

Bangladesh Public Administration Training Centre

Savar, Dhaka
www.bpatc.org.bd

PPR Department

No. 05.01.2672.133.25.214.16-59

Date: 05 September 2018

Office Order

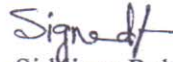
The Course Management Team (CMT) of the 5th **Special Foundation Training Course for Department of Registration (DoR) Officials**, scheduled to be held from 10 September to 08 November 2018, is constituted with the following officials:

Principal Advisor	: Dr. M Aslam Alam, Rector
Course Advisor	: Mr. Banik Gour Sundar, MDS (D&E)
Course Director	: Mr. Mohammad Tazib Uddin, Deputy Director (Librarian)
Course Coordinator	: a) Mir Md. Taufiqul Islam, Assistant Director (Logistics) b) Mr. Rabiul Alam Lokman, Research Officer
Liaison Officer	: Mr. Shahnewaz, Assistant Director (P&D)

2. The Course Management Team (CMT) is requested to:

- contact with the nominated participants over telephone to confirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the library;
- send omnibus (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within twenty (20) days of course completion;
- prepare three volumes of omnibus according to the guideline of PPR department. Two sets of each volume should be prepared; one set is to be sent to the PPR department and the other to the library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management team are to be mentioned in a separate top-page;
- moreover, a profile of guest speakers is to be added in a separate page;
- send pen picture of the participants of the course to the Evaluation department within seven (7) working days of completion of the course;
- send a list of the participants to the DoR and PPR department of BPATC at the first day of the course;
- send a copy of the release order to the DoR, Ministry of Law, Justice and Parliamentary Affairs and PPR department of BPATC on the closing day of the course;

- send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website;
 - send a Completion Report (CR) of the course within 7 working days after the course ends.
3. All courses of the Centre should run as per standard norms. Course Management Team is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any deviation proposal may be discussed in the faculty meeting.
 4. The order is issued with the approval of the competent authority.


(Md. Siddiqur Rahman)
Director (PPR)
Phone: 7746607
Email: ppr.bpatc@gmail.com

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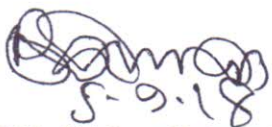
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Distribution for necessary action-

1. Dr. M Aslam Alam, Rector & Principal Advisor of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka;
2. Mr. Banik Gour Sundar, MDS & Course Advisor of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka;
3. Mr. Mohammad Tazib Uddin, Deputy Director & Course Director of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka;
4. Mir Md. Taufiqul Islam, Assistant Director & Course Coordinator of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka;
5. Mr. Rabiul Alam Lokman, Research Officer & Course Coordinator of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka;
6. Mr. Shahnewaz, Assistant Director & Liaison Officer of the **5th Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.

Distribution for kind information(Not as per seniority)-

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Deputy Director (Administration/Finance/Service/MIS/Publication/Sports), BPATC, Savar, Dhaka;
4. Programmer, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
5. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
6. Assistant Director (Logistics/Programme/Protocol/Dormitory/Record), BPATC, Savar, Dhaka;
7. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka;
8. Office Copy.


(Md. Siddiqur Rahman)
Director (PPR)