-F). Since these are very costly, it may not be economical to distribute these free of cost to the trainees.

Maintenance of Uniformity in quality of Training.—In the interest of maintenance of uniformity of standard in training, it is recommended that Director (ST and TOT), PATC, Savar should constantly monitor, evaluate and inspect the activities of RPATCs (existing STIs) and take remedial measures. It is accordingly further recommended that Question Paper of final test of each course of all RPATCs should be common and centrally set under arrangement of Rector, PATC, for which a lump honourarium amounting to Tk. 100 (Taka one hundred only) may be paid to a question setter of each course. It will be better if the Answer scripts of the various RPATCs can be examined centrally to ascertain the quality of training imparted by an individual RPATC and for that purpose each script examiner of the passing out test of every course may be paid an honorarium @ Tk. 3 (Taka three only) for examining each full script of 100 marks and proportionate amount for paper with lesser marks. Director (ST and TOT) must ensure preparation of Training Modules for each course which should be commonly followed by all the RPATCs.

Periodical Reports by RPATCs.—RPATCs should submit monthly reports on their activities covering training, financial and administrative matters regularly to the Director (ST and TOT) who should carefully go through these reports and take appropriate steps for improvement. Rector, PATC should be kept informed of the activities of the RPATCs by the Director (ST and TOT).

Co-ordination and Control.—Control and co-ordination suggested at para 13 above must be enforced in letter and spirit. Director (ST&TOT), PATC, Savar will be directly under the Rector, PATC to whom he will be responsible. In the same way Deputy Directors of RPATCs will be responsible to Director (ST&TOT) for their activities. Director (ST & TOT) will write the ACRs of the Deputy Directors of RPATCs and these should be countersigned by the Rector, PATC, Savar.

Upgrading four District STIs to Regional PATCs.—Through the ongoing development project of Tk. 86.03 lakh, already a very good infrastructure for “staff training” has been built up by establishing District STIs at Sylhet, Rangpur, Barisal and Mymensingh (now defunct). With a very little additional investment, these can be upgraded to

RPATCs on completion of the project in 1984-85, thus allowing two RPATCs for each Division to handle the training needs of approximately 94% of the total Government officials. In the interest of ensuring desired quality in training, other District STIs now functioning under the project may be closed down on completion of project and assets of these institutes may be shifted to the proposed 4 additional RPATCs. In this connection extract of the Aide-memoire of the World Bank is at Annexure-Q.

- i. *Courses to be run.*—Courses suggested at Annexure-H should be run by all the RPATCs rigidly as per the model annual training calendar at Annexure-R, subject however, to change in view of holidays, etc. In case of problem of space in a RPATC to run the courses, provision for hiring houses till completion of construction works, in addition to the existing accommodation may be allowed.
- j. *Staff Support.*—Rector, PATC may provide staff support to Director (ST and TOT), PATC in organising “Mobile Training Programmes” as envisaged in our proposal in the text and also should render staff support for Training of Trainers by Director (ST and TOT), PATC for organising “in-house” training of the staff.
- k. *Mobile Training and In-house Training through TOT.*—“Mobile Trainers Team” should organise training courses under supervision of RPATCs with the help and support of local administration, while nominal honorarium may be paid to the speakers of such courses (*i.e.* @ Tk. 30 for a lecture of 2 hours). As an incentive, the Mobile trainers may be allowed full TA&DA for the entire period of one month in organising the training courses. This may compensate for maintenance of two establishments by the trainers in organising such Mobile courses. In organising “In-house” training programme through TOT, the trainers may be paid a lump honorarium of Tk. 150 (Taka one hundred and fifty) per month by Director (ST and TOT) on evaluating their activities in running the courses, etc. Such “In-house” training should also be inspected and monitored by Director (ST and TOT), PATC.
- l. *Manpower.*—The manpower suggested by Brig. Enam Committee for each RPATC should remain. After creation of additional physical facilities with IDA assistance the position of manpower may be again reviewed in respect of the RPATCs for speedy coverage of training of the vast number of clientele. However, if our recommendation for upgrading the four District STIs mentioned

above to Regional PATCs, is accepted, additional manpower for the 4 Regional PATCs shall be needed as has been shown in our report at Annexure-S. To achieve the target constant availability of sanctioned personnel must be ensured. Any break-down in the manpower position may adversely affect the achievement of goals.

- m. *Adequate Incentive to retain Trainers.*—To attract and retain really meritorious trainers provision for adequate incentives may be provided. Instructional pay as suggested by Brig. Enam committee alongwith rent free accommodation, transportation, etc., may be considered.
- n. *Deputing Officials for Training.*—Trainees called up for training are normally not spared by their offices/departments. Thus the training resources of RPATCs are likely to go under-utilised. To obviate this, it is recommended that all offices/departments should have a minimum of 10% percent training reserve always available and when called for the offices/departments should detail them for training without fail. The RPATCs should also keep it in mind that they do not call for training more than this authorised percentage at any one time.
- o. *Training of Government Officials and Consultancy for others.*—RPATCs (existing STIs) should concentrate in giving training to the Government officials only. However, they may render consultancy services to the Autonomous Bodies and Local Government Bodies, as they are doing now when authorised, in organising staff training programme for their staff. For staff training of Autonomous/Local Bodies, Director (ST&TOT) may organise TOT programmes for their trainers. Such consultancy and TOT will be without fees. But actual expenditure involved by the RPATCs will be reimbursable to the govt. account.
- p. *Additional Courses.*—Additional courses beyond those at Annexure-H may be organised in between the gaps available in the Training Calendar by the RPATCs when specially assigned by the authority.
- q. *Linking Training with Service Career of the Officials.*—The training at RPATCs are designed to reflect on the service career of the Government officials. So the training at RPATCs may be a pre-condition for confirmation in service, crossing of efficiency bar, promotion to higher scale of the clientele. A trained official may be preferred over an untrained official in giving promotion to higher scale or rank. A rule to that effect may be framed by the Regulation Wing of the Establishment Division for the STI (RPATC) clientele and circulated for observance by all concerned.

- r. *Distribution of Faculties among the Faculty Members.*—Director (ST&TOT), PATC in consultation with the Deputy Directors of RPATCs should distribute various faculties/areas of a course among the Instructors (now Deputy/Assistant Directors as per Brig. Enam Committee Report). The Deputy/Assistant Directors, RPATCs concerned may thus be directed to specialise in the allotted area to shoulder the entire responsibility of organising training in the area concerned. Recommended distribution of faculties among the faculty members is at Annexure-T.
- s. *Training Equipment and Furniture and transfer of surplus furniture and equipment of TOT & DSTI project to STI/RSTIs (now RPATCs).* STI, Dhaka is provided with the minimum required training equipment. The training equipments are almost absent in the RPATCs (RSTIs). It will appear that there are surplus equipments and furniture in the development project, namely, "TOT and Crash Programme for Staff Training at District Centres". as at Annexure—M. These should be immediately transferred to the ongoing RPATCs (STI/RSTIs) Afterwards the need for additional equipment/furniture for the RPATCs should be assessed and procured by the RECTOR, PATC, SAVAR.
- t. *Higher Studies Abroad.*—The Instructional staff of RPATCs (now STIs) may be given facilities for higher studies leading to higher degrees abroad.
- u. *Physical Facilities.*—Existing physical facilities of STI, Dhaka is inadequate in many respects. However, the problem of STI, Dhaka shall be over if it is shifted to the COTA buildings, when COTA is shifted to Savar. Further construction works as per plan and design enclosed at Annexure—N for RPATCs at Khulna, Rajshahi and Chittagong are going to be undertaken out of IDA/World Bank fund. Construction work shall be necessary when the four District STIs are upgraded to RPATCs.
- v. *Transport.*—At the moment STIs have no transport. In the interest of field trips and study attachment of trainees each RPATC (STI/RSTI) may be provided with a Microbus as has already been recommended by the Brig. Enam Committee.

- w. *Library*.—Existing library facilities of STIs are deplorable. There is provision for library staff of RPAICs in the Brig. Enam Committee Report. Library of the RPATCs should now be strengthened enough to make the training efforts effective. Provision should be made for systematic preservation of reproduction materials for use by trainees and the faculty members in the Library, in addition to preserving the requisite and relevant books.

24: SUMMARY OF THE REPORT

- a. The training of non-class I officials is a new venture in the country and yet to be given proper shape. Training of such Government officials is felt essential as they are the real link between the administration and the people.
(Paras 1, 2 & 6)
- b. Existing organisational structure of STI and RSTIs (now RPATCs) appears very weak. The situation will improve with the implementation of the organisational structure recommended by Brig. Enam Committee.
(Para 9)
- c. The physical infrastructure of STI and RSTIs (now RPATCs) shall be further strengthened on completion of construction works and receipts of equipments, etc., out of IDA/World Bank assistance as per agreement
(Para 6)
- d. Existing control and co-ordination of activities of STI and RSTIs are found quite inadequate and the situation shall improve when Brig. Enam Committee report is implemented.
(Para 9)
- e. The planning of various courses of STI needs re-arrangement. The course modules suggested at **Annexure-I** when followed shall increase the effectiveness of training programmes and ensure systematic and job oriented planning of courses.
(Paras 11 & 12)
- f. In the interest of maintenance of uniformity in standard of training questions of the Final Test of each course should be centrally set under arrangements of Rector, PATC and the trainees of all RPATCs simultaneously should be examined on the basis of same question paper. It is further suggested that Answer Scripts of all the RPATCs should be marked centrally to see the quality of training at each RPATC and take

remedial measures if and when necessary. Rector, PATC may, occosionally arrange supervision of the final passing out examination of RPATCs either by sending officer from the Headquarter or through the District Administration.

(Para 13)

- g. The manpower suggested by Brig. Enam Committee for each RPATC should continue at the moment. When additional facilities are built, the question of additional manpower, may be considered to run simultaneous courses. However, if recommendation for upgrading 4 District STIs to RPATCs is considered, additional manpower shall be needed.

(Para 14)

- h. The RSTIs (now RPATCs) have been functioning with extremely inadequate training equipments, when there is surplus quantities of equipments and furniture in the "Training of staff Trainers and Crash Programme for Staff Training at District Centres Project," The surplus equipments and furniture may be transferred to the RSTI (now RPATCs) to make its role effective and the Instructors of these institutes be trained locally to handle such equipments property (e. g. Overhead Projector, etc.).

(Para 15)

- i. The committee made 23 recommendations in the report. These are at para 23. The committee feels that with the acceptance and implementation of these recommendations the training activities of non-class-I Government servants shall improve both in qualitative and quantitative terms.

(Para 23)

- j. Upgrading of 4 District STIs at Sylhet, Rangpur, Barisal and Mymensingh (now defunct) to Regional PATCs may be done to have two RPATCs at each Division in the interest of training coverage of 94% of the total Government officials (i.e., non-class-I Government servants) of the country. Since infrastructure through development project for staff training is already built in the proposed 4 District STIs no substantial investment shall be necessary for such upgradation. This is also in line with the Aid Memoire of the World Bank at Annexure-R of the report.

[Para 14 and 23(h)]

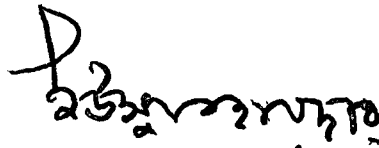
- k. The problems identified by the committee at para 17 requires early solution.

(Para 17)

1. Full implementation of the report of the committee will raise the capacity of training from existing 2000 officials per year to around 16,000 officials per year. The effectiveness of training programmes of RPATCs shall also increase.

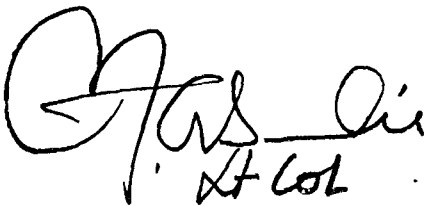
m. To upgrade 4 District STIs at Rangpur, Sylhet, Barisal and Mymensingh in to RSTIs (RPATCs), Capital expenditure of Taka 186 lacs will be involved and recurring expenditure for the same will be Taka 6.35 lacs. Implementation of all other recommendations will require an additional annual recurring expenditure of around Taka 3 lacs only.

25. **Conclusions:** The Committee examined the various issues as mentioned in the terms of reference in depth and suggested models for the better planning, programming, etc. of training courses. The areas of need for augmenting training of non-class-I officers were identified and necessary recommendations made. The committee feels that with the implementation of these recommendations the training courses shall be more systematised, job oriented, effective and useful, Coverage of clientele shall be enhanced by over 100% and thus the training of non-class-I officers shall be widely covered.

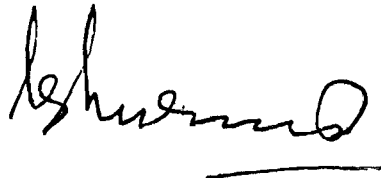


[BRIG. (RETD.) D. S. YUSUF HYDER PSC]

Chairman.



(Lt. Col. MASUDUL ABEDIN, psc)
Member.



(K. M. DAS)
Member-Secretary.

PART III

Appendices

ANNEXURE—A

Number of Civil Officers and Staff in Secretariat and all Attached Departments/offices in Bangladesh, 1980.

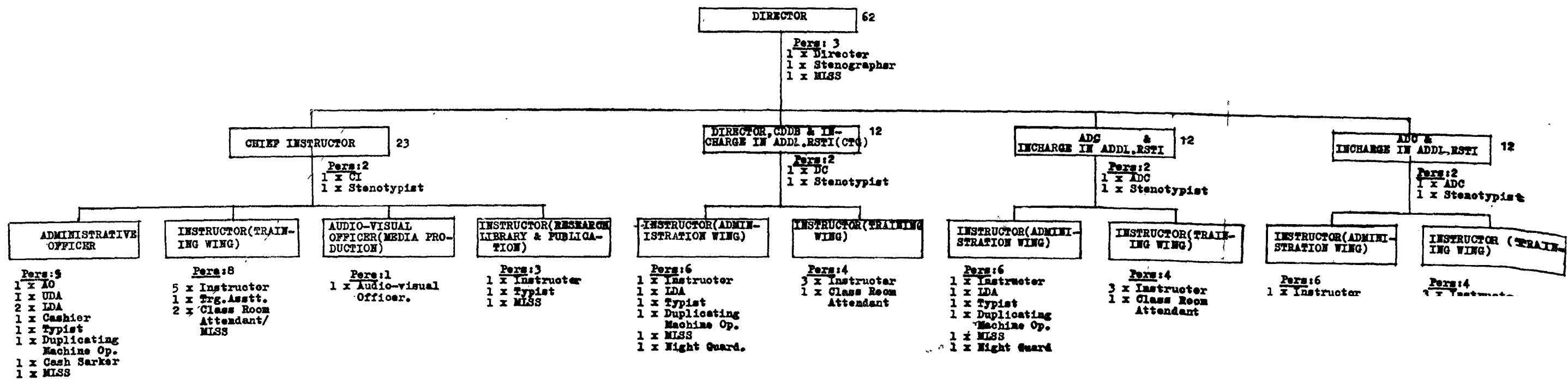
Category of Officers and Staff.	Secretariat.		Attached Departments.		Total.	
	Sanctioned strength.	Actual strength.	Sanctioned strength.	Actual strength.	Sanctioned strength.	Actual strength.
1	2	3	4	5	6	7
Grade I	47	45	10	8	57	53
Grade II	36	28	68	57	104	85
Grade III	161	136	405	329	566	465
Grade IV	14	13	435	338	449	351
Grade V	372	314	806	572	1,178	884
Grade VI	..	..	44	37	45	38
Grade VII	291	262	4,168	3,753	4,459	4,015
Grade VIII	14	12	2,291	1,965	2,305	1,977
Grade IX	23	19	3,956	3,707	3,979	3,726
Grade X	999	753	12,247	10,301	13,246	11,054
Total of Class I Officers	1,958	1,581	24,430	21,067	26,388	22,648
Grade XI	50	41	10,450	9,205	10,500	9,246
Grade XII	96	75	6,388	5,676	6,484	5,751
Grade XIII	157	147	15,233	13,417	15,390	13,564
Total of Class II Officers	303	263	32,071	28,298	32,374	28,561(**)
Total of Class I and II Officers.	2,261	1,844	56,501	49,365	58,762	51,209
Grade XIV	1,878	1,691	14,633	13,383	16,511	15,074
Grade XV	1,036	838	30,565	28,147	31,631	28,985
Grade XVI	104	76	64,663	62,391	64,767	62,467
Grade XVII	1,932	1,479	152,348	141,956	154,280	143,435
Grade XVIII	8	5	30,895	28,274	30,901	28,279
Grade XIX	117	100	66,814	64,979	66,931	65,079
Total of Class III	5,075	4,189	359,916	339,130	364,991	343,319(**)
Grade XX	262	226	70,178	68,559	70,440	68,785
Grade XXI	2,652	2,412	102,433	97,333	105,085	99,745
Total of Class IV Employees.	2,914	2,638	172,611	165,892	175,525	168,530
Total of Class III and IV Employees.	7,989	6,827	532,527	505,022	540,516	511,849
Total of all Officers and Staff.	10,250	8,671	5,89,028	5,54,387	5,99,278	5,63,058

SOURCE : O. & M. Wing of the Establishment Division of the Cabinet Secretariat.

**STI (RPATC) Clientele.

33907

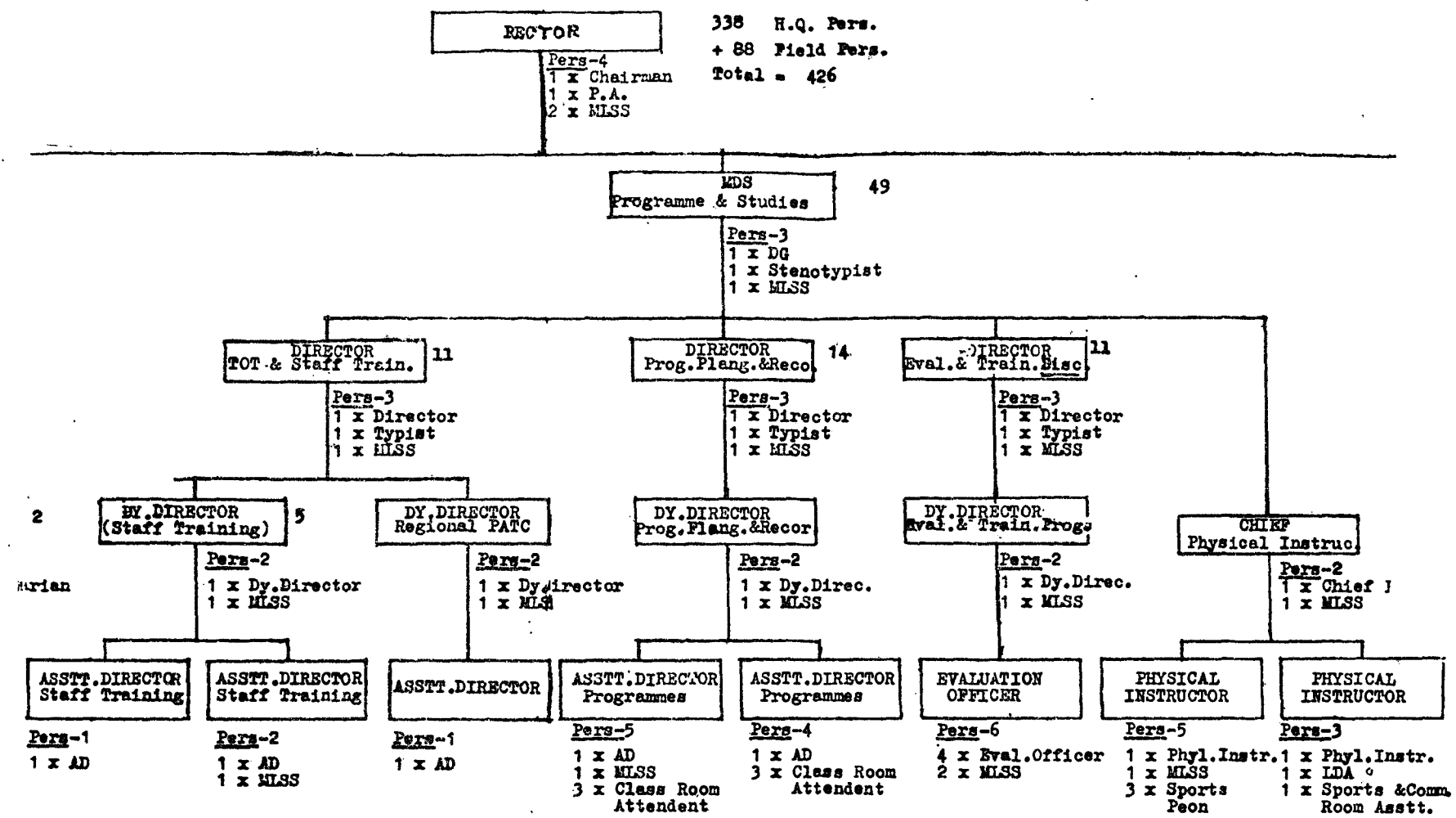
EXISTING ORGANISATION
STAFF TRAINING INSTITUTE
ESTABLISHMENT DIVISION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned post	Existing post	Vacant post
<u>Class-I</u>				
1.	Director	1	1	-
2.	Chief Instructor	1	1	-
3.	Officer-in-charge	3	3	-
4.	Instructors	18	15	3
5.	Audio-Visual Officer	1	1	-
6.	Administrative Officer	1	1	-
Total Class I		25	22	3
<u>Class-II</u>				
1.	Upper Divn. Assistant	1	1	-
2.	Stenographer	1	1	-
3.	Stenotypist	4	4	-
4.	L.D. Assistant	6	6	-
5.	Cashier cum Accountant	1	1	-
6.	Typist	5	4	1
Total Class II		18	17	1
<u>Class-III</u>				
1.	Duplicating Machine Operator	4	4	-
2.	MISS	12	10	2
3.	Darwan	3	3	-
Total Class III		19	17	2
Grand Total		62	56	6

* N.B. : One Addl. Deputy Commissioner of the concerned district has been working as Officer-in-charge of Regional Staff Training Institute in addition to his own duties as per notification of the Govt.



