

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

No. 05.01.2672.140.25.071.19. 887

Date: 12 January 2021

Office Order

The Course Management Team for other Institutes (6 Institutes outside BPATC) for the 71st Foundation Training Course (from 11 October 2020 to 08 April 2021) is reconstituted with the following officials.

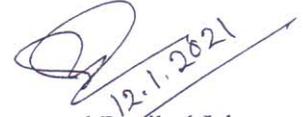
Position in the CMT	Name & Designation (not as per seniority)	Training Institution
1	2	3
Course Advisor	Mr. Abu Momtaz Saaduddin Ahmed MDS	Overall Guidance
Course Director	Dr. M. Arifur Rahman Director	Overall Guidance
Institutional Coordinator	Mr. S M Mehedi Hasan Deputy Director	BCS Admin Academy, Dhaka
	Ms. Iffat Jahan Deputy Director	BIAM, Dhaka
	Dr. Mohammad Rezaul Karim Deputy Director	BARD, Cumilla
	Mr. Md. Abul Basher Deputy Director	RDA, Bogura
	Dr. Md. Morshed Alom Deputy Director	BIAM, Bogura
	Mr. Mohammad Razibul Islam Deputy Director	RPATC, Chattogram

2. The Course Management Team for other Institutes is requested to –

- coordinate with the concerned Course Director/Course Management Team of the training institutions to ensure quality training as per standard norms and practice of BPATC;
- provide necessary information and instruction from BPATC to the concerned Course Management to run the training smoothly and effectively;
- monitor proper maintenance of the health protocol drafted by BPATC;
- collect necessary information, office orders and other documents as per the requirement of PPR wing and prepare an Omnibus according to the guidelines of BPATC and submit the omnibus to PPR wing;
- submit the progress reports to the Rector/BPATC every after 15 days and also submit the copy of the reports to PPR wing;
- take proper measures to ensure the quality of inaugural ceremony, closing ceremony and evaluation procedure and integrity of exams of FTC;
- provide necessary guidance to the training institutions to ensure that the quality speakers conduct the sessions;
- attend the inaugural and the closing ceremonies representing BPATC in the concerned training institutions.



3. The order is issued with the prior approval of the competent authority.



Mohammad Razibul Islam
Deputy Director (PPR)
Email: ppr.bpatc@gmail.com

Distribution for necessary action:

1. Mr. Abu Momtaz Saaduddin Ahmed, MDS & Course Advisor of the 71st **Foundation Training Course (other Institutes)**, BPATC, Savar, Dhaka;
2. Dr. M. Arifur Rahman, Director & Course Director of the 71st **Foundation Training Course (other Institutes)**, BPATC, Savar, Dhaka;
3. Institutional Coordinators (all), 71st **Foundation Training Course (other Institutes)**, BPATC, Savar, Dhaka.

Distribution for kind information (not as per seniority):

1. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka {attention: Additional Secretary (CPT), MOPA};
2. Rector, BCS Admin Academy, Shahbag, Dhaka;
3. MDS (All), BPATC, Savar, Dhaka;
4. Director General, BIAM Foundation, Dhaka/Rural Development Academy (RDA), Bogura/ Bangladesh Academy for Rural Development (BARD), Cumilla;
5. Director, BIAM Foundation, Bogura;
6. Director (All), BPATC, Savar, Dhaka;
7. Deputy Director, RPATC, Chattogram;
8. Deputy Director (PPR/Admin/Service/Finance/Evaluation/Research), BPATC, Savar, Dhaka;
9. Programmer, BPATC, Savar, Dhaka (please publish on the website of BPATC);
10. Mr. Md. Akram Ali, P.S. to Rector, BPATC, Savar, Dhaka;
11. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
12. Assistant Director (Logistics/Protocol/Dormitory/P&D/Record), BPATC, Savar, Dhaka;
13. Mr. Mohammad Mozaherul Islam, Assistant Director, RPATC, Dhaka;
14. Office Copy.