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

No. 05.01.2672.133.25.087.19. 612   Date: 11 October 2020

Office Order

The Course Management Team (CMT) of the 11th **Special Foundation Training Course for the Department of Information and Communication Technology (DoICT) Officials** scheduled to be held from 01 November to 30 December 2020 is reconstituted with the following officials:

Principal Advisor	:	Mr. Md Rakib Hossain ndc, Rector
Course Advisor	:	Dr. Shah Mohammad Sanaul Hoque, MDS
Course Director	:	Mr. Md. Zakir Hossain, Director
Course Coordinator	:	a) Mr. Mohammad Altab Hossain, Assistant Programmer
		b) Mr. Monirul Islam, Assistant Director
Liaison Officer	:	Mr. Md. Rustom Rabbani, Assistant Programmer

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 with in seven (7) working days of completion of the course;
- send a list of the participants to PPR department at the first day of the course;
- send a copy of the release order to the DoICT and PPR department 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 (CMT) 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.

11.10.2020

Mohammad Razibul Islam
Deputy Director (PPR)
Phone: 7745010-16/4130
E-mail: ppr.bpatc@gmail.com

Distribution for necessary action: (Not on seniority basis) -

1. Mr. Md Rakib Hossain ndc, Rector & Principal Advisor of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka
2. Dr. Shah Mohammad Sanaul Hoque, MDS & Course Advisor of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka;
3. Mr. Md. Zakir Hossain, Director & Course Director of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka;
4. Mr. Mohammad Altab Hossain, Assistant Programmer & Course Coordinator of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka;
5. Mr. Monirul Islam, Assistant Director & Course Coordinator of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka;
6. Mr. Md. Rustom Rabbani, Assistant Programmer & Liaison Officer of the '**11th Special Foundation Training Course for DoICT Officials'**, BPATC, Savar, Dhaka;

Distribution for kind information: (Not on seniority basis) -

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Dr. Md. Mohoshin Ali, Director, BPATC, Savar, Dhaka;
4. Deputy Director (Administration/Finance/Service/MIS/Evaluation/Publication/ Sports), BPATC, Savar, Dhaka;
5. Manager, Sonali Bank Limited, PATC Branch, Savar, Dhaka;
6. Programmer, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
7. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
8. Assistant Director (Logistics/Program/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
9. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka;
10. Caretaker-1, BPATC, Savar, Dhaka.
11. Receptionist, BPATC, Savar, Dhaka;
12. Office Copy.