4 x Regional Office of the PATC - 88

DY. DIRECTOR Rajshahi	DY. DIRECTOR Dacca	DY. DIRECTOR Chittagong	DY. DIRECTOR Khulna
Pers-22	Pers-22	Pers-22	Pers-22
1 x DD	1 x DD	1 x DD	1 x DD
2 x AD	2 x AD	2 x AD	2 x AD
1 x Jr. Instructor	1 x Jr. Instructor	1 x Jr. Instructor	1 x Jr. Instructor
1 x Statis. Asstt.	1 x Statis. Asstt.	1 x Statis. Asstt.	1 x Statis. Asstt.
1 x Head Asstt.	1 x Head Asstt.	1 x Head Asstt.	1 x Head Asstt.
1 x Cataloguer	1 x Cataloguer	1 x Cataloguer	1 x Cataloguer
1 x TS	1 x TS	1 x TS	1 x TS
1 x Accountant	1 x Accountant	1 x Accountant	1 x Accountant
1 x Cashier	1 x Cashier	1 x Cashier	1 x Cashier
1 x Dup. Machine Operator	1 x Dup. Machine Operator	1 x Dup. Machine Operator	1 x Dup. Machine Operator
1 x Stenotypist	1 x Stenotypist	1 x Stenotypist	1 x Stenotypist
1 x LD-cum-Typist	1 x LD-cum-Typist	1 x LD-cum-Typist	1 x LD-cum-Typist
1 x LDA	1 x LDA	1 x LDA	1 x LDA
1 x Driver	1 x Driver	1 x Driver	1 x Driver
1 x Trg. Asstt.	1 x Trg. Asstt.	1 x Trg. Asstt.	1 x Trg. Asstt.
1 x Night Guard	1 x Night Guard	1 x Night Guard	1 x Night Guard
5 x MLSS	5 x MLSS	5 x MLSS	5 x MLSS

ANNEXURE—D.

TRAINING COURSES NOW IN STAFF TRAINING INSTITUTE (STI) DHAKA AND 3 REGIONAL STAFF TRAINING INSTITUTES AT CHITTAGONG, RAJSHAHI AND KHULNA.

GROUP A
(For Gazetted)

Sl. No.	Name of the Course.	Duration.	Remarks.
1.	Basic Typing Course for B.C.S. Officers	.. 15 days, (STI, Dhaka)	
2.	Short Course on Training Management	.. 1 week. (STI, Dhaka)	
3.	Management and Techniques of Staff Training.	.. 2 months. (STI, Dhaka)	
4.	Induction Course for Class II Gazetted Officers.	.. 3 months. (STI, Dhaka)	
5.	Administrative and Management Course for Thana Revenue Officers/C.O. (Dev)	.. 2 months. (STI, Dhaka)	
6.	Administrative and Management Course for Administrative Officers and the Office Superintendents.	.. 1 month. (STI, Dhaka)	
7.	Workshop on Thana Level Officers of Selected Thanas on Development Administration.	.. 3 days (STI, Dhaka)	
8.	Special Course on Rural Development Administration for Thana Level Officers.	.. 5 days (STI, Dhaka)	
9.	Special Course on Office Management for Class II Gazetted Officers.	.. 5 days (RSTI, Khulna)	
10.	Administrative and Financial Management Course for Class II-Gazetted Officers.	.. 4 weeks (RSTI, Khulna)	
11.	Administrative & Management Course for Thana Livestock Officers.	5 days (RSTI, Rajshahi)	
12.	Special Course for Thana Revenue Officers.	.. 5 days (RSTI, Chittagong)	

Sl. No.	Name of Course	Duration of each course	Remarks.
GROUP B (Non-Gazetted)			
1	9 (Nine) S.D.A.M. Courses in each year in S.T.I., Dhaka and 3 R.S.T.Is.	4 Weeks	
GROUP C (Short Courses for Non-Gazetted Staff)			
1	Special Administration and Management Course for the Professional/Technical Govt. Officials.	1 month (STI, Dhaka)	
2	Special Course on Pension Rules	5 days (STI, Dhaka)	
3	Special Course on Budgetary Practices in Bangladesh.	5 days (STI, Dhaka)	
4	Human Relation Course for Police and Security Officials.	12 days. (STI, Dhaka.)	
5	Special Personnel Management Course for supporting Engineering Officials.	3 Weeks (STI, Dhaka.)	
6	Special Course on "Office Security"	1 day (STI, Dhaka.)	
7	Short Course on Offences by public Servants, Government Servants Discipline, Appeal and Conduct Rules.	5 days (STI and RSTIs.)	
8	Special Course on "Office Management and Office Procedure".	15 days (STI, Dhaka.)	
9	Special Course on "Property Management".	4 days (STI, Dhaka.)	
10	Special Course on "Records Management".	1 Week.	
11	Special Course on "Financial Administration".	10 days (STI, Dhaka.)	
12	Special Course on "Administrative Correspondence."	1 week (STI, Dhaka and RSTI Khulna.)	
13	Special Course on "Management of Private and Personal Offices in the Government."	7 days (STI, Dhaka.)	
14	Special Course on "Nezarat Management".	5 days (RSTIs, Khulna, Chittagong & Rajshahi.)	

Sl. No.	Name of Course.	Duration.	Remarks.
15	Special Course on "Filling, Noting and Drafting."	3 days (RSTIs, Khulna and Chittagong.)	
16	Special Course on "Revenue Administration."	10 days (RSTIs, Khulna, Chittagong and Rajshahi.)	
17	Special Course on "Bench Management".	4 days (RSTIs, Khulna, Chittagong, and Rajshahi.)	
18	Special Course on "Personnel Management for Inspectors of Customs, Excises, Narcotics and Liquor, Income Tax, Asstt. Thana Education Officers, Thana Fisheries Officers."	10 days (RSTI, Khulna.)	
19	Special Course on "Office Management for the Teachers of Primary Schools".	10 days (RSTI, Rajshahi.)	
20	Personnel Administration Course for Supporting Technical Staff of the "Health Organisation".	10 days (RSTI, Chittagong.)	

GROUP D

(Secretarial Courses)

1	Short Course on "Maintenance of Type-writer Machines."	3 days (STI, Dhaka.)
2	Refresher Course for Stenographer/Steno-typists.	16 weeks. (STI, Dhaka.)
3	In-service Conversion Course in Bengali Typing.	1 month (STI, Dhaka.)
4	In-service Conversion Courses in Bengali Shorthand and Type-writing.	4 months. (STI, Dhaka.)
5	Special Course for P.A's	1 month (STI, Dhaka.)
6	Apprentice Stenography Course	1 year (STI, Dhaka.)
7	Special Refresher Course for Typists	2 months (STI, Dhaka.)

GROUP E

(Seminar)

1	Seminar on Identification of Training Needs for the Supporting Staff.	Could not be held as approval of the Government was not received. (STI, Dhaka.)
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ANNEXURE—E

OFFICIALS SO FAR TRAINED IN STI/RSTIs/DSTIs

Sl. No.	Name of Institute.	Number of Officials Trained.	Clientele
1	2	3	4
1	Staff Training Institute, Dhaka (From July, 1963 to June, 1983.	9129	Non-Class-I Gazetted Government Servants.
2	Three Regional STIs (February, 1980 to June, 1983.)	2756	Ditto.
3	Five District STIs (January, 1981 to May, 1983)	2557	Non-Gazetted Staff.
4	Training under TOT Project (January, 1981 to May, 1983)	64	Staff Trainers.
	Total so far Trained:	14,506	Officials.

Sd/ K. M. DAS

*Director,**Staff Training Institute (STI)**Establishment Division.*

STAFF TRAINING INSTITUTE (STI), DHAKA**A. LIST OF PUBLICATIONS (Trainings Manually)**

1. The Staff Training Programmes in Bangladesh
by—K. M. Das, Director, STI, Dhaka.
2. Public Administration Training Manual, Vol. I (প্রশিক্ষণ পুস্তিকা)
Edited by—K. M. Das, Director, STI, Dhaka.
3. A Survey of the Laws, Rules and Orders Relating to the Discipline, Appeal and Conduct Matters of the Government Servants in Bangladesh.
by—K. M. Das, Director, STI, Dhaka.
4. সরকারী কর্মচারী প্রশাসনে বাংলাদেশ বেতন নির্ধারণের নীতি ও পদ্ধতি
রচনায়—সাজিদুর রহমান, শাখা প্রধান, অর্থ বিভাগ।
5. Training Calendars of STI & RSTIs for the years 1981, 1982 and 1983.

B. LIST OF PUBLICATIONS (Others)

1. Staff Development Review (Two Volumes)—Professional bi-annual Journal of STI.
2. Staff Training Institutes' (STI) News (Two issues)
by—Mrs. Masuda Benth-e-Quadir, Instructor, STI, Dhaka.
3. Some dimensions of the problems of Career Planning and Career Development of the Trainers with particular reference to Bangladesh.
by—K. M. Das, Director, STI, Dhaka.

STAFF TRAINING INSTITUTE (STI), DHAKA**LIST OF TRAINING MODULES ON VARIOUS COURSES
PREPARED BY STAFF TRAINING INSTITUTE (STI), DHAKA**

1. Training Module on Administrative and Management Course.
2. Training Module on Administrative Correspondence Course.
3. Training Module on Bengali Typing and Short hand Courses.
4. Training Module on English Typing and Short hand Courses.
5. Training Module on Special Course for Personal Assistants and Private Secretaries.
6. Training Module on Staff Development Course in Administration and Management (SDAM).

RECOMMENDED COURSES TO BE RUN IN EACH REGIONAL PUBLIC ADMINISTRATION TRAINING CENTRE (REGIONAL PATC).

Sl. No.	Name of Courses	Duration	Clientele	No. in each course	Annual Target of each STI/RPATC					REMARKS.
					No. of course	Annual coverage	Training coverage through Mobile Team	Training through co-verage TOT Programme (In house Training)	Total Training coverage per year	
1	2	3	4	5	6(a)	6(b)	6(c)	6(d)	6(e)	7
A. FOR GAZETTED OFFICERS										
1.	Induction Course for Class II Gazetted Officers.	4 wks.	Newly appointed Class II Officers.	30	1	30				
2.	Professional Course for Thana Revenue Officers.	4 wks.	T.R.O's/C.O. (Dev.)	30	2	60				
3.	Office Management Course for Administrative Officers, Office Superintendents & Similar other Officers.	4 wks.	A.Os /O.S. & Similar Officers.	30	2	60				
4.	Basic Typing Course for BCS Officers.	4 wks.	B.C.S. (Probationers)	20	8	160				Only in RPATC, Dhaka.
5.	Refresher Course for Class II Gazetted Officers	1 wk.	Class II Officers dealing with staff Administration.	30	2	60				Any time after 5 yrs. of Induction Course.
6.	Personnel Management Course for Technical Official (Engineering, Medical, Fisheries, Livestock, Agriculture etc.)	2 wks.	T.F.P.O. Sanitary Inspector, Sub-Asstt. Engineer, P.W.D. R&H, P&E., Thana Agriculture Officer, Thana Livestock Officer, Thana Fisheries, Asstt. Head Master of Govt. High Schools, Chemists & Similar other officers.	30	2	60				
B. FOR NON-GAZETTED STAFF:										
1.	Basic Office Administration Course (Clerical) for the supporting Govt. Officials.	4 wks.	L.D. Asstt. & Similar clerical Staff around 10 yrs. of experience.	30	8	240	5X25=125	200		
2.	Office Supervisory Course.	2 wks.	Head Asstt., U.D. Asstts., Section Assistants & Similar Staff.	30	4	120	5X25=125	200		
3.	Training of Trainers' Course.	2 wks.	Supervising officers of Non-Gazetted Staff.	30	1	30				May be Class I and Class II Gazetted Officers.
4.	Course on Govt. Servants' Discipline, Appeal & Conduct Rules for supporting Govt. officials.	1 wk.	Staff dealing with the Staff Administration in Govt.	30	1	30				
5.	Special Course for the Personal Staff in Govt. offices.	1 wk.	P.A. & Steno's, C.As.	30	1	30				
6.	Personnel Management Course for Technical Officials in Govt. Department (Courses for the supporting technical staff in Engineering, Health & Family Planning, Agriculture, Live-stock & Fisheries etc.)	2 wks.	Overseers, U.D.A., Live Stock Asstt., Pharmacist, P.P. Asstt. & Head Teacher of Primary School & similar Staff.	30	2	60				
C. SECRETARIAL STAFF (Stenography & Typing Courses)										
1.	Conversion Course in Bengali Typing.	4 wks.	English Type knowing Typists.	20	8	160				
2.	Conversion Course in Bengali Shorthand & Typing.	26 wks.	English knowing Stenographers, Steno-typists.	20	2	40				
3.	Refresher Courses in Shorthand & Typing.	12 wks.	Steno-typist/Stenographers.	20	2	40				
4.	Short Course on Maintenance of office equipments.	1 wk.	Typist, Steno-typists, Stenographer.	20	10	200				
					430	56	1220+160	250	400	1870+160

$$1870 \times 4 + 160 = 7640$$

N.B. : In addition to these courses the Institutes (RPATCs) may hold courses on request or when directed by the authority by adjustment.

ANNEXURE—I

SAMPLE COURSE MODULES OF A FEW RECOMMENDED COURSES

Sl. No.	Name of the courses whose modules are enclosed	Page.
1	Induction course for Class II Gazetted Officers.	40
2	Office Management course for Administrative Officers and Office Superintendents	47
3	Personnel Management course for supporting technical officials (2 courses— one for Class II Gazetted and the other for non-Gazetted technical staff of the Government.)	53
4	Basic Office Administration Course (B.O.A.C.) (clerical) for supporting Government officials.	57
5	Special course on offences by public servants, Government Servants Discipline, Appeal and Conduct Rules for supporting Government officials.	69
6	Office Supervisory course.	69
7	Bangla-Shorthand Conversion course.	73
8	Refresher course for English/Bengali knowing Stenographers and Steno-typists. (Two courses for each type)	74
9	Bangla Type conversion course.	75
10	Short course on Maintenance of Office Equipments.	76
11	Basic Typing course for BCS (Probationary) Officers.	77

[NB : (i) Course modules of other recommended courses may be done by the Director (ST and TOT), PATC in the same manner. Subjects, distribution of periods and the programmes of the above noted Courses are, however, subject to time to time adjustment according to the requirements of the situation. These are a few models of Course modules only to show the planning and programming etc. of a few courses.]

- (ii) **Abbreviations :**
- (a) P.A. = Public Administration
 - (b) P.M. = Personnel Management
 - (c) O.M. = Office Management
 - (d) F.A. = Financial Administration
 - (e) O.P. = Office Procedure
 - (f) F.M. = Financial Management
 - (g) BPC. = Bangladesh Penal Code
 - (h) T.A. = Travelling Allowances
 - (i) BCS = Bangladesh Civil Services

(A) Name of the Course : Induction Course for Class-II Gazetted Officers (with Complete Course Module.)

(B) Objective : The course has been designed to make the participants conversant with basic rules, regulations, circulars and instructions to efficiently run the office. They are further expected to have some idea about the contemporary policies of the Government. Attempts for their attitudinal change as Public servants shall be made during the course.

(C) Clientele : All categories of newly recruited Class-II Gazetted Officers and also Class-II Gazetted Officers with experience of less than 5 years.

(D) Training Period:

- (i) Duration of the Course : 4 weeks
- (ii) Number of Periods in a week (Duration of each period is of one hour) : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$
- (iii) Total No. of periods in the Training Course : $52\frac{1}{2} \times 4 = 210$
- (iv) Total No. of periods for examinations : 4
- (v) Additional periods for Administrative Functions (Registration, Inauguration, Closing, Pay Day, Gaps between periods etc.) : 16
- (vi) Periods for Govt. Holidays : $7\frac{1}{2} \times 8 = 60$
- (vii) Net available period for training : 134

Distribution of Periods :		Training.	Examination.
1. Public Administration (P.A.) ..	..	18	..
2. Personnel Management (P.M.) ..	..	50	..
3. Office Management (O.M.) ..	..	42	..
4. Financial Administration (F.A.) ..	..	20	..
5. Term Tests ..	..	..	2
6. Final Examination ..	..	..	2
Total		130	4

[N.B : Training modules of other recommended courses of four week duration may be done in the same model, keeping in view the need for different categories of clientele]

Induction Course for Class-II Gazetted Officers

DETAILED ALLOTMENT OF PERIODS TO SUBJECTS/TOPICS.

Sl. No.	Names of Subjects	Training Methods						Topic-wise Total	Hours
		Lecture	Group Discussion	Plenary Session	Exercise	Case-study	Work-shop		
	P.A.	-	-	-	-	-	-	-	15
1.	Concept of Ministry/Division, Attached Department, Sub-ordinate Office, Autonomous Body, Corporation etc.	2	-	-	-	-	-	-	2
2.	Out lines of Field Administration in Bangladesh.	1	-	-	-	-	-	-	1
3.	Rules of Business	2	-	-	-	-	-	-	2
4.	Administrative Reforms in Bangladesh : Decentralisation issue with special reference to Thana Administration.	2	-	-	-	-	2	-	4
5.	Motivation & Morale (PM)	2	-	-	-	-	-	-	2
6.	Courtesy, Manner & Etiquette	2	-	-	-	-	-	-	2
7.	Budget Preparation (FA)	2	1	-	2	-	-	-	5
	P.M.	-	-	-	-	-	-	-	30
8.	Recruitment Rules	2	1	-	-	-	-	-	3
9.	The Govt. servants (Conduct) Rules, 1979	2	1	-	-	-	-	-	3
10.	The Govt. Servant's Disciplinary & Appeal Rules	4	1	-	2	2	-	-	9
11.	Leave Rules	3	1	-	2	-	-	-	6
12.	T&A Rules	4	1	-	2	1	-	-	8
13.	Pension Rules	3	1	-	2	1	-	-	7
14.	General Provident Fund Rules	2	1	-	1	-	-	-	4
15.	Govt. Servant's Group Insurance & Benevolent Fund Rules.	2	-	-	1	1	-2	-	4
16.	Welfare activities of Govt. for Govt. Servants.	2	4	-	-	-	-	-	2
17.	General Conditions of Services	3	1	-	-	-	-	-	4
	O.M.	-	-	-	-	-	-	-	42
18.	Office Security	3	1	-	-	-	-	-	4
19.	Filing, Noting, Drafting & Summary writing	3	1	1	2	1	-	-	10
20.	Various Forms of Communication	3	1	-	2	-	-	-	6
21.	Works Simplification	2	-	-	-	-	-	-	2
22.	Records Management	4	1	1	-	2	-	-	8
23.	Office Procedure	2	1	4	-	-	-	-	7
24.	Secretariat Instruction	4	-	-	-	-	-	-	4
25.	Boards Miscellaneous Rules Practice & Procedure Manual Inspection Manual and Stamp Act.	5	-	-	-	-	-	-	5
	P.A.	-	-	-	-	-	-	-	25
26.	Accounting & Auditing system in Bangladesh	2	1	-	1	-	-	-	4
27.	Bangladesh Financial Rules	4	1	-	1	-	-	-	6
28.	Treasury Rules	4	1	1	1	-	-	-	7
29.	Delegation of Financial Powers	2	1	-	-	-	-	-	3

STAFF TRAINING INSTITUTE, DHAKA
AND
REGIONAL STAFF TRAINING INSTITUTE, KHULNA/CHITTAGONG/RAJSHAHI
MODEL BLOCK TRAINING PROGRAMME
INDUCTION COURSE FOR CLASS-II GAZETTED OFFICERS.

Sl. No.	Subject.	First week	Second week	Third week	Fourth week	Total.
1	2	3	4	5	6	7
1.	Public Administration (P.A.) ..	9	2	5	2	18
2.	Personnel Management (P.M.) ..	12	10	24	4	50
3.	Office Management (O.M.) ..	10	9	5	18	42
4.	Financial Administration (F.A.) ..	3	13	..	4	20
5.	Term Tests	..	1	1	..	2
6.	Final Examination	..	..	..	2	2
7.	Registration & Inauguration ..	3	..	..	..	3
8.	Closing & other Administrative Works.	$\frac{1}{2}$	$2\frac{1}{2}$	$2\frac{1}{2}$	$7\frac{1}{2}$	13
Total ..		37	$37\frac{1}{2}$	$37\frac{1}{2}$	38	150

INDUCTION COURSE FOR CLASS-II GAZETTED OFFICERS.

**MODEL TRAINING PROGRAMME OF
STAFF TRAINING INSTITUTE
DHAKA
&
RSTI'S KHULNA/RAJSHAHI/CHITTAGONG (Now Regional PATCs)**

DURATION OF THE COURSE FROM ___ TO ___

(Dates to be decided later on)

No. of Weeks - 4 Weeks.

