

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.org.bd

No. 05.01.2672.140.25.018.21.989

Date: 17 February 2021

Office Order

The Course Management Team (CMT) of the **72nd Foundation Training Course of RPATC, Chattogram** scheduled to be held from 11 April 2021 to 07 October 2021 is constituted with the following officials-


- Course Advisor : Dr. Shah Mohammad Sanaul Hoque, MDS, BPATC, Savar, Dhaka
Course Director : Mst. Rokeya Parvin, Deputy Director (Deputy Secretary), RPATC, Chattogram
Course Coordinator : a) Ms. Jobaida Akter, Assistant Director, RPATC, Chattogram
b) Mr. Md. Shahadat Hossine, Assistant Director, RPATC, Chattogram

2. The Course Management Team is requested to -

- contact with the nominated participants over telephone to reconfirm 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;
- send a copy of release order to Director (PPR) on the day of closing 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 orders and other necessary documents to PPR Department within 15 (Fifteen) days of course completion;
- 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, 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 Evaluation Department & MOPA 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.



3. The course should run as per standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority.


17.02.2021

Mohammad Razibul Islam
Deputy Director (PPR)
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E-mail: ppr.bpatc@gmail.com

Distribution for necessary action:

1. Dr. Shah Mohammad Sanaul Hoque, MDS, BPATC & Course Advisor of the **72nd Foundation Training Course**, RPATC, Chattogram;
2. Mst. Rokeya Parvin, Deputy Director (Deputy Secretary) & Course Director of the **72nd Foundation Training Course**, RPATC, Chattogram;
3. Ms. Jobaida Akter, Assistant Director & Course Coordinator of the **72nd Foundation Training Course**, RPATC, Chattogram;
4. Mr. Md. Shahadat Hossine, Assistant Director & Course Coordinator of the **72nd Foundation Training Course**, RPATC, Chattogram;

Distribution for kind information (not as per seniority):

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (PPR/ Evaluation/Administration/R&D/LTA), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (please publish on the website of BPATC);
4. Deputy Director (Admin/ /Service/Finance/Evaluation/Research/MIS/Sports/ Publication), BPATC, Savar, Dhaka;
5. P.S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Programmer, BPATC, Savar, Dhaka;
7. Assistant Director (Logistics//Protocol/Dormitory/P&D/Record/Programme), BPATC, Savar, Dhaka;
8. Assistant Publication Officer, BPATC, Savar, Dhaka;
9. Office Copy.