

Bangladesh Public Administration Training Centre
Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.063.19.77

Date: 05/09/2019

Office Order

The Course Management Team-2 (CMT-2) of 68th Foundation Training Course is running from 01 April to 27 September 2019, is reformed with the following officials attaching to the specific institutions mentioned in column-3:

Position in the CMT	Name & Designation (not as per seniority)	Attached Institution
1	2	3
Course Advisor	Mr. Md. Zafar Iqbal _{ndc} , MDS	-
Course Director	Dr. Mohammad Mizanur Rahman Director (Evaluation)	-
Course Coordinator/ Liaison Officer	1. Mr. Md. Atikuzzaman Director	RPATC, Chittagong.
	2. Mr. Md. Abul Basher Deputy Director	Telecommunication Staff College (TSC), Gazipur.
	3. Mr. K. M. Abdul Kader Deputy Director	Postal Academy, Rajshahi.
	4. Mr. S. M. Mehedi Hasan Deputy Director	BIAM, Bogura.
	5. Mr. Md. Morshed Alom, Ph.D. Deputy Director	BCS Admin Academy, Dhaka.
	6. Mr. Golam Mahmud Assistant Director	BARD, Cumilla.
	7. Mir Md. Taufiqul Islam Assistant Director	RDA, Bogura.
	8. Mr. Razib Mia Evaluation Officer	BIAM, Dhaka.

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

- coordinate with the concerned Course Director/Course Management of their respective institutions.
- maintain liaison with the concern Course Management.
- provide necessary information and instruction from BPATC to the concerned Course Management, BPATC.
- monitor the overall activities of 68th Foundation Training Course.
- provide support to the concerned institutes while communicating with the guest speakers, faculty members of renowned training institutions.
- ensure quality of training in accordance with the mission and the vision of BPATC.
- ensure quality evaluation system as per evaluation policy of BPATC.
- ensure training as per guidelines provided by BPATC.



- ensure discipline, time management, team spirit and other core values practiced at BPATC.
 - prepare three volumes of omnibus according to the guidelines 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 library for preservation. Omnibus (three volumes) will consist of all handouts to be arranged module-wise, 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 MOPA & Evaluation Department within 7 (Seven) working days of completion of the course;
 - send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website.
 - send a list of the participants to the Ministry of Public Administration (MOPA) and PPR Department of BPATC at the first day of the course; and
 - send a copy of the release order to the Ministry of Public Administration (MOPA) and PPR Department of BPATC at the closing day of the course;
 - act as faculty member if they have relevant qualifications and experiences;
 - attend the opening and the closing ceremonies in aid to the concerned course management.
3. The course should run as per standard norms of BPATC.
 4. The revised order is issued with the prior approval of the competent authority and would be replaced by order no 05.01.2672.140.25.018.19.44 issued on 05 August 2019.

Signed/-
(Mohammed Razibul Islam)
Deputy Director (PPR)
Phone: 7746619
Email: ppr.bpatc@gmail.com

No. 05.01.2672.140.25.063.19.77

Date: 05/09/ 2019

Distribution for necessary action:

1. Mr. Md. Zafar Iqbal _{ndc}, MDS & Course Advisor of the **68th Foundation Training Course (CMT-2)**, BPATC, Savar, Dhaka;
2. Dr. Mohammad Mizanur Rahman, Director & Course Director of the **68th Foundation Training Course (CMT-2)**, BPATC, Savar, Dhaka;
3. Course Coordinator/Liaison Officer (all), **68th Foundation Training Course (CMT-2)**, BPATC, Savar, Dhaka.



Distribution for kind information (Not as per seniority):

1. Rector, BCS Admin Academy, Shahbag, Dhaka
2. MDS (All), BPATC, Savar, Dhaka
3. Mr. Banik Gour Sundar, MDS, BPATC, Savar, Dhaka
4. Director General, BIAM Foundation, 63 New Eskaton, Dhaka-1000
5. Director General, National Academy for Educational Management (NAEM), NAEM Road, Dhanmondi, Dhaka-1205
6. Director General, Telecommunication Staff College, Gazipur
7. Director General, Rural Development Academy (RDA), Bogura
8. Director General, Bangladesh Academy for Rural Development (BARD) Cumilla
9. Director, BIAM Foundation, Bogura
10. Principal, Postal Academy, Rajshahi
11. Director (All), BPATC, Savar, Dhaka
12. Deputy Director, RPATC, Chittagong
13. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC)
14. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/ Sports/ Publication), BPATC, Savar, Dhaka
15. Helena Parveen, Deputy Director, BPATC, Savar, Dhaka
16. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector)
17. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka
18. Md. Yousuf Ali, Assistant Director, BPATC, Savar, Dhaka
19. Assistant Publication Officer, BPATC, Savar, Dhaka
20. Receptionist, BPATC, Savar, Dhaka
21. Office Copy



(Mohammed Razibul Islam)
Deputy Director (PPR)