DAYS & DATE	TIME	Total Hours	Subject	Training Methods	Instructor/Speaker	Venue	Reference to Study
FIRST WEEK							
SUNDAY	0900-1000	1	Registration.	-	Course Director	Class-Room(C/R)	-
(Date will be fixed later on)	1000-1200	2	Introduction, In-auguration & Discussion about the objective of Training.	-	(To be decided later on)	-do-	-
	1200-1300	1	Out-lines of Field Administration in Bangladesh.	Lecture	-do-	-do-	(To be decided later on)
	1330-1530	2	Concept of Ministry/Divisions, Attached Deptt. Sub-ordinate Office, Autonomous Body, Corporation etc.	-do-	-do-	-do-	Secretariat Instructions (some others to be decided later on).
	1530-1700	1½	Records Management.	-do-	-do-	-do-	/A/ 1) Secretariat Instructions, 1976. 2) Records Manual.
MONDAY	0900-1100	2	Leave Rules.	Lecture	-do-	-do-	/B/ B.S.R. Part-I and F.R.
(Date will be fixed later on)	1100-1200	1	Leave Rules.	Group Discussion.	-do-	-do-	-do-
	1200-1300	1	Records Management.	Lecture	-do-	Class-Room(C/R)	As in "A"
	1330-1500	1½	-do-	-do-	-do-	-do-	-do-
	1500-1600	1	Leave Rules.	-do-	-do-	-do-	-do-
	16-00-1700	1	-do-	Exercise.	-do-	-do-	As in "B".
TUESDAY.	0900-1000	1	Records Management.	Group Discussion.	-do-	-do-	As in "A".
(Date will be fixed later on)	1000-1200	2	Budget Preparation	Lecture.	-do-	-do-	/C/ To be decided later on.
	1200-1300	1	Leave Rules.	Exercise.	-do-	-do-	As in "B"
	1330-1530	1½	Filing, Noting, Drafting & Summary Writing.	Lecture.	-do-	-do-	/D/ Secretariat Instructions.
	1530-1700	2	-DO-	-DO-	-do-	-do-	-do-
WEDNESDAY	0900-1000	1	Budget Preparation.	Group Discussion.	-do-	-do-	-do-
(Date will be fixed later on)	1000-1200	2	Filing, Noting, Drafting & Summary Writing.	Exercise.	-do-	-do-	As in "A".
	1200-1300	1	Budget Preparation.	-do-	-do-	-do-	-do- "B".
	1330-1530	2	Administrative Reforms in Bangladesh: Decentralisation issue with Special reference to Thana Administration	Lecture.	-do-	-do-	/E/ To be decided later on.
	1530-1700	1½	Pension Rules.	Lecture.	-do-	-do-	/F/ B.S.R. Part-I, F.R. & Treasury Rules.
THURSDAY.	0900-1100	2	Accounting & Auditing System in Bangladesh.	Lecture.	-do-	-do-	/G/ To be decided later on.
(Date will be fixed later on)	1100-1200	1	-DO-	Group Discussion.	-do-	-do-	-do-
	1200-1300	1	General Provident Fund Rules.	Lecture.	-do-	-do-	/H/ General P.F. Order, 1979.
	1330-1430	1	-DO-	-DO-	-do-	-do-	-do-
	1430-1530	1	-DO-	Exercise.	-do-	-do-	-do-
	1530-1700	1½	Pension Rules	Lecture.	-do-	-do-	As in "H".
SECOND WEEK							
SUNDAY	0900-1100	2	Office Procedure	Lecture.	-do-	-do-	/I/ Secretariat Instructions & other connected Rules.
(Date will be fixed later on)	1100-1300	2	Pension Rules.	Group Discussion.	-do-	-do-	As in "F"
	1330-1500	1½	Bangladesh Financial Rules.	Lecture.	-do-	-do-	B.F.R. & G.F.R.
	1500-1700	2	Pension Rules.	Exercises.	-do-	-do-	-do-
MONDAY	0900-1000	1½	Bangladesh Financial Rules.	Lecture.	-do-	-do-	/J/ B.F.R. & G.F.R.
(Date will be fixed later on)	1000-1100	1	-DO-	Group Discussion.	-do-	-do-	-do-
	1100-1200	1	Pension Rules.	Exercises.	-do-	-do-	As in "F"
	1200-1300	1	Filing, Noting, Drafting & Summary Writing.	Group Discussion.	-do-	-do-	As in "A"
	1330-1500	1½	-DO-	Lecture.	-do-	-do-	-do-
	1500-1700	2	Administrative function.	-	-do-	-do-	-do-
TUESDAY	0900-1030	1½	Bangladesh Financial Rules.	Lecture.	-do-	-do-	As in "G".
(Date will be fixed later on)	1030-1130	1	-DO-	Exercise.	-do-	-do-	-do-
	1130-1300	1½	T.A. Rules.	Lecture.	-do-	-do-	/K/ B.S.R. Part II & F.R..
	1330-1500	1½	T.A. Rules.	Lecture.	-do-	-do-	-do-
	1500-1700	2	Administrative Reforms in Bangladesh; Decentralisation with special reference to thana Administration.	Work-shop.	-do-	-do-	-do-
WEDNESDAY	0900-1000	1	Term-Test.	-	-do-	-do-	-do-
(Date will be fixed later on)	1000-1200	2	Delegation of Financial Powers.	Lecture.	-do-	-do-	/L/ Delegation of Financial Powers.
	1200-1300	1	-DO-	Exercise.	-do-	-do-	/M/ Secretariat Instructions.
	1330-1530	2	Secretariat Instructions.	Lecture.	-do-	-do-	As in "A"
	1530-1600	½	Administrative Facilities.	-	-do-	-do-	-do-
	1600-1700	1	Treasury Rules.	Lecture.	-do-	-do-	T.R
THURSDAY	0900-1100	2	Treasury Rules.	Lecture.	-do-	-do-	/N/ Treasury Rules Vol. I & II.
(Date will be fixed later on)	1100-1200	1	Administrative Reforms.	Plenary Session.	-do-	-do-	Other Govt. Servants Conduct Rules.
	1200-1300	1	Accounting & Auditing System in Bangladesh.	Exercises.	-do-	-do-	-do-
	1330-1530	2	Conduct Rules.	Lecture.	-do-	-do-	-do-
	1530-1700	1½	Filing, Noting & Summary Writing.	Exercise.	-do-	-do-	-do-
Third Week							
SUNDAY.	0900-1000	1	TERM TEST.	-	-do-	-do-	-do-
(Date will be fixed later on)	1000-1200	2	The Govt. Servants' Group Insurance & B.F. Rules.	Lecture.	-do-	-do-	-do-
	1200-1300	1	-DO-	Exercise.	-do-	-do-	-do-
	1330-1500	1½	The Govt. Servants (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	-do-
	1500-1600	1	-DO-	Lecture.	-do-	-do-	-do-
	1600-1700	1	Budget Preparation.	Exercise.	-do-	-do-	-do-
Monday	0900-1100	2	Courtesy, Manner & Etiquette.	Lecture.	-do-	-do-	-do-
(Date will be fixed later on)	1100-1200	1	T. A. Rules.	Group Discussion.	-do-	-do-	-do-
	1200-1300	1	-DO-	Lecture.	-do-	-do-	-do-
	1330-1530	1½	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	-do-
	1500-1600	1	-DO-	Group Discussion.	-do-	-do-	-do-
	1600-1700	1	Motivation & Morale.	Lecture.	-do-	-do-	-do-
Tuesday.	0900-1100	2	The Govt. Servants' (Discipline & Appeal) Rules 1976.	Exercise	-do-	-do-	-do-
(Date will be fixed later on)	1100-1200	2	Various Forms of Communications.	Lecture	-do-	-do-	-do-
	1200-1300	1	Motivation & Morale.	Lecture.	-do-	-do-	-do-
	1330-1430	1	-	-	-do-	-do-	-do-
	1430-1500	½	-	-	-do-	-do-	-do-
	1500-1700	2	Employees Welfare activities by Govt. in Bangladesh.	Lecture.	-do-	-do-	-do-
Wednesday.	0900-1100	2	Recruitment Rules.	Lecture.	-do-	-do-	-do-
(Date will be fixed later on)	1100-1200	1	General Provident Fund Rules.	Plenary Session.	-do-	-do-	-do-
	1200-1300	1	Recruitment Rules	Group Discussion.	-do-	-do-	-do-
	1330-1400	1	Filing, Noting & Drafting	Case Study.	-do-	-do-	-do-
	1400-1500	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	-do-	-do-	-do-	-do-
	1500-1600	1	-DO-	-do-	-do-	-do-	-do-
	1600-1700	1	-DO-	-do-	-do-	-do-	-do-
Thursday.	0900-1100	2	General Condition of Service.	Lecture.	-do-	-do-	-do-
(Date will be fixed later on)	1100-1200	1	-DO-	Exercise	-do-	-do-	-do-
	1200-1300	1	Budget Preparation.	-do-	-do-	-do-	-do-
	1330-1400	½	Administrative function.	-	-do-	-do-	-do-
	1400-1500	1	Group Insurance & Benevolent Fund.	Case Study/Attachment.	-do-	-do-	-do-
	1500-1600	1	Records Management.	-do-	-do-	-do-	-do-
	1600-1700	1	-	-	-do-	-do-	-do-

As in N.B. below

As in N.B. below

-do-

-do-

-do-

-do-

- (A) Name of the Course : **Office Management course for Administrative Officers, Office Superintendents and similar others**
- (B) Objective : With the completion of the course the participating officers are expected to run their offices with better skill and knowledge.
- (C) Clientele : Administrative Officers, Office Superintendents, Asstt. Directors (Admn.) and similar officers of different Govt. Offices.
- (D) Course Outlines with detailed break-up of periods :

1. *Training Periods :*

- (a) Duration of the Course : 4 weeks.
- (b) Total No. of periods in a week .. : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$
(Each Period is of one hour duration)
- (c) Total No. of periods in the Training. Course : $52\frac{1}{2} \times 4 = 210$
- (d) Periods for various Examination/Tests : 5
- (e) Additional Periods for Administrative Functions : 16
(Registration, Inauguration & Graduation Ceremony, Pay Day, Gaps between the periods), etc.)
- (f) Periods for Govt. Holidays : $7\frac{1}{2} \times 8 = 60$
- (g) Net available periods for Training ; 134

2. *Distribution of periods :*

	Training	Examination
(a) Public Administration (P.A) ..	17	„
(b) Personnel Management (P.M.)	50	„
(c) Office Procedure (O.P.) ..	47	„
(d) Financial Management (F.M.) ..	15	„
(e) Term Tests ..	..	2
(f) Final Examination ..	..	3
Total	129	5

6
Office Management Course for Admn. Officers & similar
Class-II Gazetted Officers.

D. DETAILED ALLOTMENT OF PERIODS TO SUBJECTS/TOPICS.

Sl. No.	Name of Topics	Training Methods					Total
		Lecture	Group Discussion	Plenary Session	Exercises	Case Study/Attached	
	P.A.	-	-	-	-	-	20
1.	Administrative Reforms in Bangladesh, Decentralisation issues with Special Reference to Thana Administration	2	-	-	-	-	2
2.	Motivation & Morals	2	-	-	-	-	2
3.	Courtesy, Manner & Etiquette (PM,	2	-	-	-	-	2
4.	Metric System	2	1	-	-	-	3
5.	Budget Preparation & Administration (FA)	2	-	-	2	1	5
6.	Transports Management	2	-	-	-	-	2
7.	Employees' Welfare Measures by Govt. in Bangladesh	1	-	-	-	-	1
8.	Concepts of Ministries/Divisions, Attached Departments, Sub-Ordinate Offices, Corporations, Autonomous Bodies.	1	-	-	-	-	1
9.	Rules of Business and Allocation of Business	2	-	-	-	-	2
	P.M.	-	-	-	-	-	49
10.	Leave Rules	2	1	-	1	-	4
11.	T.A. Rules	4	1	-	2	-	7
12.	Pension Rules	3	1	-	-	1	5
13.	General Conditions of Services	2	1	-	-	-	3
14.	Joining Time	2	-	-	-	1	3
15.	Pay Fixation	3	1	-	1	1	6
16.	Administration of Honoraria & Allowances	2	1	-	-	-	3
17.	The Govt. Servants Group Insurance & Benevolent Fund	2	-	-	-	1	3
18.	Provident Fund Rules	2	-	-	-	1	3
19.	The Govt. Servants (Conduct) Rules, 1979	2	1	-	-	-	3
20.	The Govt. Servants (Discipline & Appeal) Rules, 1976	4	1	-	1	1	7
21.	Inspection, Supervision & Control	2	-	-	-	-	2
	O.M.	-	-	-	-	-	45
22.	Records Management	3	1	1	1	1	7
23.	Office Security	2	2	1	-	-	5
24.	Filing, Netting, Drafting & Summary writing	4	1	1	2	2	10
25.	Various Forms of Communication	3	1	-	2	1	7
26.	Practice & Procedure Manual	2	1	-	-	-	3
27.	Boards Miscellaneous Rules	1	-	-	-	-	1
28.	Writing & Maintenance of Service-Books, ^{A.C.Rs,} Registers & Cash Books	3	2	1	2	1	9
29.	Maintenance of Govt. Property including Forms & Stationeries	2	1	-	-	-	3
	F.A.	-	-	-	-	-	15
30.	Bangladesh Financial Rules	4	1	-	-	2	7
31.	Treasury Rules	4	1	-	-	-	5
32.	Delegation of Financial Powers	2	1	-	-	-	3
33.	Accounting & Auditing System in Bangladesh	2	-	-	-	-	2

- A. Name of the Course : Personnel Management course for the Supporting Technical Officials of Engineering, Health and Family Planning, Agriculture, Live stock, Fisheries, Education etc. Departments.
(Separate course for class II Gazetted Officers and non-gazetted supporting staff of above noted Deptts. with complete module.)
- B. Objective : It aims at developing knowledge and skill of Technical Officials in the Govt. in the discharge of personnel Management responsibilities and developing better human relations.
- C. Clientele, (i) Non-Gazetted Staff's Course:
Overseers, Union Agriculture Assistants, Live-stock Assistants, Pharmacists, Family Planning Assistants, Head Teachers of Primary Schools and similar staff.
(ii) Class-II Officers' Course :
T.F.P.O., Sanitary Inspector, Sub-Asstt. Engineers, (PWD, R & H, Rly. & P.H.E) Thana Agriculture, Live Stock & Fishery Officers, Asstt. Head Master of Govt. High School, Chemists, Thana Education Officer, Food Inspectors and similar other officers.
- D. Course outlines with detailed break up of periods.

1. *Training Period :*

- (a) Duration of the course : 2 Weeks.
- (b) Total number of Periods in a week (Each period is of one hour duration) : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$
- (c) Total number of periods in the Training Course. : $52\frac{1}{2} \times 2 = 105$
- (d) Periods for various Examinations/Tests. : 3
- (e) Additional periods for Administrative functions (Registration, in-auguration and graduation ceremony, pay day, gaps between periods etc. : 10
- (f) Periods for Govt. Holidays : $7\frac{1}{2} \times 4 = 30$
- (g) Net available periods for training. : $(105 - 40) = 65$

2. *Distribution of periods :*

	Training	Examination/Tests.
1. Personnel Management (PM)	62	..
2. Term Test	..	1
3. Final Examination	..	2
Total ..	62	3

N. B. For the Class II Gazetted Officers of the above mentioned technical Departments the same module shall be duplicated. Detailed Programme and Block Programme of other recommended courses of two week duration may be prepared in the same manner].

DETAILED ALLOTMENT OF PERIODS TO SUBJECTS/TOPICS

Sl. No.	Name of Subjects/Topics	Training Methods.					Total
		Lecture	Group Discussion	Plenary session	Exercises	Case study Attachment.	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	PM						62
1.	General Conditions of Services.	3	1	..	..	..	4
2.	Recruitment Rules	2	..	..	..	..	2
3.	The Govt. Servants (Conduct) Rules, 1979.	2	1	..	..	..	3
4.	The Govt. Servants (Discipline and Appeal) Rules, 1976.	4	1	..	1	1	7
5.	T. A. Rules	3	1	..	1	..	5
6.	Pension Rules	3	1	..	1	1	5
7.	Leave Rules	3	1	..	1	..	6
8.	Pay fixation	3	1	..	1	1	6
9.	General Provident Fund Rules.	2	1	..	1	..	4
10.	Group Insurance and Benevolent Fund Rules.	2	1	..	..	1	4
11.	Employees' Welfare' measures by Govt. in Bangladesh.	2	..	..	..	..	2
12.	Motivation and Morale	2	..	..	..	..	2
13.	Courtesy, Manner and Etiquette.	2	..	..	..	..	2
14.	Administrative Reforms in Bangladesh-Decentralisation issue with special reference to Thana Administration. (P.A.)	2	..	..	..	..	2
15.	Filing, Noting, Drafting and Official Correspondences. (O.M.)	5	1	..	1	1	8

STAFF TRAINING INSTITUTE, DHAKA
AND
REGIONAL STAFF TRAINING INSTITUTES, KHULNA/RAJSHAHI/CHITTAGONG.
(Now RPATCs)

MODEL BLOCK TRAINING PROGRAMME

PERSONNEL MANAGEMENT COURSE FOR SUPPORTING TECHNICAL OFFICIALS OF ENGINEERING, HEALTH & FAMILY PLANNING, AGRICULTURE, LIVESTOCK, FISHERIES ETC DEPARTMENTS

Sl. No.	Subject	First week	Second week	Total
1.	Personnel Management (P/M)	30	32	62
2.	Term-Test	1	..	1
3.	Final Examination	..	2	2
4.	Registration and Inauguration	3	..	3
5.	Closing Ceremony & Other Administrative Functions	3½	3½	7
Total ..		37½	37½	75

PERSONNEL MANAGEMENT COURSE FOR SUPPORTING
TECHNICAL OFFICIALS OF ENGINEERS, HEALTH &
FAMILY PLANNING, AGRICULTURE, LIVE-STOCK,
FISHERIES DEPARTMENTS ETC.

MODEL TRAINING PROGRAMME OF STAFF TRAINING INSTITUTE, DHAKA
&
R.S.T.I., KHULNA / RAJSHAHI/ CHITTAGONG.
(Now RPATC₂)

Duration of the Course from to

No. of Weeks.

DAYS & DATE	TIME	Total Hours	Subjects	Training Method	Instructor/Speaker	Value	Ref. to studies
1	2	3	4	5	6	7	8
SUNDAY	0900-1000	1	Registration.				N.B. Public Administration Training Manual series.
(Data will be decided later on)	1000-1200	2	In-Auguration.				Class-room published by S.T.I., Dhaka is reference to study as
	1200-1300	1	General Condition of Service	Lecture	To be decided later on.	-do-	-do- Text Book.
	1330-1430	1	- do -	-do-	-do-	-do-	-do- /A/ B.S.R.P. Part I F.R.
	1430-1530	1	Administrative Functions.	-do-	-do-	-do-	-do- /B/ Secretariat Instructions, & Record Manual.
	1530-1700	1½	Filing, Noting & Drafting.	-do-	-do-	-do-	-do-
Monday.	0900-1030	1½	Filing, Noting, Drafting.	Lecture.	-do-	-do-	As in 'B'.
-do-	1030-1130	1	-do-	Group Discussion.	-do-	-do-	-do-
	1130-1300	1½	Leave Rules.	Lecture.	-do-	-do-	-do- /C/ As in 'A' Establishment Manual.
	1330-1530	2	Official Correspondences.	-do-	-do-	-do-	As in 'B'.
	1530-1600	½	Recess.				
	1600-1700	1	Filing, Noting, Drafting & Official Correspondence.	Exercises	-do-	-do-	To be decided later on
Tuesday.	0900-1030	1½	Leave Rules.	Lecture.	-do-	-do-	As in 'A'
-do-	1030-1130	1	-do-	Group Discussion.	-do-	-do-	-do-
	1130-1200	½	Recess.				
	1200-1300	1	Pension Rules.	Lecture.	-do-	-do-	-do- /D/ As in A & recent Govt. orders.
	1330-1430	1	Pension Rules.	-do-	-do-	-do-	-do-
	1430-1530	1	-do-	-do-	-do-	-do-	-do-
	1530-1600	½	Recess.				
	1600-1700	1	The Govt. Servants' (Conduct) Rules, 1979.	-do-	-do-	-do-	-do-
Wednesday.	0900-1100	2	Courtesy, Manner & Etiquette.	Exercise.	-do-	-do-	To be decided later on.
-do-	1100-1200	1	Leave Rules.	Exercise	-do-	-do-	As in 'C'
	1200-1300	1	Pension Rules.	Gr. Discussion.	-do-	-do-	As in 'D'
	1330-1530	2	Administrative Reforms in Bangladesh : Decentralisation issue with special reference to Thana Administration.	Lecture.	-do-	-do-	-do-
	1530-1600	½	Recess.				
	1600-1700	1	The Govt. Servants' (Conduct) Rules, 1979.	Lecture.	-do-	-do-	-do- /E/ in Govt. Servants (conduct) rules, 1979.
Thursday.	0900-1000	1	The Govt. Servants' (Conduct) Rules, 1979.	Gr. Discussion.	-do-	-do-	As in 'E'.
-do-	1000-1100	1	Term-Test.	C	-do-	-do-	-do-
	1100-1300	2	Recruitment Rules.	Lecture.	Course Director.	-do-	-do-
	1330-1530	2	General Provident Fund Rules.	Lecture.	To be decided later on.	-do-	-do-
	1530-1600	½	Recess.			-do-	G.P. Fund Rules.
	1600-1700	1	General Provident Fund Rules.	Gr. Discussion	-do-	-do-	-do-
SECOND YEAR							
Sunday.	0900-1000	1	G. P. Fund Rules.	Exercise.	To be decided later on	-do-	-do-
-do-	1000-1200	2	Group Insurance & B. F.	Lecture.	-do-	-do-	Recent Govt. Orders.
	1200-1300	1	-do-	Gr. Discussion.	-do-	-do-	-do-
	1330-1530	2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	The Govt. Servants (D/A) Rules '76
	1530-1600	½	Recess.				
	1600-1700	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	-do-
Monday.	0900-1000	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	-do-
-do-	1000-1100	1	-do-	Gr. Discussion.	-do-	-do-	-do-
	1100-1200	1	-do-	Exercises.	-do-	-do-	-do-
	1200-1300	1	General Conditions of Services.	Lecture.	-do-	-do-	-do-
	1330-1530	2	T. A. Rules.	Lecture.	-do-	-do-	-do- /F/ BSR Pt. II, F.R. & recently Govt. Orders.
	1530-1600	½	Recess.				
	1600-1700	1	T. A. Rules.	Lecture.	-do-	-do-	-do-
Tuesday.	0900-1000	1	T. A. Rules	Gr. Discussion.	-do-	-do-	-do-
-do-	1000-1100	1	Pension Rules.	Exercise.	-do-	-do-	-do-
	1100-1200	1	Pay Fixation	Lecture.	-do-	-do-	-do- /G/ BSR Pt. I/F.R. Recently Govt. Orders.
	1200-1300	1	General Conditions of service	Gr. Discussion	-do-	-do-	-do-
	1330-1430	1	T. A. Rules.	Exercise.	-do-	-do-	-do- As in "F".
	1430-1500	½	Recess.				
	1500-1700	2	Pay Fixation.	Lecture.	-do-	-do-	-do- As in "G".
Wednesday.	0900-1000	1	Pay fixation.	Gr. Discussion.	-do-	-do-	-do-
-do-	1000-1100	1	-do-				
	1100-1130	½	Administrative Function.	Exercise.	-do-	-do-	-do- As in "G"
	1130-1300	1	a) The Govt. Servants' (Discipline & Appeal) Rules, 1976, (b) Pension Case study & Attach.	-do-	-do-	-do-	-do-
	1330-1700	5	Rules (c) Pay fixation, (d) Group Insurance & B.F. (e) Filing, Noting, Drafting & correspondence.	-do-	-do-	-do-	-do- To be decided later on.
Thursday.	0900-1100	2	Motivation & Morale	Lecture.	-do-	-do-	-do-
-do-	1100-1300	2	Employees Welfare measures in Bangladesh.	Lecture.	-do-	-do-	-do-
	1330-1530	2	Final Examination.				
	1530-1700	1½	Closing Ceremony.		Course Director.	-do-	-do-
					To be decided later.		

- (A) Name of the Course : **Basic Office Administration Course (B.O.A.C.) (Clerical) for the supporting Government officials (with complete course module)**
- (B) Objective : It aims at providing training to the Non-Supervisory Clerical staff of the Govt. in office Management, Public Administration, Financial Administration and Personnel Management in the Government.
- (C) Clientele : Non-Supervisory Clerical staff in the Government.

(D) Course outlines with detailed break-up of periods:

1. Training periods :

- (a) Duration of the Course : 4 weeks
- (b) Total No. of periods in a week (each period is of : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$ one hour duration)
- (c) Total No. of periods in the training course : $52\frac{1}{2} \times 4 = 210$
- (d) Periods for various Examinations/Tests : 7
- (e) Additional Periods for Administrative Functions : 16
(Registration, Inauguration & Graduation Ceremony, Pay Day, Gaps between periods etc.)
- (f) Periods for Government Holidays : $7\frac{1}{2} \times 8 = 60$
- (g) Net available periods for Training : $(210 - 76) = 134$

2. Distribution of periods:

		Training	Examination/ Tests
(a) Public Administration (P.A.)	..	15	..
(b) Personnel Management (P.M.)	..	50	..
(c) Office Management (O.M.)	..	47	..
(d) Financial Administration (F.A.)	..	15	..
(e) Brain Storming (Quiz) Test	..	..	2
(f) Term Tests	..	..	2
(g) Passing-out Examination ..	..	..	3
Total ..	..	127	7

N.B.—The existing Staff Development Course in Administration and Management (S.D.A.M.) will be substituted by this Course.

BASIC OFFICE ADMINISTRATION COURSE (CLERICAL)

DETAILED ANALYSIS OF PERSONS TO SUBJECT/TOPIC:

Sl. No.	Name of Topics	Training Methods					Total
		Lecture	Group Discussion	Literary Session	Exercises	Case Study/ Attached	
		3	4	5	6	7	8
	P.A.	-	-	-	-	-	15
1.	Administrative Reforms in Bangladesh :- decentralisation issue with special reference to Thana Administration.	2	-	-	-	-	2
2.	Motivation & Morale	2	-	-	-	-	2
3.	Courtesy, Manner & Etiquette	2	-	-	-	-	2
4.	Metric System	2	-	-	-	-	2
5.	Budget Preparation & Administration	2	1	-	1	1	5
6.	Employees' welfare measures by Govt. in Bangladesh	2	-	-	-	-	2
	P.M.						50
7.	Leave Rules	2	1	-	1	-	4
8.	T.A. Rules	4	1	1	1	-	7
9.	Pension Rules	3	1	-	1	1	6
10.	The Govt. Servants (Conduct) Rules, 1979	2	1	-	-	-	3
11.	The Govt. Servants Disciplinary & Appeal Rules	4	1	-	1	1	7
12.	Joining time	2	1	-	-	-	3
13.	General Conditions of Services	2	1	-	-	-	3
14.	Pay Fixation	3	1	-	1	1	6
15.	Administration of Honoraria & Allowances	2	1	-	-	-	3
16.	General Provident Fund Rules	2	-	-	1	1	4
17.	The Govt. Servants Group Insurance & Benevolent Fund Rules	2	-	-	1	1	4
	O.M.						47
18.	Records Management	4	1	-	-	2	7
19.	Office Procedure	4	1	-	-	-	5
20.	Office Security	2	1	1	-	-	4
21.	Filing, Noting, Drafting & Summary Writing	6	1	-	2	1	10
22.	Various Form of Communication	4	1	-	2	1	8
23.	Practice & Procedures Manual, Boards Misc. Rules	2	-	-	-	-	2
24.	Writing & Maintenance of Service-Books, Registers and Cash Books.	3	-	-	2	1	6
25.	Maintenance of Govt. Property including Forms & Stationeries	2	1	-	-	-	3
26.	Transports Management	2	-	-	-	-	2
	P.A.						15
27.	Bangladesh Financial Rules	5	1	-	-	-	6
28.	Treasury Rules	5	1	-	-	-	6
29.	Delegation of Financial Powers	2	1	-	-	-	3

**BASIC OFFICE ADMINISTRATION COURSE(CLERICAL) FOR THE
SUPPORTING GOVT. OFFICIALS.**

MODEL BLOCK TRAINING PROGRAMME

<u>Sl.No.</u>	<u>Subject Areas</u>	<u>First week</u>	<u>Second week</u>	<u>Third week</u>	<u>Fourth week</u>	<u>Total</u>
1.	Public Administration (P.A.)	6	6	1	2	15
2.	Personnel Management(P.M.).	12	12	20	6	50
3.	Office Management(O.M.).	14	7	7	19	47
4.	Financial Administration(F.A.).	-	9	5	1	15
5.	Brain Storming (Quiz) Tests.	-	1	1	-	2
6.	Term Tests.	-	-	1	1	2
7.	Passing out Examination.	-	-	-	3	3
8.	Registration and Inauguration.	3	-	-	-	3
9.	Closing and other Administrative functions.	2½	2½	2½	5½	13
		<u>27½</u>	<u>27½</u>	<u>27½</u>	<u>27½</u>	<u>150</u>

**BASIC OFFICE ADMINISTRATION COURSE (CLERICAL)
FOR THE SUPPORTING GOVT. OFFICIALS.**

**MODEL TRAINING PROGRAMME OF
STAFF TRAINING INSTITUTE, DHAKA**
BY: **MR. M. M. HUSSEIN/CHITTAGONG.**
(Now RPATCS)

Duration of the Course from _____ to _____
(Dates to be decided later on)
No. of weeks - 4 weeks.

Days & Date	Time	Total Hours	Subject	Training Method	Instructor/Teacher	Venue	Reference to Study
FIRST WEEK							
SUNDAY	09-00 to 10-00	1	Registration	-	Course Director	Class-room	Pub. Adm. Trg. Manual
*Date will be fixed later on	10-00 " 12-00	2	Introduction, Inauguration & discussion about the Objective & Training	-	(to be decided later on)	(G/N) -De-	-
	12-00 " 13-00	1	The Govt. Servants (Conduct) Rules, 1979	Lecture	-De-	C/S	The Govt. Servants (Conduct) Rules, 1979
	13-30 " 14-30	1	-De-	Lecture	-De-	-De-	-De-
	14-30 " 15-00	1	Administrative Functions	-	-De-	-De-	-De-
	15-00 " 17-00	2	Administrative Reforms in Bangladesh: Decentralization issues with special reference to These Administrations	Lecture	-De-	-De-	To be decided later on.
MONDAY	09-00 " 11-00	2	Leave Rules	Lecture	-De-	-De-	To be decided later on.
*Date will be fixed later on	11-00 " 12-00	1	-De-	Group Discussion	-De-	-De-	Pt.-I
	12-00 " 13-00	1	Records Management	Lecture	-De-	-De-	(B) Secretariat Instruction & Record Management.
	13-30 " 15-00	1 1/2	-De-	-De-	-De-	-De-	-De-
	15-00 " 17-00	2	Records Management	Lecture	-De-	-De-	-De-
TUESDAY	09-00 " 10-00	1	Records Management	Gr. Discussion	-De-	-De-	-De-
*Date will be fixed later on	10-00 " 12-00	2	Budget Preparation	Lecture	-De-	-De-	To be decided later on.
	12-00 " 13-00	1	Leave Rules	Exercise	-De-	-De-	As in (A)
	13-30 " 14-30	1	Budget Preparation	Gr. Discussion	-De-	-De-	To be decided later on.
	14-30 " 17-00	2 1/2	Filing, Noting, Drafting & Summary Writing	Lecture	-De-	-De-	As in (B)
WEDNESDAY	09-00 " 10-00	1	Filing, Noting, Drafting & Summary Writing	Lecture	-De-	-De-	-De-
*Date will be fixed later on	10-00 " 12-00	2	-De-	Exercise	-De-	-De-	-De-
	12-00 " 13-00	1	-De-	Lecture	-De-	-De-	-De-
	13-30 " 14-30	1	Budget Preparation	Exercise	-De-	-De-	To be decided later on
	14-30 " 15-00	1/2	Recess	-	-	-	-
	15-00 " 17-00	2	General Provident Fund Rules	Lecture	-De-	-De-	(C) concerning Current Orders
THURSDAY	09-00 " 10-00	1	Filing, Noting, Drafting & Summary Writing	Lecture	-De-	-De-	-De-
*Date will be fixed later on	10-00 " 12-00	2	-De-	Gr. Discussion	-De-	-De-	As in (B)
	12-00 " 13-00	1	General Provident Fund Rules	Exercise	-De-	-De-	As in (C)
	13-30 " 15-00	1 1/2	Pension Rules	Lecture	-De-	-De-	(D) BSR/T.R.
	15-00 " 16-00	1	Recess	-	-	-	-
	16-00 " 17-00	1	Pension Rules	-De-	-De-	-De-	-De-
SECOND WEEK							
SUNDAY	09-00 " 11-00	2	Office Procedure	Lecture	-De-	-De-	As in (B)
*Date will be fixed later on	11-00 " 12-00	1	Pension Rules	Gr. Discussion	-De-	-De-	As in (D)
	12-00 " 13-00	1	-De-	Exercise	-De-	-De-	-De-
	13-30 " 15-00	1 1/2	Office Procedure	Lecture	-De-	-De-	As in (B)
	15-00 " 16-00	1	Recess	-	-	-	-
	16-00 " 17-00	1	Office Procedure	Gr. Discussion	-De-	-De-	-De-
MONDAY	09-00 " 10-00	1	Bangladesh Financial Rules	Lecture	-De-	-De-	(E) B.F.R. S.F.R.
*Date will be fixed later on	10-00 " 12-00	2	-De-	Gr. Discussion	-De-	-De-	-De-
	12-00 " 13-00	1	S.F.R.	Lecture	-De-	-De-	-De-
	13-30 " 15-00	1 1/2	Joining Time	Lecture	-De-	-De-	As in "A"
	15-00 " 16-00	1	Recess	-	-	-	-
	16-00 " 17-00	1	Joining Time	Gr. Discussion	-De-	-De-	As in "A"
TUESDAY	09-00 " 11-00	2	Delegation of Financial Powers	Lecture	-De-	-De-	Current B.O. concept used with delegation
*Date will be fixed later on	11-00 " 12-00	1	-De-	Gr. Discussion	-De-	-De-	To be decided later on
	12-00 " 13-00	1	Motivation & Morale	Lecture	-De-	-De-	-De-
	13-30 " 14-30	1	Employees' Welfare measures by Govt. in Bangladesh.	Lecture	-De-	-De-	-De-
	14-30 " 15-00	1/2	Recess	-	-	-	-
	15-00 " 17-00	2	S.F.R.	Lecture	-De-	-De-	As in "B"
WEDNESDAY	09-00 " 11-00	2	T.A. Rules	Lecture	-De-	-De-	(F) B.S.R. Pt.-II/ S.R./T.R.
*Date will be fixed later on	11-00 " 12-00	1	Motivation & Morale	Lecture	-De-	-De-	To be decided later on
	12-00 " 13-00	1	Employees' Welfare measures by Govt. in Bangladesh	Lecture	-De-	-De-	-De-
	13-30 " 14-30	1	Bangladesh Brain Storming Test	Test	Course Director	-De-	-De-
	14-30 " 15-00	1/2	Recess	-	-	-	-
	15-00 " 17-00	2	T.A. Rules	Lecture	(To be decided later on)	-De-	As in "F"
THURSDAY	09-00 " 11-00	2	Metric System.	Lecture	-De-	-De-	To be decided later on
*Date will be fixed later on	11-00 " 12-00	1	T.A. Rules	Gr. Discussion	-De-	-De-	As in "F"
	12-00 " 13-00	1	T.A. Rules	Primary Session	-De-	-De-	-De-
	13-30 " 15-00	1 1/2	Transport Management	Lecture	-De-	-De-	To be decided later on.
	15-00 " 16-00	1	Recess	-	-	-	-
	16-00 " 17-00	1	T.A. Rules	Exercise	-De-	-De-	As in "F"
THIRD WEEK							
SUNDAY	09-00 " 10-00	1	Term Test	Test	Course Director	-De-	Connected Recent G.O.
*Date will be fixed later on	10-00 " 12-00	2	The Govt. Servants' Group Insurance & Benevolent Fund	Lecture	(To be decided later on)	-De-	G.O. on Pay Scale
	12-00 " 13-00	1	Pay Fixation	Exercise	-De-	-De-	-De-
	13-30 " 15-00	1 1/2	Recess	-	-	-	-
	15-00 " 17-00	2	Pay Fixation	Lecture	-De-	-De-	-De-
MONDAY	09-00 " 11-00	2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture	-De-	-De-	R/The Govt. Servants (D&A) Rules, 1976.
*Date will be fixed later on	11-00 " 12-00	1	-De-	Gr. Discussion	-De-	-De-	-De-
	12-00 " 13-00	1	-De-	Lecture	-De-	-De-	-De-
	13-30 " 14-30	1	Pay Fixation	Gr. Discussion	-De-	-De-	As in "G"
	14-30 " 15-00	1	-De-	Exercise	-De-	-De-	-De-
	15-00 " 16-00	1	Recess	-	-	-	-
	16-00 " 17-00	1	Brain Storming Test	Test	-De-	-De-	-De-
TUESDAY	09-00 " 11-00	2	General Conditions of Services	Lecture	-De-	-De-	As in "A"
*Date will be fixed later on	11-00 " 12-00	1	-De-	Gr. Discussion	-De-	-De-	-De-
	12-00 " 13-00	1	Treasury Rules	Lecture	-De-	-De-	/I/T.R./S.R./T.R./ Central T.R.
	13-30 " 14-30	1	Recess	-	-	-	-
	14-30 " 15-00	1/2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture	-De-	-De-	As in "H"
	15-00 " 17-00	2	-De-	Exercise	-De-	-De-	-De-
WEDNESDAY	09-00 " 11-00	2	Treasury Rules	Lecture	-De-	-De-	As in "I"
*Date will be fixed later on	11-00 " 12-00	1	-De-	Gr. Discussion	-De-	-De-	-De-
	12-00 " 13-00	1	Courtesy, Manner & Etiquette	Lecture	-De-	-De-	To be decided later on
	13-30 " 14-00	1/2	Administrative Function	For Case-Study/Attachment	-De-	(To be decided later on)	-De-
	14-00 " 15-00	1	Filing, Noting, Drafting & Summary Writing	Case-Study/Attachment	-De-	(To be decided later on)	-De-
	15-00 " 16-00	1	The Govt. Servants' (Discipline & Appeal) Rules, 76	Case-Study/Attachment	-De-	(To be decided later on)	-De-
	16-00 " 17-00	1	Pay Fixation	-De-	-De-	-De-	-De-
THURSDAY	09-00 " 11-00	2	Writing & Maintenance of service-Books, Registers & Cash Books	Lecture	-De-	C/R	/S/BAR/FR/DF/TF/ Current Orders.
*Date will be fixed later on	11-00 " 12-00	1	-De-	Exercise	-De-	-De-	-De-
	12-00 " 13-00	1	Administrative Function	Lecture	-De-	-De-	-De-
	13-30 " 14-00	1/2	Group Insurance & Benevolent Fund	Case-Study/Attachment	(To be decided later on)	(To be decided later on)	(To be decided later on)
	14-00 " 15-00	1	Records Management	-De-	-De-	-De-	-De-
	15-00 " 16-00	1	-De-	-De-	-De-	-De-	-De-
	16-00 " 17-00	1	-De-	-De-	-De-	-De-	-De-
FOURTH WEEK							
SUNDAY	09-00 " 11-00	2	Various Forms of Communication	Lecture	Case-Study/Attachment	Class-room	As in RMR "B"
*Date will be fixed later on	11-00 " 12-00	1	-De-	Gr. Discussion	-De-	-De-	-De-
	12-00 " 13-00	1	Office Security	Lecture	-De-	-De-	To be decided later on
	13-30 " 14-30	1	-De-	Lecture	-De-	-De-	-De-
	14-30 " 15-30	1	-De-	Gr. Discussion	-De-	-De-	-De-
	15-30 " 16-00	1/2	Recess	-	-	-	-
	16-00 " 17-00	1	Term Test	-	-	-	-
MONDAY	09-00 " 11-00	2	Various Forms of Communications	Lecture	-De-	-De-	As in "B"
	11-00 " 12-00	1	-De-	-	-	-	-

- A. Name of the Course : Special Course on "Offences by Government servants, Government Servants' Discipline, Appeal and Conduct Rules for supporting Government Officials" (with complete Course Module)
- B. Objective : To acquaint the Government servants with rules relating to their conduct and the disposal of such cases. They are expected to know the framing of charge-sheets, statement of allegation and other related orders accurately.
- C. Clientele : Office Superintendents, Head Assistants, Upper Division Assistants, Section Assistants and similar other supporting staff dealing with disciplinary matters in various offices.
- D. Training period :
- (a) Duration of Training : 1 week.
- (b) No. of periods in a week : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$
(Duration of each period is 1 hour)
- (c) Total No. of periods in the training course. : $52\frac{1}{2}$
- (d) Total No. of period for examinations. : 1
- (e) Additional periods for Administrative functions : $3\frac{1}{2}$
(Registration, Inaugural and closing ceremony, gaps between periods etc.)
- (f) Periods for Govt. Holidays 15
- (g) Net periods available for Training. : 33

2. Distribution of Periods	Training	Examination.
(a) Training subjects	32	..
(b) Examination	..	1
Total ..	32	1

[N.B.—Detailed programme and Block Programme of other short courses of one week duration as has been recommended by the Committee may be done in line with this course].

SPECIAL COURSE ON "OFFENCES BY GOVT. SERVANTS, GOVT. SERVANT'S DISCIPLINE, APPEAL AND CONDUCT RULES FOR THE SUPPORTING TECHNICAL STAFF"

DETAILED ALLOTMENT OF PERIODS TO SUBJECTS

Sl. No.	Detailed description of subjects	TRAINING METHOD					Total
		Lecture	Group Discussion	Plenary Session	Exercises	Case study	
a	b	c	d	e	f	g	h
1	Offences by Public Servants as per B.P.C.	3	1	..	..	2	6
2	The Government Servants' (Discipline and Appeal) Rules, 1976.	4	1	1	4	3	13
3	The Government Servants' (Conduct) Rules, 1979.	3	1	1	..	..	5
4	Special Provisions Ordinance, 1979.	2	..	2	..	..	4
5	Public Servants' Discipline (Punctual Attendance) Ordinance, 1982.	1	..	..	2	..	3
6	Martial Law Order No. 9, 1982	1	..	..	..	..	1

SPECIAL COURSE ON "OFFENCES BY GOVT. SERVANTS, GOVT. SERVANTS DISCIPLINE,
APPEAL & CONDUCT RULES FOR SUPPORTING GOVT. OFFICIALS".

MODEL BLOCK TRAINING PROGRAMME.

Sl. No.	Subjects/Topics	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
1.	Offences by Public Servants as per B.P.C.	-	-	3	3	-	6
2.	The Govt. Servants (Discipline & Appeal) Rules, 1976	1	4	2	3	3	13
3.	The Govt. Servants (Conduct) Rules, 1979	4	1	-	-	-	5
4.	Special Provisions Ordinance, 1979	-	2	2	-	-	4
5.	Public Servants Discipline (Punctual Attendance) Ordinance, 1982.	-	-	-	1	2	3
6.	Martial Law Order No.9, 1982	-	-	-	-	1	1
7.	Examination	-	-	-	-	1	1
8.	Registration & In-auguration	2	-	-	-	-	2
9.	Closing & Administrative Functions	½	½	½	½	½	2½
Total :		7½	7½	7½	7½	7½	37½

MODEL TRAINING PROGRAMME

Special Course on "Offences by Govt. Servants,
Govt. Servants' Discipline, Appeal & Conduct
Rules for supporting Govt. Officials.

Duration of the Course

From - - - - - To - - - - -

No. of Week : 1 Week.

Days & Date	Time	Total Hours	Subject	Method of Training	Instructor/ Speaker	Venue	Ref to Study.
SUNDAY *Date to be fixed later on.	0900-1000	1	Registration				Public Administration Training Manual Series No. 2 of S.T.I. is the Text Book for the course.
	1000-1100	1	In-auguration.				
	1100-1200	2	The Govt. Servants' (Conduct) Rules, 1979.	Lecture.	To be decided later on.	Class Room (C/R.)	A= Conduct Rules, 1979.
	1200-1300		Break.				
	1300-1330	1	-DO-	Lecture.	-do-	-do-	-do-
	1330-1430	1	-DO-	Group Discussion.	-do-	-do-	-do-
	1430-1530	1	Recess.				
	1530-1600	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	B= Discipline & Appeal Rules '76
	1600-1700	1					
MONDAY *Date to be fixed later on.	0900-1000	2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	-do-
	1000-1100	1	The Govt. Servants' (Conduct) Rules, 1979.	Plenary Session.	-do-	-do-	As in A.
	1100-1200	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Lecture.	-do-	-do-	As in B.
	1200-1300		Break.				
	1300-1330	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Group Discussion.	-do-	-do-	As in B.
	1330-1430	1	Recess.				
	1430-1500	1	Special Provisions Ordinance, 1979.	Lecture.	-do-	-do-	C= Spl. Provisions Ordinance '79
	1500-1600	2					
	1600-1700						
TUESDAY *Date to be fixed later on.	0900-1000	2	Special Provisions Ordinance, 1979.	Exercise.	-do-	-do-	As in C.
	1000-1100	1	Offences by Public Servants' as per B.P.C.	Lecture.	-do-	-do-	D= B.P.C.
	1100-1200	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Exercise.	-do-	-do-	As in B.
	1200-1300		Break.				
	1300-1330	1	Offences by Public Servants as per B.P.C.	Lecture.	-do-	-do-	As in D.
	1330-1430	1	-DO-	Lecture.	-do-	-do-	-do-
	1430-1530	1	Recess.				
	1530-1600	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Exercise.	-do-	-do-	As in B.
	1600-1700						
WEDNESDAY *Date to be fixed later on.	0900-1000	2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Exercise.	-do-	-do-	As in B.
	1000-1100	1	Offences by Public Servants as per B.P.C.	Group Discussion.	-do-	-do-	As in D.
	1100-1200	1	Public Servants' Discipline (Punctual Attendance) Ordinance, 1982.	Lecture.	-do-	-do-	E= P.A.M. Ordinance 1982.
	1200-1300		Break.				
	1300-1330	1	Administrative functions.				
	1330-1400	1	a) Offences by Public Servants as per B.P.C.				
	1400-1530	3	b) The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Case Study.	-do-	-do-	To be decided later on.
	1530-1700						
THURSDAY *Date to be fixed later on.	0900-1000	2	The Govt. Servants' (Discipline & Appeal) Rules, 1976.	Case Study.	-do-	-do-	-do-
	1000-1100	1	LSA				
	1100-1200	1	Martial Order No. 9, 1982.	Lecture.	-do-	-do-	F= M.L.O. 9, 1982.
	1200-1300	1	The Govt. Servants' (Discipline & Appeal) Rules, 1976	Plenary Session.	-do-	-do-	As in B.
	1300-1330		Break.				
	1330-1530	2	Public Servants Discipline (Punctual Attendance) Ordinance, 1982.	Exercise	-do-	-do-	As in E.
	1530-1630	1	Examination.		-do-	-do-	
	1630-1700	1	Closing.				

- (A) Name of the Course : **Office Supervisory Course.**
- (B) Objective : On completion of the course the participants are expected to be able to carry out their professional duties and responsibilities with better confidence and correctness. It also aims at developing the supervisory knowledge, skill & attitude of the participating officials.
- (C) Clientele : Staff with supervisory responsibilities in various Govt. Offices.

(D) **Course Outlines with detailed break-up of periods.**

1. *Training Periods:*
 - (a) Duration of the Course : 2 weeks
 - (b) Total No. of periods in a week : $7\frac{1}{2} \times 7 = 52\frac{1}{2}$
(each period is of one hour duration).
 - (c) Total No. of periods in the Training course. : $52\frac{1}{2} \times 2 = 105$
 - (d) Periods for various Examinations/ Tests. : 3
 - (e) Additional periods for Administrative Functions (Gaps between periods, Registration, In-auguration and Graduation Ceremony). : 6
 - (f) Periods for Govt. Holidays : $7\frac{1}{2} \times 4 = 30$
 - (g) Net available periods for Training : $(105 - 36) = 69$.

2. <i>Distribution of periods :</i>	Training	Examination/ Tests.
(a) Public Administration (P.A.) ..	13	
(b) Personnel Management (P.M.) ..	24	
(c) Office Management (O.M.) ..	32	
(d) Term Tests	..	1
(e) Passing-out Examination ..	..	2
Total ..	69	3

N.B. Detailed programme and Block Programme of the course may be done inline with the "Personnel Management course for the supporting Technical Officials" as has been annexed.

Office Supervisory Course

DETAILED ALLOTMENT OF PERIODS TO SUBJECTS/TOPICS.

Sl. No.	Name of Topics	Training Methods					Total periods
		Lecture	Group Discussion	Plenary Session	Exercises	Case Study/Attached	
a	b	c	d	e	f	g	h
	P.A.	-	-	-	-	-	10
1.	Administrative Reforms, Decentralisation issues with special reference to Thana Administration.	2	-	-	-	-	2
2.	Motivation & Morale	2	-	-	-	-	2
3.	Courtesy, Manner & Etiquette	1	-	-	-	-	1
4.	Work Simplification	1	-	-	-	-	1
5.	Budget Preparation & Administration	2	-	-	1	-	3
6.	Supervision, Control & Inspection	1	-	-	-	-	1
	P.M.	-	-	-	-	-	24
7.	Leave Rules	2	1	-	-	-	3
8.	T.A. Rules	4	1	-	1	-	6
9.	Pension Rules	3	1	-	1	-	5
10.	General Conditions of Service	3	1	-	-	-	4
11.	Pay Fixation	3	1	-	1	1	6
	O.M.	-	-	-	-	-	32
12.	Records Management	3	1	-	-	2	6
13.	Office Procedure	3	-	-	-	1	4
14.	Office Security	2	1	1	-	-	4
15.	Filing, Noting, Drafting & Summary writing	4	1	1	1	1	8
16.	Various forms of Communication	3	-	-	1	-	4
17.	Writing & Maintenance of Service-Books, Registers & Cash Books	3	-	-	2	1	6

BANGLA SHORTHAND CONVERSION COURSE

1. Training period :

(a) Duration of Course	..	..	..	26 weeks,
(b) No. of Period per Week (2 hrs. per Period)	..	7	$\times 1 = 7$	
(c) Total No. of period for Training Course	..	26	$\times 7 = 182$	
(d) No. of period for Test/Examination	..	4		
(e) No. of period for Govt. Holidays	..	56		
(f) Net available periods for Training	..	122		

 $(122 \times 2 = 244 \text{ hrs.})$

2. Distribution of Periods :

			122	244	
			Training.	Test.	
(a) Bangla Shorthand Conversion Course	..	..	171 hrs.		
(b) Bangla Type	..	..	57	..	
(c) General Administrative Topics	..	..	16	..	
(d) Periodical Tests	..	..	..	..	4 hrs.
(e) Final Test	..	..	..	..	2
					..
Total	..	..	244 hrs.		6 hrs.

DISTRIBUTION OF PERIODS (BANGLA SHORTHAND CONVERSION COURSE.)

Sl. No.	Total No. of period.	Subject.	Technique of Training.			Total.
			Lecture.	Discussion.	Exercise with dictation.	
1	171 hrs.	Bangla Shorthand	.. 76 hrs.	47½ hrs.	47½ hrs.	171 hrs.
2	57 ..	Bangla Typing	.. 3 ..	2 ..	52 ..	57 ..
GENERAL ADMINISTRATIVE TOPICS.						
3	16 ..	(a) Duties of Personal Assistants (PAs)	1½ ..	..	½	2 ,
		(b) Leave Rules	.. 1½ ..	..	½	2 ..
		(c) Govt. Servants Discipline and Appeal Rule.	1½ ..	..	½	2 ..
		(d) Forms of Communication.	3 ..	} ..	..	3 ..
		(e) T.A. Rules	.. 1½ ..	½ ..	..	2 ..
		(f) Maintenance of Type-writers.	2 ..	1 hrs.	1	4 ..
		(g) Manner & etiquette	1			1 ..
244Hrs						244 Hrs

**REFRESHER COURSE FOR ENGLISH BENGALI KNOWING STENOGRAPHERS
AND STENO-TYPISTS. (2 Seperate Course.)**

1. Training Period :

(a) Duration of Course	.. 13 Weeks.
(b) No. of Period per Week (2 hrs. per Period) ..	.. $1 \times 7 = 7$
(c) Total No. of Period for Training Course ..	.. $13 \times 7 = 91$
(d) No. of Period for Test/Examination ..	.. 3(6 hrs.)
(e) No. of Period for Govt. Holidays ..	.. 25
(f) Net available Period for Training ..	.. 63
	<u>(63 × 2 = 126 hrs.)</u>

2. Distribution of Periods :

	Training.	Test.
(a) Shorthand Refresher Course	.. 90 hrs.	
(b) Type	.. 22 „	
(c) General Administrative Topics	.. 14 „	
(d) Periodical Test	..	4 hrs.
(e) Final Test	..	2 „
Total ..	<u>126 hrs.</u>	<u>6 hrs.</u>

DISTRIBUTION OF PERIODS

Sl. No.	Total No. of Period.	Subject.	Technique of Training.			Total.
			Lecture.	Discussion.	Exercise with dictation.	
1	90 hrs.	English Shorthand Re- fresher Course.	30 hrs.	25 hrs.	35 hrs.	90 hrs.
2	22 „	English Typing ..	2 „	2 „	18 „	22 „
3	14 „	General Administrative Topics—				
		(a) Duties of PAs ..	$1\frac{1}{2}$ „	„	$\frac{1}{2}$..	2 „
		(b) Leave Rules ..	$1\frac{1}{2}$ „	„	$\frac{1}{2}$..	2 „
		(c) Govt. Servants (Discipline and App- eal) Rules ..	$1\frac{1}{2}$ „	„	$\frac{1}{2}$..	2 „
		(d) Forms of Commu- nication.	2 „	1 „	..	3 „
		(e) T. A. Rules ..	$1\frac{1}{2}$ „	$\frac{1}{2}$ „	..	2 „
		(f) Maintenance of Typewriters.	1 „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	2 „
		(g) Manner & etiquette	1 „			1 „
	<u>126 Hrs</u>					<u>126 Hrs</u>

BANGLA TYPE CONVERSION COURSE.

1. Training Period :

(a) Duration of Course	..		..	5 Weeks..
(b) No. of Period per Week (2 hrs. per Period)	..		..	$7 \times 1 = 7$
(c) Total No. of Period, during the Training Course	..		..	$7 \times 5 = 35$
(d) No. of Period for Test/Examination	..		..	2
(e) No. of Period for Govt. Holidays	..		..	8
(f) Net available Periods for Training	..		..	25

2. Distribution of Periods :

				Training.	Test.
(a) Bangla Typing	..	..	..	24	..
(b) Short Course on Maintenance of Type writers	..			1	..
(c) Periodical Tests	..	..	..	..	1
(d) Final Test	..	..	..	..	1
Total				25	2

DISTRIBUTION OF PERIODS

Sl. No.	Total No. of period	Subject.	Technique of Training.			Total.
			Lecture.	Discussion.	Exercise with dictation.	
1	24	Bangla Typing	2	2	20	24
2.	1	Maintenance of Type writers.	$\frac{1}{2}$	..	$\frac{1}{2}$	1
25 periods						25 Periods

SHORT COURSE ON MAINTENANCE OF OFFICE EQUIPMENTS

1. Training Period :

(a) Duration of Course	..	..	.. 1 Week.
(b) No. of Period per Week (1 hr.=per Period)	..	5	$5 \times 7 = 35$
(c) Total No. of Period for Training Course	..	21	
(d) No. of Period for Test/Examination	..	4	
(e) No. of Period for Govt. Holidays	..	2	$2 \times 5 = 10$
(f) Net available Period for Training	..	21	$21 + 4 = 25$

2. Distribution of Periods :

			Training.	Test.
(a) Maintenance of Type-writers	..	..	8	..
(b) Maintenance of Electric Type-writer	..	..	2	1
(c) Maintenance of Duplicating Machine	..	..	5	
(d) Maintenance of other Office equipments	..	..	6	3
		Total	21	4

Sl. No.	Total No. of period.	Subject.	Technique of Training.			Total.
			Lecture, Discussion		Exercise with dictation.	
1.	5	Maintenance of Type-writers.	1	2	5	8
2.	2.	Maintenance of Electric Type-writers.	1	..	1	2
3.	5	Maintenance of Duplicating Machines.	2	1	2	5
4.	2	Maintenance of other Office equipments.	2	2	2	6
						21Periods

4 (FOUR) WEEKS BASIC TYPING COURSE FOR B.C.S. (PROBATIONARY) OFFICERS.

1. Training Period : (One period is equal to 2 Hrs)

(a) Duration of Course	..	..	..	4 weeks.
(b) No. of Period per Week (2 hrs. per Period)	..	..	..	$7 \times 1 = 7$
(c) Total No. of Period for Training Course	..	..	..	$7 \times 4 = 28$
(d) No. of Period for Govt. Holidays	..	..	..	8
(e) No. of Period for Test/Examination	..	..	..	1 Period.
(f) Net available Period for Training	..	..	..	19
				<u>$(19 \times 2 = 38 \text{ hrs.})$</u>

2. Distribution of Periods :

	Training.	Test.
(a) Basic Typing for B.C.S. (Probationary) Officers	.. 38 hrs.	..
* (b) Final Test	..	2 hrs.
Total	<u>.. 38 hrs.</u>	<u>2 hrs.</u>

BASIC TYPING FOR BCS (PROBATIONARY) OFFICERS

Sl. No.	Total No. of period.	Subject.	Technique of Training.			Total.
			Lecture	Discussion	Exercise with Test dictation.	
1	38 hrs.	Basic Typing	.. 2 hrs.	4 hrs.	32 hrs.	38 hrs.

*NB. Acquiring speed of atleast 20 words per minute is the minimum qualifying speed at the final test of BCS Probationers.

SPECIMEN LESSON PLAN

[Each Instructor is to prepare lesson as per this plan on each topic much ahead of the the date of Commencement of the course and should submit to Director, (ST & TOT) PATC and Deputy Directors RPATCs at least 7 (Seven) days ahead of scheduled date for lecture for Comments.]

Class.....Time 60 minutes-(1 period)
 Method
 Lesson Title
 Reference
 Stores, Aids and Equipment
 Place, Layout and Administration including transport.
 Course Director and Audio-Visual Officer needed.....

 Participants required.....

Time 10 Minutes	Preliminaries 1. Approach 2. (a) Revision (b) Aim (c) Introduction (d) Review	
	Teaching Points	Remarks.
Time 30 Minutes	Stage/Phase: 1 3. (a) (b) Confirmation (Transition) Q..... A.....	Explanation/Demonstration etc.
Time 20 Minutes	Stage/Phase 2 4. (a) (b) 5. (a) (b) Confirmation	Explanation of Chart Explain sketch on Board.
Total Time 60 Minutes	Q A Summary	Question, Final Practice, Competition or Short Test.

ANNEXURE-K

STAFF TRAINING INSTITUTE, DHAKA

EXISTING TRAINING EQUIPMENTS

Audio-Visual Training equipments of Staff Training Institute, Dhaka.

Name of the Equipments.				Quantity
1.	Grundig Tape Recorder	..	..	1 No.
2.	Akai Tape Recorder	..	..	2 Nos.
3.	Projection Screen (52"×70")	..	..	1 No.
4.	Scotch Tape 7" 1200 ft.	..	..	12 Nos.
5.	Hitachi Tape 5" 600 ft	..	..	30 Nos.
6	Film Rewinder 16 mm	..	..	1 No.
7.	Film Coment 1 lb. (bottle)	..	..	3 Nos.
8.	Film Slicer 16 mm	..	..	1 No.
9.	16 mm Sound Film Projector with 25 Watt full power amplifier 12" Extension Loud Speaker.	..	..	2 Nos.
10.	Step Down Transformer	..	..	2 Nos.
11.	Projection Lamp	..	..	6 Nos.
12.	Excitor Lamp	..	..	4 Nos.
13.	Koyo P.A. Amplifier	..	..	1 No.
14.	Micro Phone	..	..	1 No.
15.	Mike Stand	..	..	1 No.
16.	Riso Brand Over Head Projector	..	..	2 Nos.
17.	Hanimex Slide Projector	..	..	1 No.
18.	Minolta Plain Paper Copier	..	..	1 No.

B. English and Bengali Typewriters of the Staff Training Institute, Establishment Division, Dhaka.

Bengali Typewriters.			English Typewriters.		
In good condition.	Need minor repair.	Need major repair.	In good condition	Need minor repair.	Need major repair.
29	10	7	23	5	2
Total : 46			Total : 30		

Total number of English and Bengali Typewriters : 76

N.B. Out of these, 66 Typewriters are available in the Staff Training Institute, Dhaka, 3 English and 3 Bengali Typewriters were given to 3 Regional Staff Training Institutes at Khulna, Rajshahi and Chittagong and 4 English Typewriters were lent as per Government Order to the following offices in 1973 :

1. Prime Minister's Secretariat ..	1
2. Services Re-organisation Committee ..	2
3. Screening Board ..	1

These were not returned in spite of efforts in the past.

C. The following equipments are available in the Typing and Shorthand wing of the Staff Training Institute (STI), Dhaka.

Sl. No.	Name of the equipment	Quantity.
1.	Cassette tape recorder (Two in one with Microphone)	1
2.	Mini Cassette Recorder (with Microphone)	1
3.	Pencil Sharpener (big)	1
4.	Electric typewriter Machine	1
5.	Stop-watch	1
6.	Mini Calculator	1
7.	Staple Remover	1

ANNEXURE—L

REGIONAL PUBLIC ADMINISTRATION TRAINING CENTRES (RPATCs)
RAJSHAHI, KHULNA, DHAKA & CHITTAGONGEQUIPMENTS PROPOSED OUT OF IDA/WORLD BANK FUND FOR
EACH RPATC*

Sl. No.	Name of Equipments.	Quantity	Rate.	Total Cost.
			Tk.	Tk.
1.	Public Addressing equipments (for class room with 10 Microphones and two Tape Recorders.	1×4	70,000	2,80,000
2.	Plain Paper Copier Machine	.. 1×3	1,50,000	4,50,000
3.	Air Conditioner for Equipments (17500 B.T.U.).	.. 2×4	35,000	2,80,000
4.	Paper Cutter	.. 1×4	40,000	1,60,000
5.	Projection Screen	.. 1×4	15,000	60,000
6.	Overhead Projector	.. 2×4	20,000	1,60,000
7.	Film Projector	.. 2×3	40,000	2,40,000
8.	Refrigerator	.. 1×4	20,000	80,000
9.	35 mm Camera	.. 1×4	30,000	1,20,000
10.	Typewriter Machine	.. 20×3	15,000	9,00,000
11.	Microbus (for field trip of trainees)	.. 1×4	3,00,000	12,00,000
12.	Spares and Accessories	..		2,14,000
13.	Franking Machine	.. 1×4	25,000	1,00,000
	Grand Total			42,44,000

* The list is provisional and subject to the approval of the project by the Government.

ANNEXURE—M

TOT AND CRASH PROGRAMME FOR STAFF TRAINING AT DISTRICT CENTRES
PROJECT, KALABAGAN, DHAKA SHOWING SURPLUS STOCK.A. LIST OF MACHINERIES AND EQUIPMENTS OF TOT AND CRASH
PROGRAMME SHOWING SURPLUS STOCK.

Sl. No.	Name of equipments	Total Number.	Requirement for use in 5 DSTI/TOT and Project office.	Surplus available	Remarks.
1	2	3	4	5	6
1.	Overhead Projector ..	8	6	2	One yet to be returned from DSTI, Mymensingh.
2.	Duplicating Machine	11	7	4	
3.	Stencil cutter ..	1	1	0	
4.	Dymo Machine ..	1	1	0	
5.	Type-writer (Bengali) ..	23	13	10	One Type-writer was taken by RSTI, Rajshahi.
6.	Type-writer (English)	20	13	7	Two Type-writer Machines yet to be returned from DSTI Mymensingh.
7.	Padestral fan ..	10	7	3	
8.	Ceiling fan ..	96	96	0	
9.	Wall clock ..	38	26	12	
10.	Cycle ..	2	2	0	
11.	Jeep (Mini Moke) ..	2	2		

B. List of furniture of TOT and Crash Programme (Project Head Office)

Sl. No.	Name of items.	Total number	Requirement for use of TOT and Project Office.	Avialable Surplus.	Remarks.
1	2	3	4	5	6
1.	Full Secretariat Table	12	5	7	
2.	Half Secretariat Table	2	2	0	
3.	File Cabinet ..	3	3	0	
4.	Writing Table ..	7	4	3	
5.	Typist Table ..	6	4	2	
6.	Revolving Chair ..	5	3	2	
7.	Cushion Seated Armed Chair	64	34	30	
8.	Cane Seated Armed Chair	105	25	80	
9.	Steel Almirah ..	19	19	0	
10.	Sofa Set ..	3	2	1	
11.	Whatnot ..	14	8	6	
12.	Wooden Rack ..	6	2	4	
13.	Peon Stool ..	7	3	4	
14.	Foot Rest ..	18	8	10	
15.	Hat Rack ..	4	4	0	
16.	Reading Table ..	30	15	15	
17.	Long Easy Chair ..	1	1	0	
18.	Table Top Glass ..	12	6	6	
19.	Notice Board ..	2	2	0	
20.	Single Cot ..	30	15	15	
21.	Matress ..	30	15	15	
22.	Steel Folding Chair ..	15	15	0	
23.	Iron Safe ..	1	1	0	
24.	Alna ..	30	15	15	
25.	Book Shelf ..	2	1	1	
26.	Wall Mirror ..	5	3	2	
27.	Special Cushioned Chair	5	4	1	
28.	Dinning Table ..	5	4	1	
29.	Cane Seated Chair (Armless)	5	5	0	
30.	Dinning Chair ..	30	15	15	
31.	Black Board ..	2	2	0	
32.	Glass Door Wooden Almirah	12	8	4	
33.	Class room Table ..	15	8	7	
34.	Mirror with Stand ..	2	1	1	
35.	Tiffin Table ..	2	2	0	
36.	Nylon Seated Armed Chair	10	10	0	

N.B (:) Prepared and supplied by the Project Director, "TOT and Crash Programme for Staff Training at District Centres", Kalabagan, Dhaka.

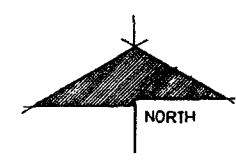
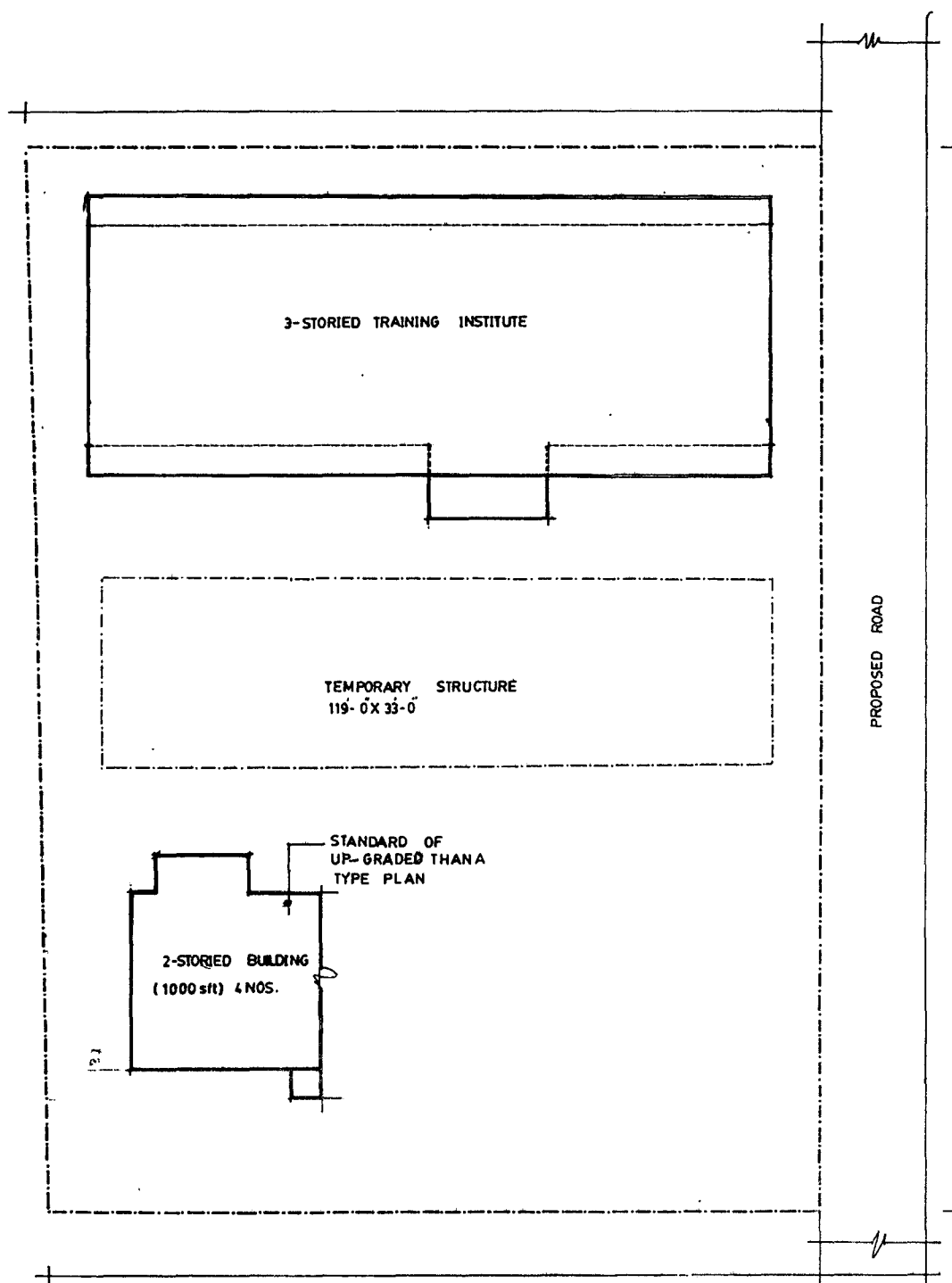
(ii) Avialable surplus of both 'A' & 'B' be transferred to STI/RSTI, (now RPATCs) immediately where there is dearth of these items already prevails.

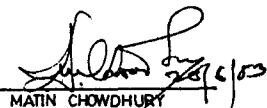
ANNEXURE—N

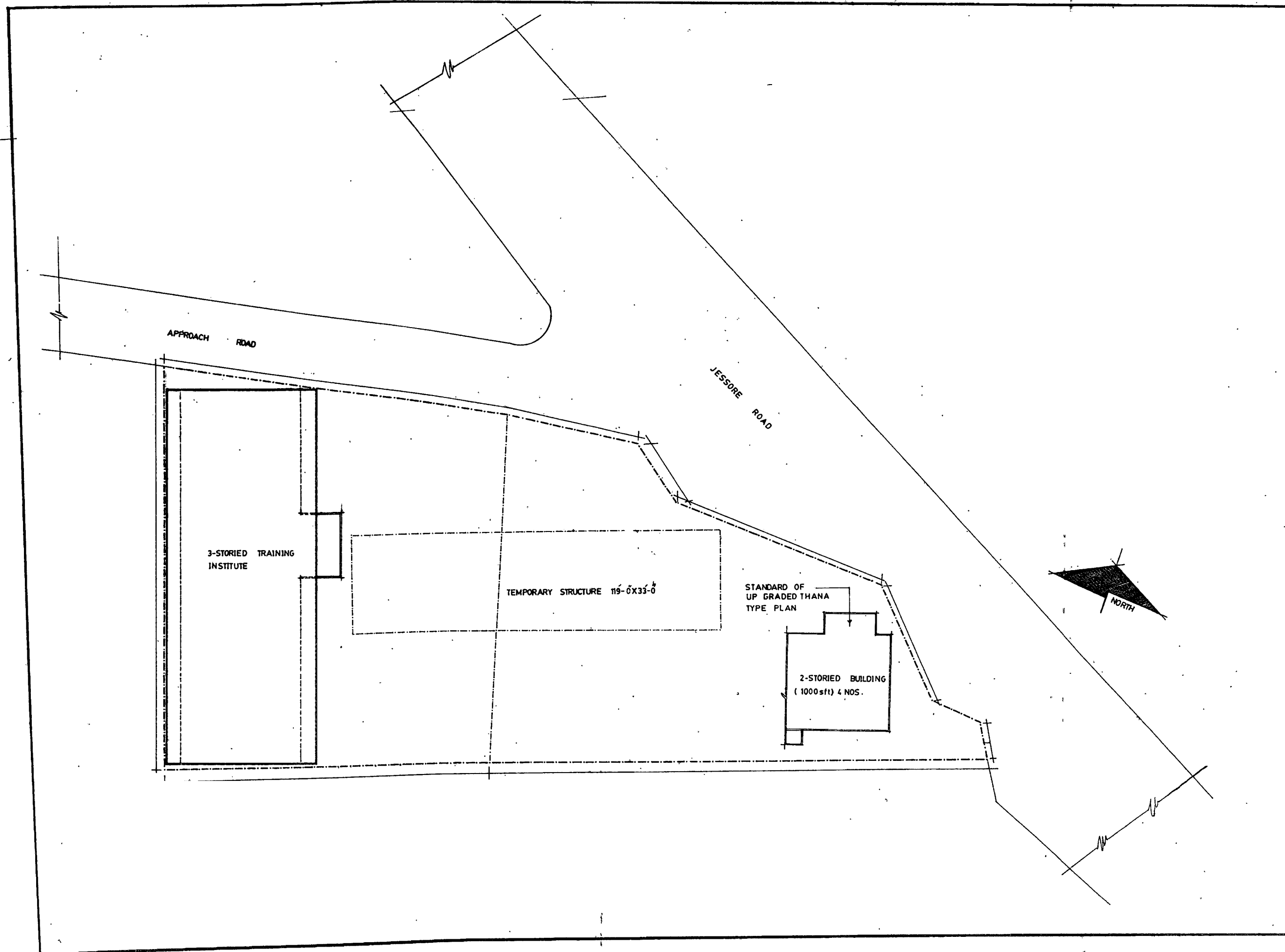
**LAY-OUT PLANS AND DESIGN OF REGIONAL PATCs, RAJSHAHI,
KHULNA AND CHITTAGONG, PREPARED BY THE DIRECTORATE
OF ARCHITECTURE, DHAKA.**

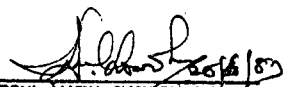
Sl. No.	Subject	Page
1	Lay-out Plan of Regional STI (now Regional PATC), Rajshahi.	85
2	Lay-out Plan of Regional STI (now Regional PATC), Khulna	87
3	Lay-out Plan of Regional STI (now Regional PATC), Chittagong.	89
4	Same type of Construction Plan for all the 3 Regional STIs (now Regional PATCs). 1st sheets.	91
5	—Do— 2nd sheet.	93
6	Same type of Design for the Residential Quarters of all the Regional STIs (now Regional PATCs)	95

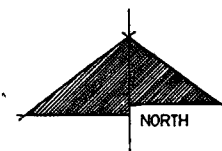
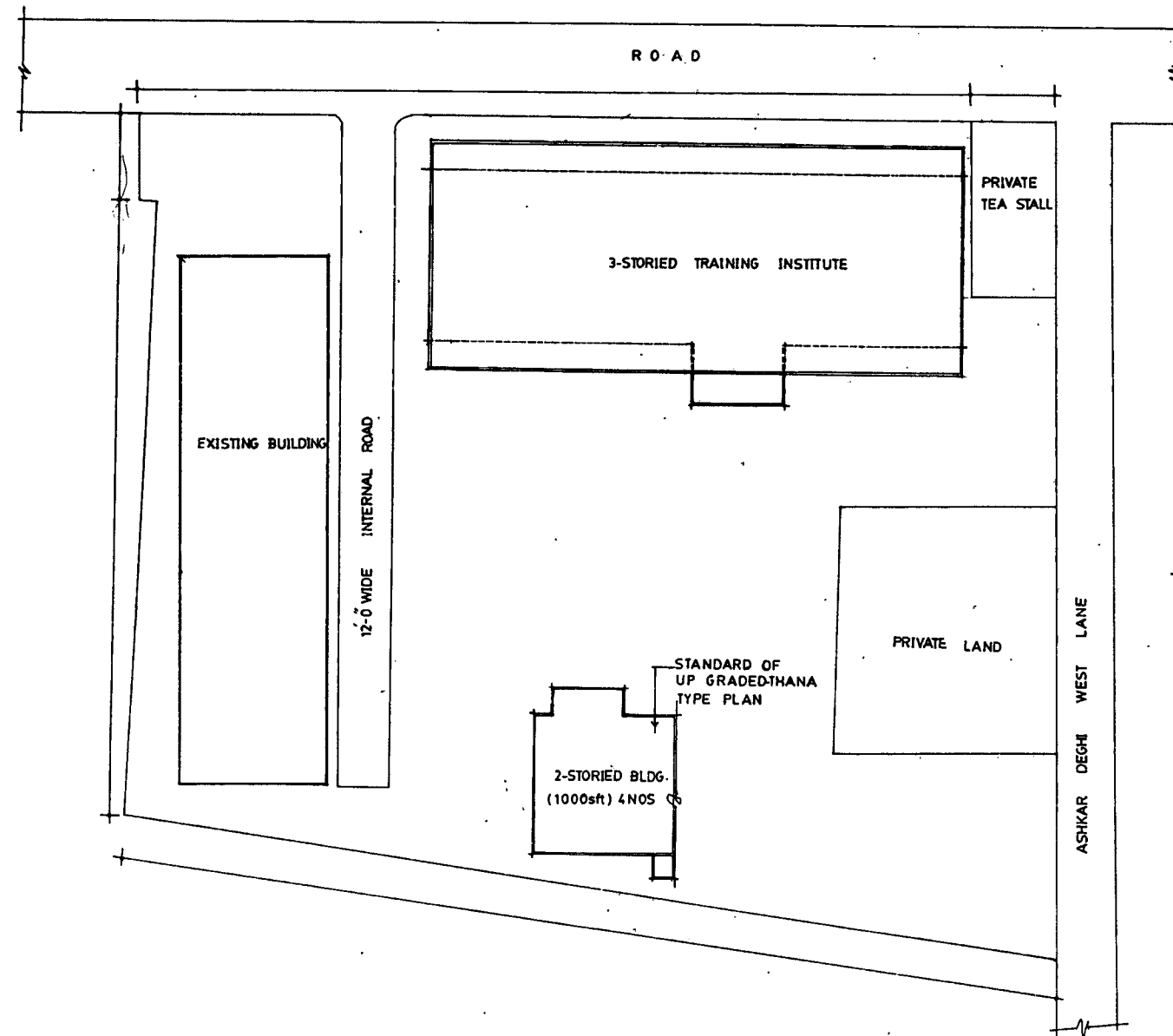
[N.B. Since STI, Dhaka (now Regional PATC, Dhaka) shall be shifted to the COTA Building, Shahabag, Dhaka, no construction work for Regional PATC, Dhaka has been therefore, proposed; though STI, Dhaka (now Regional PATC, Dhaka) has been at present functioning with much inadequate physical and environmental facilities in the 7th floor of the 2nd 12-Storied Govt. Building, Segunbagicha, Dhaka-2.]

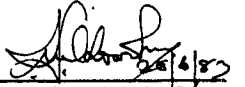


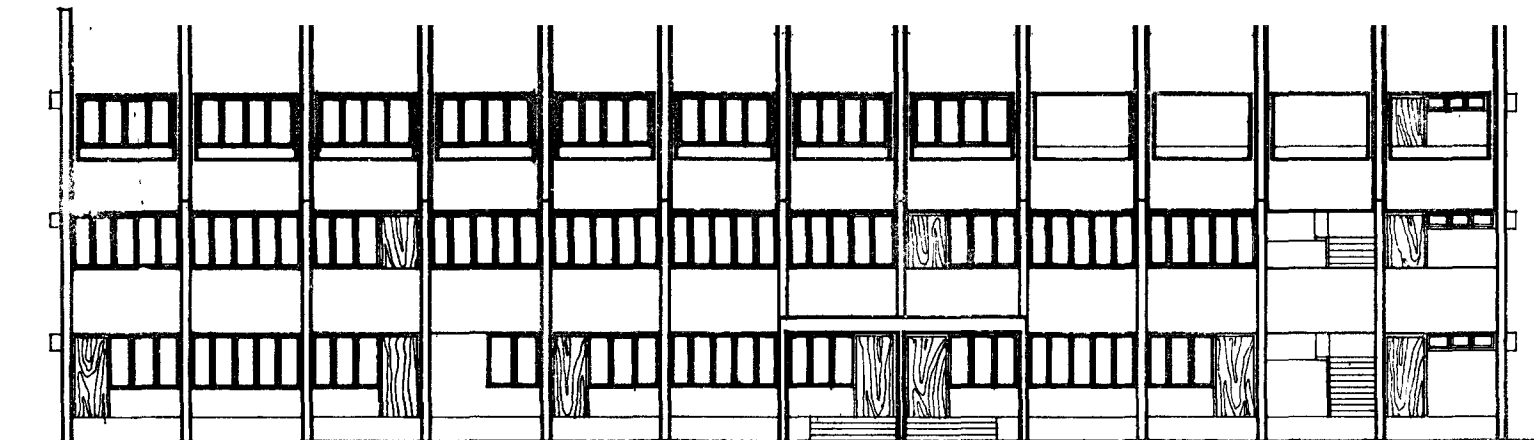
SHEET NO	01
REVISED AS PER SUGGESTION OF THE DIRECTOR OF S.T.I.	
DIRECTORATE OF ARCHITECTURE, MINISTRY OF WORKS, GOVT. OF BANGLADESH.	
PROJECT: ESTABLISHMENT OF REGIONAL TRAINING INSTITUTE OF RAJSHAHI	
SHEET TITLE: LAY OUT PLAN	
S.H.M. ABUL BASHAR CHIEF ARCHITECT	
ADDL. CHIEF ARCHITECT	
 ABDUL MATIN CHOWDHURY DEPUTY CHIEF ARCHITECT	
ASSTT. ARCHITECT	
TRACE BY:-ZINAT	
DRG. NO.: — E.R.I.I-501/1- D.C.A-1 DATE : — 20-6-83 SCALE : — 16'-0"=1" INCH SIZE : — 30X20	



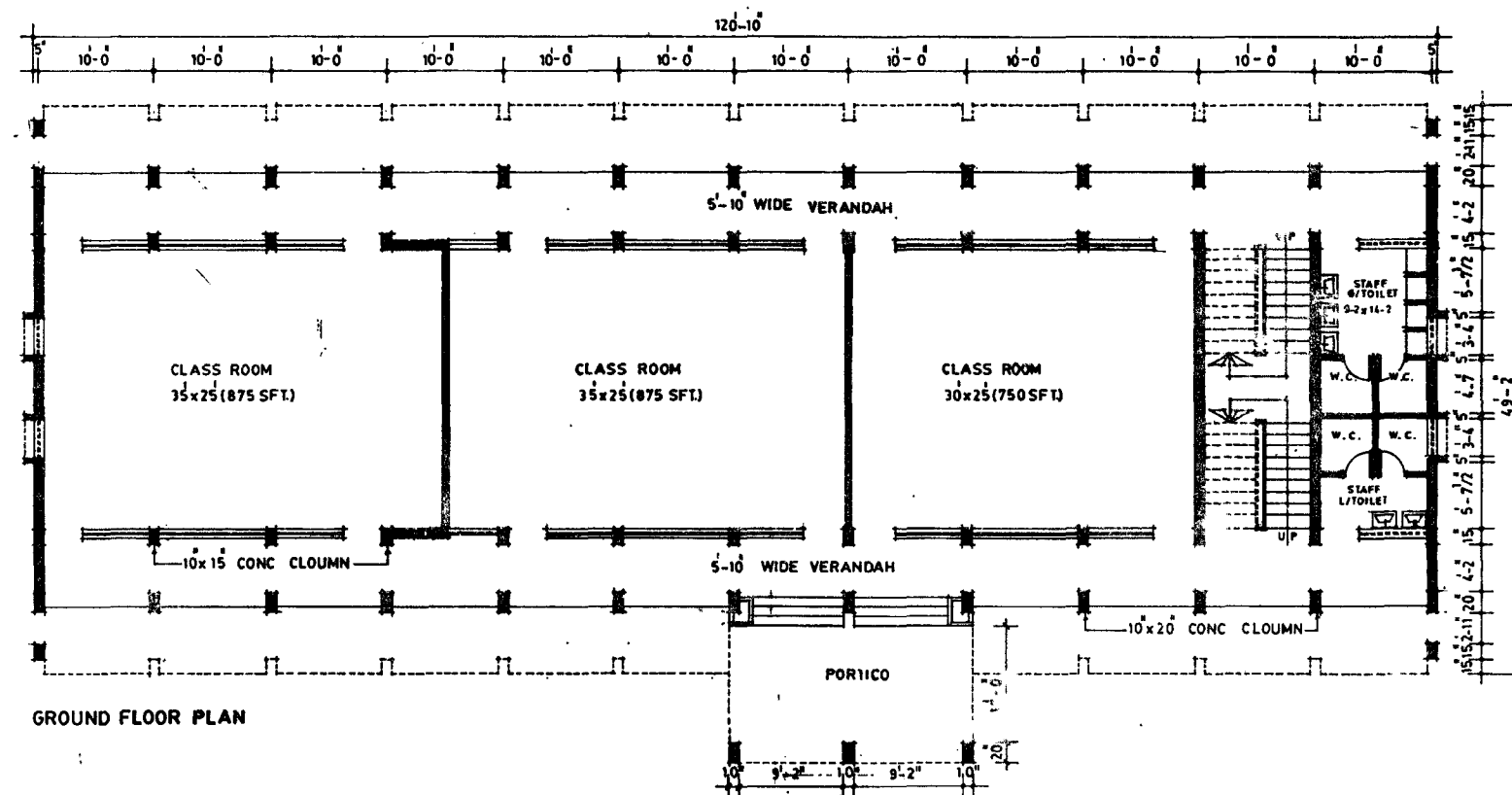
SHEET NO	01
REVISED AS PER SUGGESTION OF THE DIRECTOR OF S.T.I.	
DIRECTORATE OF ARCHITECTURE MINISTRY OF WORKS	
GOVT. OF BANGLADESH	
PROJECT ESTABLISHMENT OF REGIONAL TRAINING INSTITUTE OF KHULNA	
SHEET TITLE LAY OUT PLAN	
S.H.M. ABUL BASHAR CHIEF ARCHITECT	
ADDL. CHIEF ARCHITECT	
 ABDUL MATIN CHOWDHURY DEPUTY CHIEF ARCHITECT	
ASSTT ARCHITECT	
TRACE BY:—ZINAT	
DRG NO :— E.R.T.I — 608 / 1 — D.C.A-1 DATE :— 20-6-83 SCALE :— 1/6"=1' INCH SIZE :— 30x20	



SHEET NO	01
REVISED AS PER SUGGESTION OF THE DIRECTOR OF S.T.I.	
DIRECTORATE OF ARCHITECTURE MINISTRY OF WORKS GOVT. OF BANGLADESH	
PROJECT ESTABLISHMENT OF REGIONAL TRAINING INSTITUTE OF CHITTAGONG	
SHEET TITLE LAY OUT PLAN	
S.H.M. ABUL BASHAR CHIEF ARCHITECT	
ADDL. CHIEF ARCHITECT	
 ABUL MATIN CHOWDHURY DEPUTY CHIEF ARCHITECT	
ASST. ARCHITECT	
TRACE BY:-ZINAT	
DRG NO : E.R.T.I-611/1 D.C.A-1 DATE : 20-6-83 SCALE : 20'-0"=1" INCH SIZE : 30 X 20	



SOUTH ELEVATION



GROUND FLOOR PLAN

SHEET NO

02

REVISED AS PER SUGGESTION
OF THE DIRECTOR OF S.T.I.

DEPARTMENT
OF
ARCHITECTURE
MINISTRY OF WORKS
GOVT. OF BANGLADESH

PROJECT
ESTABLISHMENT OF
REGIONAL TRAINING
INSTITUTE OF RAJSHAHI
KHULNA & CHITTAGONG

SHEET TITLE

GROUND FLOOR PLAN &
SOUTH ELEVATION

S.H.M. ABUL BASHAR
CHIEF ARCHITECT

ADDL. CHIEF ARCHITECT

ABDUL MATIN CHOWDHURY
DEPUTY CHIEF ARCHITECT

DELENA BEGUM
ASSTT. ARCHITECT

MD. SHARAFAT ULLAH
DRAUGHTSMAN

DRG NO - E.R.T.I-602/1-D.C.A-1
DATE - 20-6-83
SCALE 1/8" = 1'-0"
SHEET SIZE 30 x 20

REVISED AS PER SUGGESTION OF
THE DIRECTOR OF S.T.I.

DEPARTMENT
OF
ARCHITECTURE
MINISTRY OF WORKS
GOVT OF BANGLADESH

PROJECT
ESTABLISHMENT OF
REGIONAL TRAINING
INSTITUTE OF RAJSHAHI
KHULNA & CHITTAGONG

SHEET TITLE
FIRST &
SECOND FLOOR PLAN

S.H.M. ABUL BASHAR
CHIEF ARCHITECT

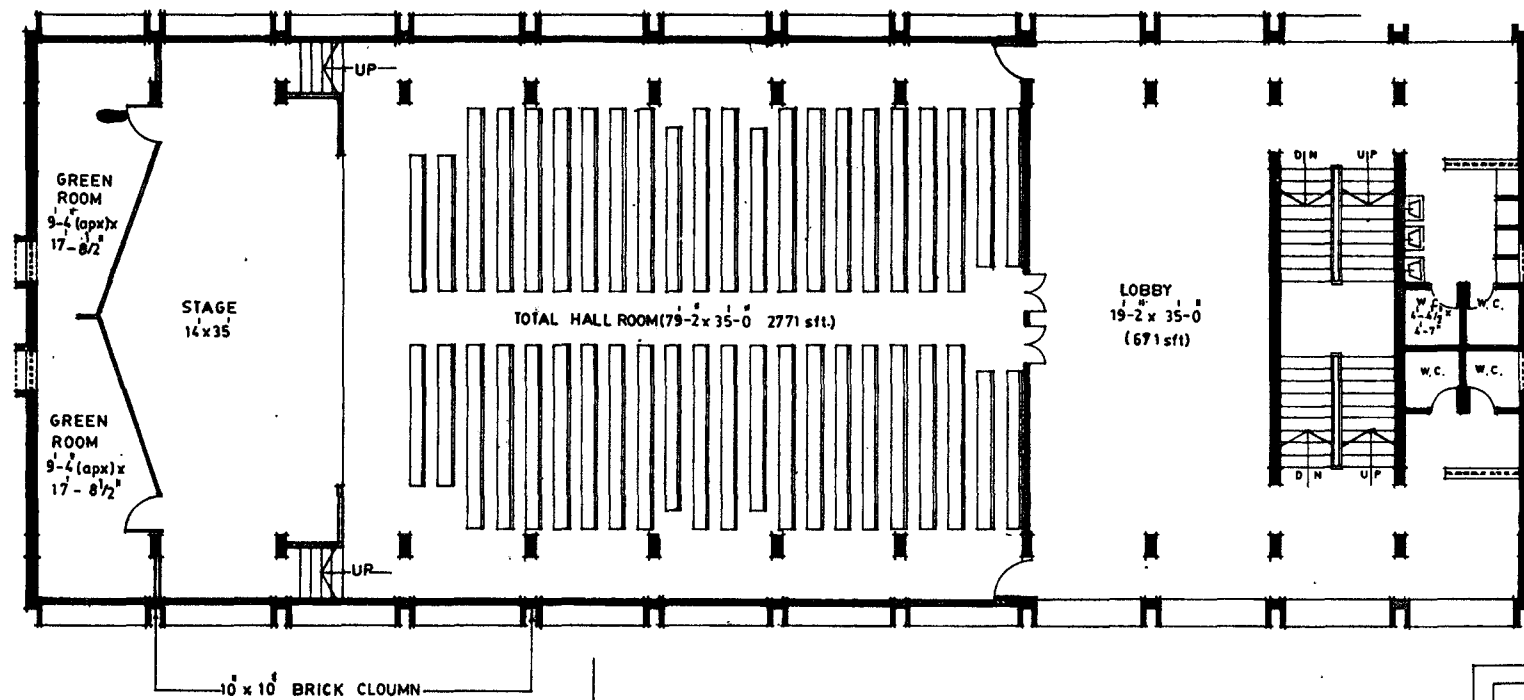
ADDL CHIEF ARCHITECT

ABDUL MATIN CHOWDHURY
DEPUTY CHIEF ARCHITECT

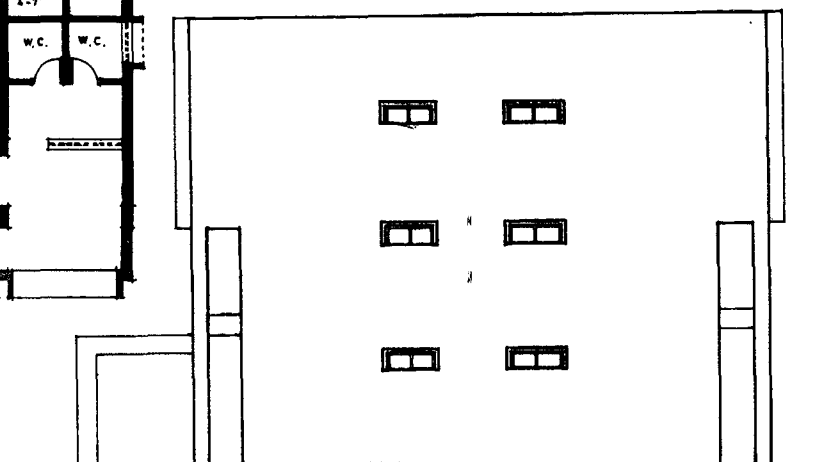
DELENA BEGUM
ASSTT ARCHITECT

MD. SHARAFAT ULLAH
DRAUGHTSMAN

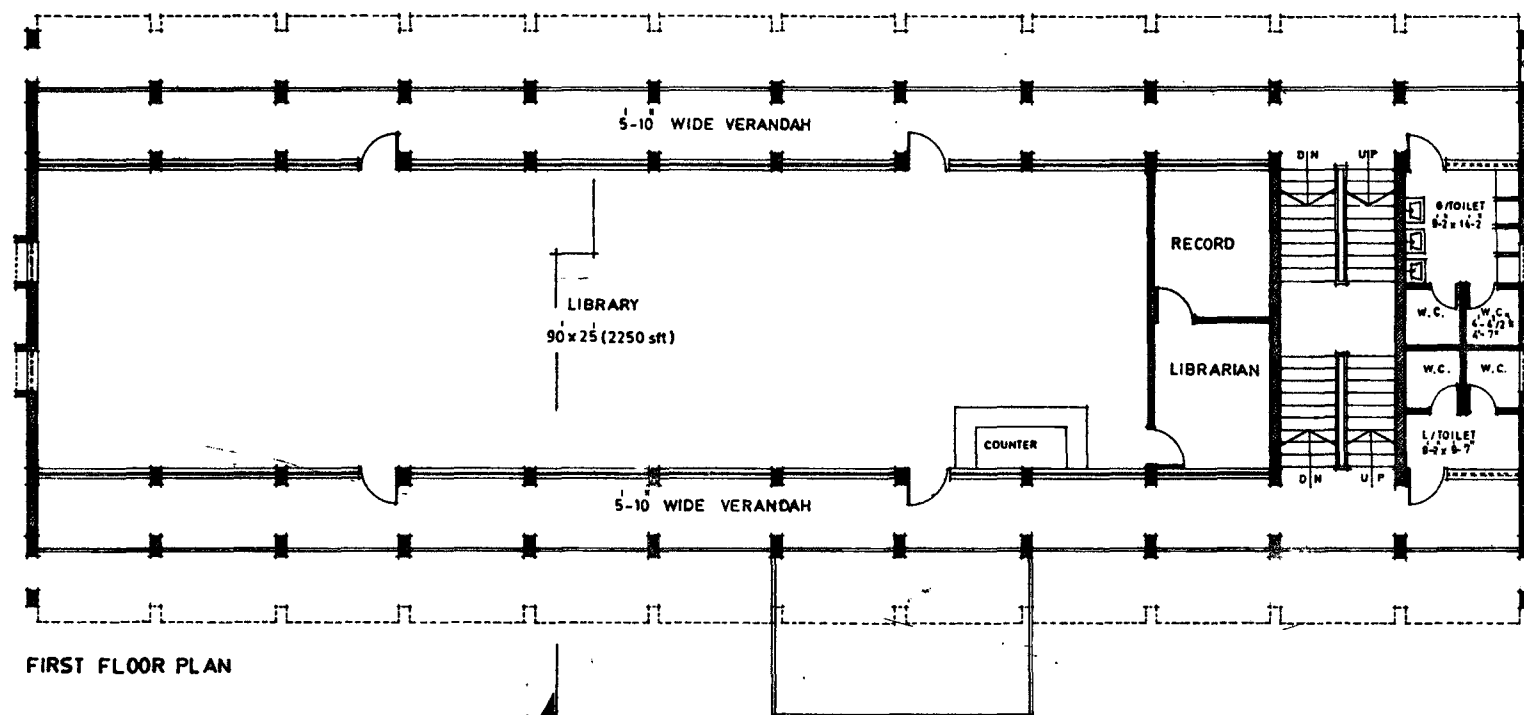
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DATE - 20-6-83
SCALE 1/8" = 1'-0"
SHEET SIZE 30 x 20



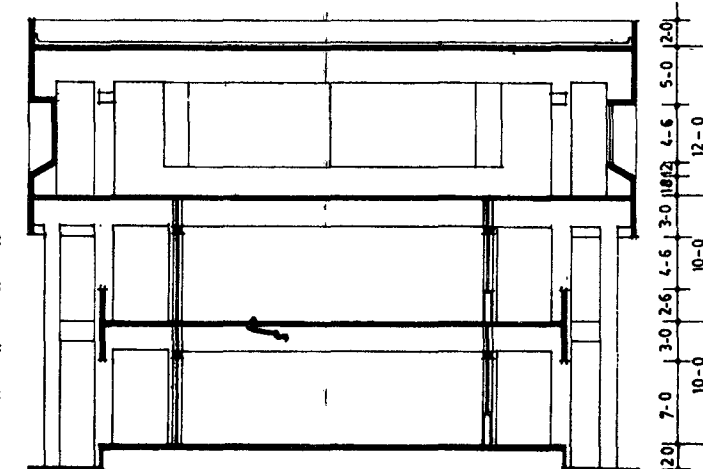
SECOND FLOOR PLAN



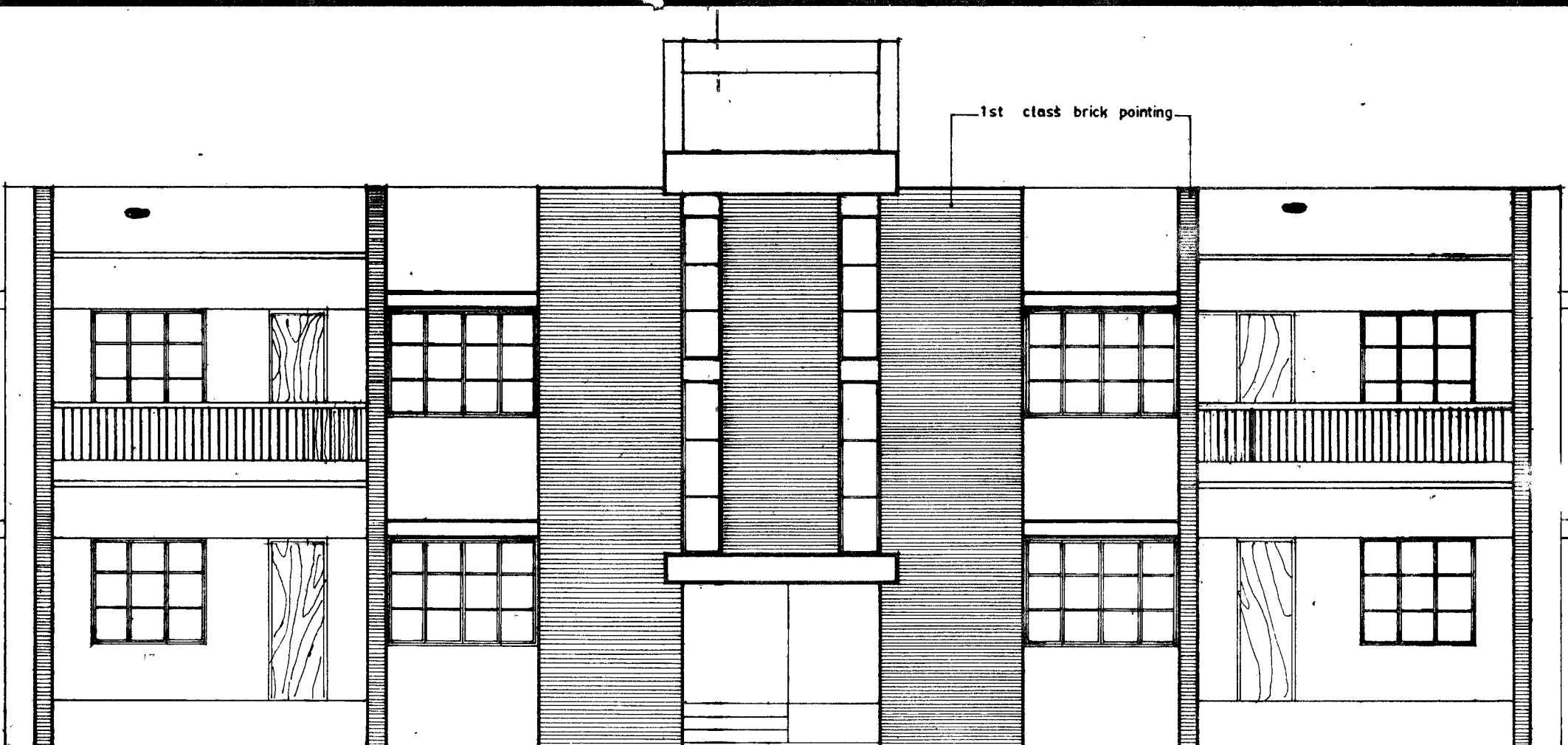
EAST ELEVATION



FIRST FLOOR PLAN

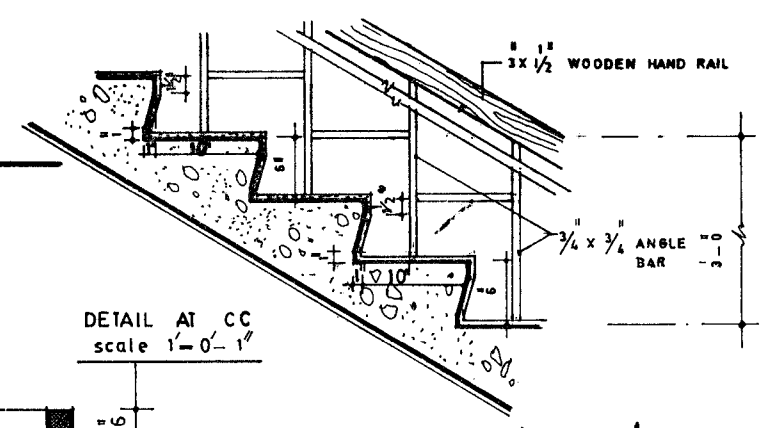
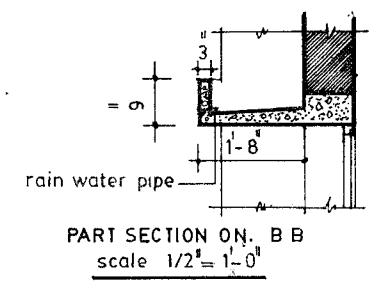
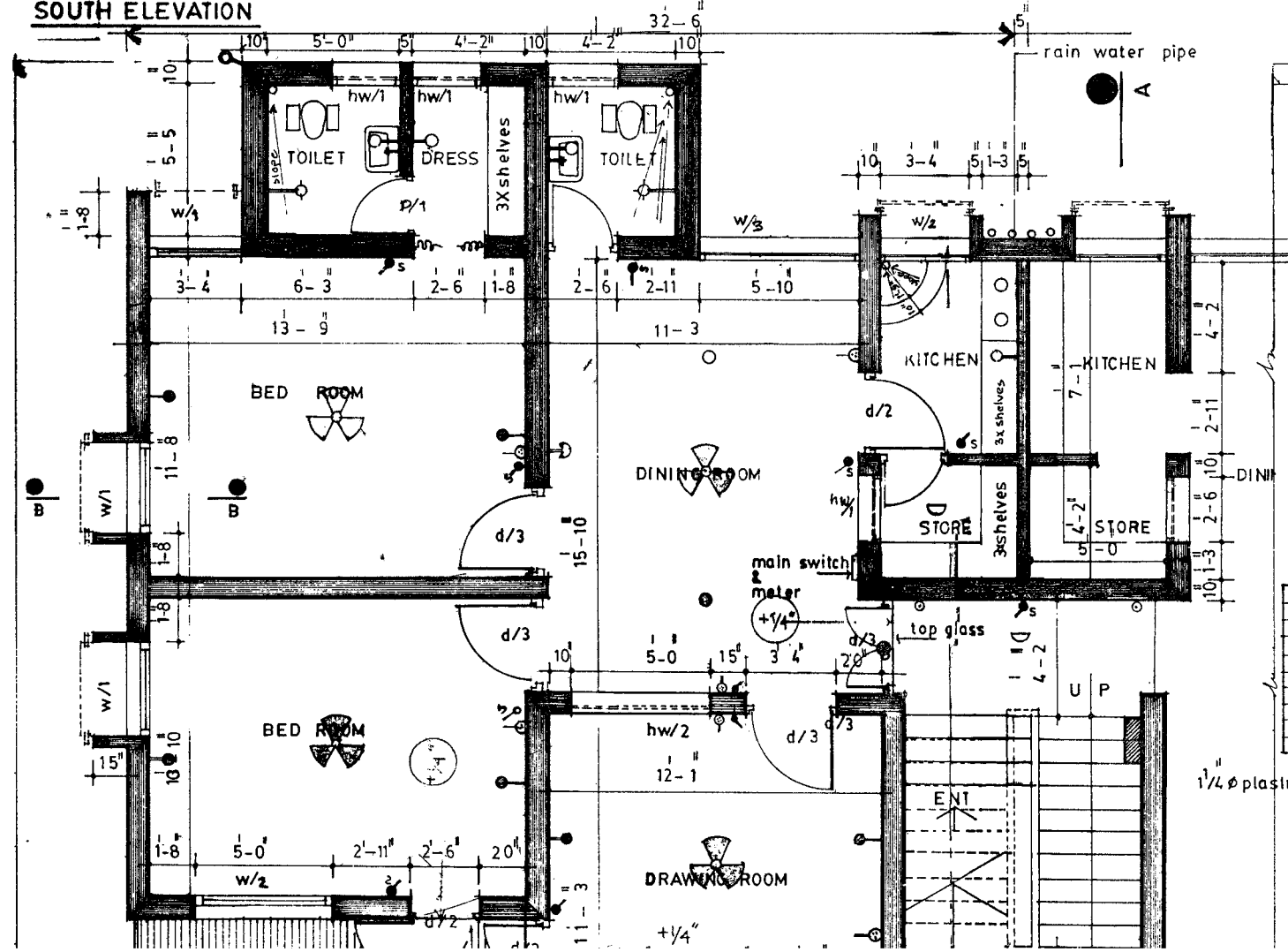


SECTION ON A-A



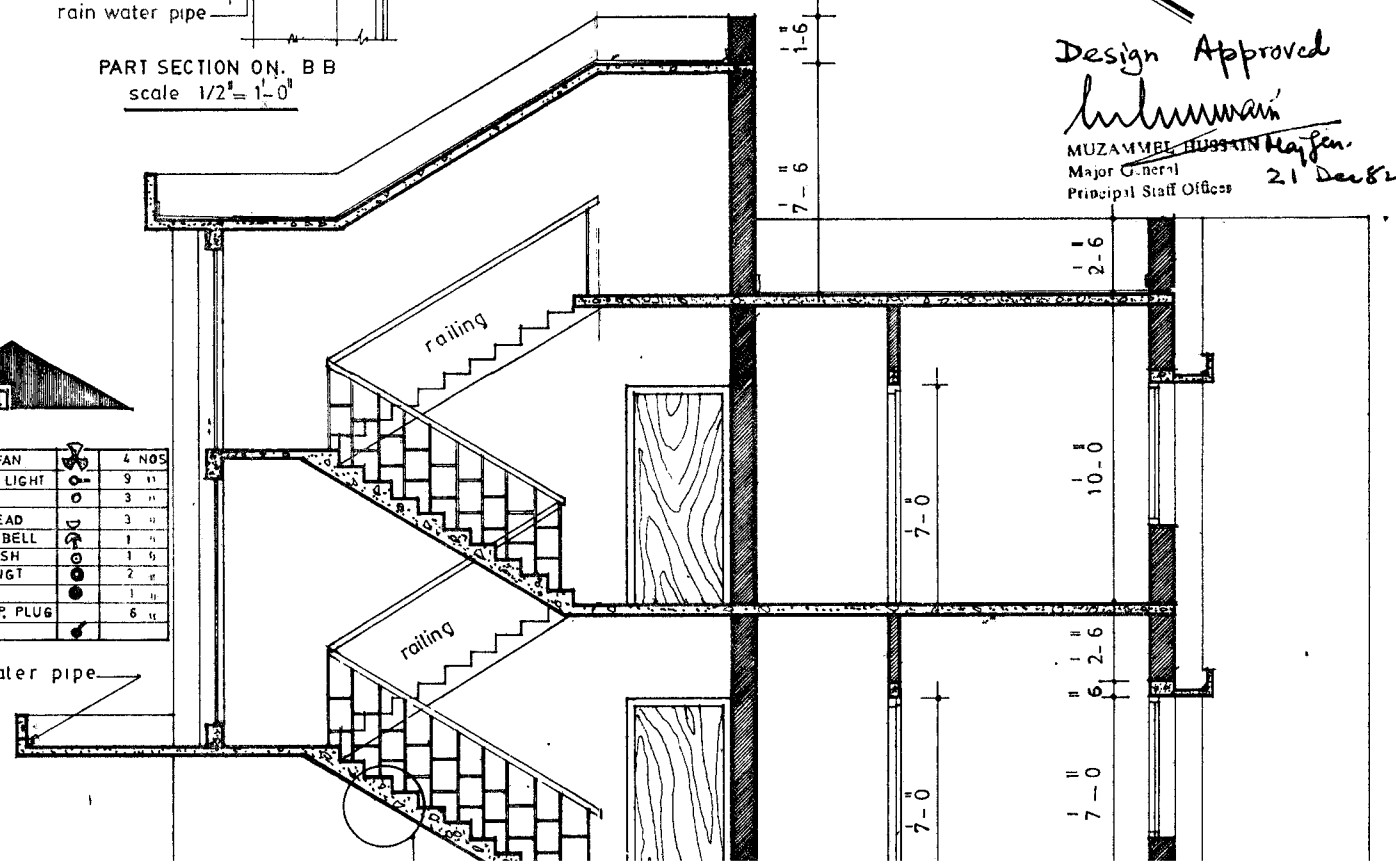
SCHEDULE OF DOORS & WINDOWS			
	WIDTH	HIGHT	METARIALS
d/1	2-6	7-0	wood
d/2	2-11	7-0	wood
d/3	3-4	7-0	wood
w/1	3-4	4-6	wood, grille & glass
w/2	5-6	4-6	"
w/3	3	4-6	"
w/4	6-8	4-6	"
hw/1	2-5	2-0	"
hw/2	5-0	2-0	"

SOUTH ELEVATION



LEGEND

1 CEILING FAN	4 NOS
2 BRACKET LIGHT	9 "
3 PENDANT	3 "
4 BULK HEAD	3 "
5 CALLING BELL	1 "
6 BELL PUSH	1 "
7 WATER LIGT	2 "
8 SAUCER	1 "
9 3 PIN SAMP. PLUG	6 "
10. SWITCH	



Design Approved
Muzamvir Hussain
 MUZAMVIR HUSSAIN
 Major General
 Principal Staff Officer
 21 Dec 82

STAFF TRAINING INSTITUTE, DHAKA

Number of Officials called up & number actually participated in training in STI Dhaka in 1982.

Sl. No.	Name of Courses.	Number called up	Number attended.	Types of Clientele called in the course	Remarks.
1	Staff Development Course in Administration and Management. (SDAM)	52	26	U.D. Assistants, L. D. Asstts. and other similar staff.	
2	Ditto	66	27	Ditto.	
3	Ditto	80	33	Ditto.	
4	Ditto	76	28	Ditto.	
5	Ditto	82	30	Ditto.	
6	Ditto	66	12	Ditto.	
7	Ditto	99	25	Ditto.	
8	Ditto	111	29	Ditto.	
9	Ditto	108	47	Ditto.	
10	Special Course on offences by public servants, Govt. servants' Discipline, Appeal and Conduct Rules.	50	24	Section Assistants, U. D. Assistants, L. D. Assistants and other similar staff.	
11	Personnel Administration Course for supporting Engineering officials. (PWD, R&H, PHE & Bangladesh Rly)	40	30	Senior Dy. Asstt. Engineer, Sub-Assistant Engineer, and other similar Staff.	
12	Special Course on Stores Management.	90	31	Store-Keepers, Store Asstts. Store-in-charge and other similar staff.	
13	Special Course on Management of private and personal offices in the Govt.	64	15	Stenographers, Stenotypists and other similar staff.	
14	Special Course on office security.	60	48	Office Superintendents, Head Asstts., U. D. Asstts and other similar staff.	
15	Ditto	60	40	Ditto.	
16	Human Relation Course for supporting police and security officials.	60	20	Police Inspectors, Sub-Inspectors, C. I., Dy. Jailor and other similar staff.	

Sl. No.	Name of Courses.	Number called. up	Number attended.	Types of Clientele. in the course.	Remarks.
	2	3	4	5	6
17	Special Course on Administrative Correspondence.	58	29	Head Asstts., U. D, Asstts, Section Asstts. Superintendents and other similar staff.	
18	Special Course on Administrative and Management Course for the office superintendents and Administrative officers.	90	19	Administrative Officer, Office Superintendent and other similar staff.	
19	Special Course on Financial Administration.	100	56	Accts., Auditors, L. D. Asstt. and other similar staff.	
20	Short Course on Maintenance of Type-writer Machines.	60	23	Stenographer, Stenotypist and Typists.	
21	Ditto	82	45	Ditto.	
22	Ditto	24	14	Ditto.	
23	Ditto	78	17	Ditto.	
24	Ditto	80	20	Ditto.	
25	In-service Conversion Course in Bengali Typing.	34	16	Steno-typist, Typist, Stenographers and other similar staff.	
26	Ditto	34	9	L.D. Asstt., Clerk-cum-Typists and Typist.	
27	Ditto	40	15	Stenographer, Stenotypist Asstt. and Typist.	
28	Ditto	40	20	Stenographer, Steno ypist and Typists.	
29	Ditto	60	5	Asstt.-cum-typist, Stenographer and Typist.	
30	Ditto	60	12	Stenographer, Steno-ypist, L. D. Asstt. and Typist.	
31	Ditto	40	4	Ditto.	
32	Ditto	59	16	Stenographer, Stenotypist and typist.	
33	In-service conversion Course in Bengali shorthand.	46	13	Stenographer and Steno-typist.	
34	Ditto	40	18	Ditto.	
35	Refreshers Course for Stenographers/Steno-typists.	40	19	Ditto.	
36	Ditto	45	19	Ditto.	

N.B. Attendance of officials in Training courses is all the more deplorable in case of the Regional STIs in general and Regional STI, Rajshahi in particular.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

ESTABLISHMENT DIVISION

OFFICE OF THE DIRECTOR, STAFF TRAINING INSTITUTE (STI)

2nd 12-Storeyed Govt. Building (7th Floor) Segunbagicha, Dhaka-2

No. STI/A-8/82-606,

Dated Dhaka the 25th May, 1983.

To : The Accountant-General (Civil), Bangladesh, Dhaka.

Sub : Revised placement of fund as per revised Budget for 1982-83 at the Disposal of Officers-in-Charge of the Regional Staff Training Institute, Rajshahi/ Khulna/Chittagong and Staff Training Institute, Dhaka.

SIR,

In supersession of this office letter No. STI-A-8-82-643, dated 27th July 1982. and in pursuance of G.O. No. MPF/FDE/BD-1/1E-65(73)/83/261, dated the 12th May 1983 and U.O. note No. MPF/FD/BD-6/82/202, dated the 22nd May, 1983 of the Finance Division of the Ministry of Finance and Planning, the following funds are hereby placed at the disposal of the Officers-in-Charge, Regional Staff Training Institutes (RSTI), Rajshahi, Khulna and Chittagong for the current Financial year out of sum amounting to Tk.13.40 lakh (Taka Thirteen lakh and fourty thousand) only provided in the revised budget for this Institute, under head "25 GA Staff Training Institute", under revised budget for the year 1982-83. Out of the block allotment, the sum kept for Staff Training Institute, Dhaka is also shown below:

	Pay of Officers.	Pay of Establish- ment.	Allowances and Honoraria (including T.A.).	Contingency (including Stationary and Printing).	Total.
1. Regional S.T.I. Chitta- gong.	40,000	30,000	78,000	1,20,000	2,68,000
2. Regional S.T.I. Rajshahi	40,000	30,000	72,000	40,000	1,82,000
3. Regional S.T.I. Khulna	40,000	30,000	70,000	95,000	2,35,000
4. S.T.I. Dhaka	1,50,000	75,000	2,30,000	2,00,000	6,55,000
Grand Total	2,70,000	1,65,000	4,50,000	4,55,000	13,40,000

(Total Taka Thirteen lakhs and forty thousand only).

2. The internal break-up of the amount under items "Allowances and Honoraria" and "Contingency" will, however, be made by the ~~Officers-in-Charge~~ of the Institutes on need basis and communicate the same to the concern Dist. Accounts Officer/A.G. (Civil) within a week of receipt of this order with a copy to this Office for taking necessary action. *Officer's-in-Charge of the Regional S.T.I.s should clear up all the arrear and current house rent bills Telephone bills, Electricity bills, Gas bills etc etc.* Purchase of Service stamps, Stationery and printing should also be done from the Contingency Item. Fund under item allowances and honoraria should include funds for T.A. and D.A. honoraria to Guest Speakers and allowances of Officer and Staff as admissible under rule etc. Break-up of fund for S.T.I. Dhaka will be made by the Director, S.T.I. and Communicate to A.G. (Civil) Dhaka in due time.

3. This amount shall be debited against the allocation for Staff Trainings Institute in the revised budget for 1982-83 under the above noted head. Officers in-Charge of the Regional S.T.I.s. will work as Drawing and Disbursing Officers in respect of fund allotted to each Regional S.T.I. Administrative Officer S.T.I. will work as Drawing and Disbursing Officer of the fund kept for Staff Training Institute Dhaka. They as Drawing and Disbursing Officers shall be liable for proper maintenance of Cash-Book, Vouchers, Accounts and all other related papers as required under rules and preserve the same in their Offices for audit and inspection purposes of the authorities.

Fund allotted earlier from the original budget for this year shall be adjusted with his revised budget and *this allotment is not at all an additional allotment over the original one.*

Your obedient servant,
Sd/ K. M. DAS
Director, STI.

No.STI/A-8/82-606(12), dated Dhaka, the 25th May, 1983.

Copy forwarded for favour of kind information and necessary action to:-

- (1) Secretary, Establishment Division, Bangladesh Secretariat, Dhaka;
- (2) Mr. Motahar Hossain, Deputy Secretary, Ministry of Finance, Bangladesh Secretariat, Dhaka.;
- (3) Deputy Commissioner, Rajshahi/Khulna/Chittagong;
- (4) P. A. to Addl. Secretary, Establishment Division.
- (5) District Accounts Officer, Rajshahi/Khulna/Chittagong, Collectorate Building, P.O. and Dist.....;
- (6) Mr.....A.D.C./Director (Finance), CDDB and Officer-in-Charge of Regional Staff Training Institute.....
...../Administrative Officer, S.T.I., Dhaka for information and necessary action. He will be responsible for lawful utilisation of the fund and maintenance proper Cash Book, Accounts, Vouchers etc. for audit and inspection purposes.

Sd/ K. M. DAS,
Director, STI.

ANNEXURE—Q

EXTRACT FROM THE AIDE MEMOIRE OF THE WORLD BANK, IDA

“PROPOSED PUBLIC ADMINISTRATION PROJECT

AIDE-MEMOIRE

1. In accordance with Terms of Reference dated January 29, 1982 an IDA Team comprising Messrs R. Cambridge (Senior Economist—Mission Leader), V. Demetriou (Architect), R. Makharita (Public Administration Training Specialist) and T. Schmidt (Organization and Management Specialist) visited Bangladesh from February 8—March 12, 1982 to appraise a proposed Public Administration Project. This aide-memoire represents the findings and recommendations of the mission.

3. PROJECT CONTENTS AND SCOPE

Each of the above objectives would be achieved through the following activities :

- A. Increasing the capacity of COTA, NIPA, BASC and STI would be achieved by constructing, equipping and furnishing a library/reproduction center and auditorium/lecture hall facility at the Public Administration Training Center (PATC) at Savar and by providing *inter alia*, equipment, books and salary support for additional staff. *Expanding the Training capacity of the STI* would be met by constructing, *equipping and furnishing* 8 centres located at *Rajshahi, Rangpur, Khulna, Barisal, Sylhet, Chittagong, Mymensingh and Dhaka (Equipment only)* and by providing *inter alia salary support* for Training Staff, *stipends* for students and operating (consumable materials) costs.

7. ACTIONS TO BE COMPLETED PRIOR TO NEGOTIATIONS

STI

- (IX) Agreement that no further Development of the STI system beyond the 8 Institutions included in the Project would be undertaken during the project period and until the program has been suitably evaluated.

**STAFF TRAINING INSTITUTES (NOW REGIONAL PATCs)
AT DHAKA, KHULNA, CHITTAGONG, RAJSHAHI.**

ANNEXURE-

MODEL CHART SHOWING ANNUAL TRAINING CALENDAR ()**

Sl. No.	Name of the Courses.	January	February	March	April	May	June	July	August	September	October	November	December
A. FOR GAZETTED OFFICERS:					12-----9								
1.	Induction Course for Class II Gazetted Officers.												
2.	Professional Course for Thana Revenue Officers & Circle Officer. (Dev.)			2---29					2---29				
3.	Office Management Course for Administrative Officers, Office Superintendents & similar others	3---30											1---28
4.	Basic Typing Course for B.C.S. Officers (Only S.T.L., Dhaka)	Exact date will be worked out on the basis selection of B.C.S. Officers by B.P.S.C.											
5.	Refresher Course for Class II Gazetted Officers.									12---18	10---16		
6.	Personnel Management Course for Technical Officials (Engineering, Medical, Fisheries Livestock, Agriculture etc.)				5--18								14-27
B. FOR NON-GAZETTED STAFF (GENERAL STAFF)													
I. REGULAR COURSES.													
1.	Basic Office Administration course (clerical) for the supporting Govt. officials.	3---30	7-----6	7-----3	11-----8	9-----5	6-----3				3---30	8-----5	
2.	Office Supervisory Course.		14---28					19-----1	8---21 29-----11				
II. SPECIAL COURSES:													
1.	Training of Trainers' Course											14---27	
2.	Special Course on offences by Govt. servants' Discipline, Appeals, Conduct Rules for supporting Govt. officials.										17--23		
3.	Special Course for the personal staff in Govt. offices.							4---10					
4.	Personnel Management Course for Technical Officials in Govt. Dep'ts. (Courses for the supporting technical staff in Engineering, Health & Family Planning, Agriculture, Live-Stock, Fisheries etc.)	31-----13											
C. SPECIAL COURSES:													
	(Stenography & Typing Course)												
1.	In-service Conversion Course in Bengali Typing.	10-----6	14-----13	21-----17	25-----22			11-----7	15-----11		10-----6	14-----11	
2.	In-service Conversion Course in Bengali Shorthand & Typing.	2-----						3-----	4-----				29
3.	Refresher Courses in Shorthand & Typing.	2-----		27-----28			19						
4.	Short Course on Maintenance of office equipments.							25---31	1---7 15---21	5---11 12---18	3---9 17---23	7---13 21---27	5-11

(**) **N.B.:** This is a model chart on courses recommended by the Committee. The dates shown are subject to change in view of holidays etc. in different years.

(COMPARATIVE MANPOWER POSITION OF REGIONAL PATC (NOW STI)
AND DISTRICT STIs)

(ADDITIONAL MANPOWER REQUIRED IN UPGRADING DSTIs)

Manpower position of each Regional PATC as per report of Brig. Enam Committee. (*)	Sanctioned Manpower Position in each District STI (as per approved Project).	Additional Manpower required to upgrade a District STI to Regional PATC.
A. Officers :	A. Officers :	A. Difference :
1. Deputy Director .. 1 (1400—2225)	1. A.D.C. & Officer-in- .. 1 Charge, DSTI	a. Gazetted 1 Post.
2. Asstt. Director .. 2 (750—1470)	2. Deputy Director .. 1 (1150—1800)	b. Class-III .. 7 „
3. Junior Instructor 1 (Stenography & Typing). (625—1315)	3. Asstt. Director .. 1 (750—1470)	c. Class-IV .. 2 „
		10 „
B. Non-Gazetted Staff:	B. Non-Gazetted :	B. Annual Financial involve- ment in respect of salary:
4. Statistical Asstt. .. 1 (470—1135)	4. U.D. Asstt.-cum-Acctt. .. 1 (370—745)	One RPATC—
5. Technical Supervisor (A.V.) .. 1 (470—1135)	5. Steno-Typist .. 1 (370—745)	2,40,980
6. Head Asstt. .. 1 (400—825)	6. L.D. Asstt.-cum-Cashier 1 (300—540)	(—) 1,16,100 for each
7. Cataloguer .. 1 (425—1035)	7. L.D. Asstt.-cum-typist 1 (300—540)	DSTI.
8. Accountant .. 1 (400—825)	8. Daftary-cum-Duplicating Operator .. 1 (240—345)	Tk. 1,24,880 (additional)
9. Cashier .. 1 (370—745)	9. Class-Room-cum-Library Attendant .. 1 (240—345)	
10. Steno-Typist .. 1 (370—745)	10. Messenger .. 1 (225—315)	
11. Training Asstt. (U.D.A.) 1 (370—745)	11. Night-Guard .. 1 (225—315)	
12. Driver .. 1 (325—610)	12. Farash-cum-Sweeper .. 1 (225—315)	
13. L.D. -cum-Typist 1 (300—540)		12
14. L.D. Asstt. .. 1 (300—540)		
15. Duplicating Machine Operator .. 1 (240—345)		
16. Night-Guard .. 1 (225—315)		
17. M.L.S.S. .. 5 (225—315)		
22		

(*) Scales shown for the officers & staff of Regional PATC are Provisional and subject to the approval of the Project by the Government.

ANNEXURE-T

ALLOTMENT OF FACULTIES AMONG THE INSTRUCTIONAL OFFICERS

Regional Public Administration Training Centres (RPATC)

Sl. No.	Name of officer	Area of Specialisation.
1.	One Deputy Director ..	.. Public Administration (P.A.)
2.	One Assistant Director ..	.. Financial Administration (F.A)
3.	One Assistant Director	.. Personnel Management (P.A) and office management (OM).
4.	Junior Instructor ..	.. Shorthand and Typing (S&T)