

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

No. 05.01.2672.140.25.018.21.988

Date: 17 February 2021

**Office Order**

The Course Management Team for other Institutes (7 Institutes outside BPATC) for the 72<sup>nd</sup> Foundation Training Course from 11 April 2021 to 07 October 2021 is constituted with the following officials-


Position in the CMT	Name & Designation (not as per seniority)	Training Institution
1	2	3
Course Advisor	Syed Mizanur Rahman MDS	Overall Guidance
Course Director	Dr. Md. Mohoshin Ali Director	Overall Guidance
Institutional Coordinator	Mr. Mohammad Razibul Islam Deputy Director	NATA, Gazipur
	Mr. Jahangir Alam Deputy Director	BARD, Cumilla
	Mr. Md. Akram Ali P.S. to Rector	BIAM, Bogura
	Mr. Jahir Emam Deputy Director	BIAM, Dhaka
	Dr. Md. Moshir Rahman Deputy Director	RDA, Bogura
	Mr. Shamim Adnan Assistant Director	RPATC, Chattogram
	Ms. Tanzina Akhter Assistant Director	Postal Academy, Rajshahi

**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.

  
17.02.2021

Mohammad Razibul Islam  
Deputy Director (PPR)  
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**Distribution for necessary action:**

1. Syed Mizanur Rahman, MDS & Course Advisor of the **72<sup>nd</sup> Foundation Training Course (other Institutes)**, BPATC, Savar, Dhaka;
2. Dr. Md. Mohoshin Ali, Director & Course Director of the **72<sup>nd</sup> Foundation Training Course (other Institutes)**, BPATC, Savar, Dhaka;
3. Institutional Coordinator (all), **72<sup>nd</sup> 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: Joint Secretary (IT & FT Branch), MOPA};
2. MDS (All), BPATC, Savar, Dhaka;
3. Director General, BIAM Foundation, Dhaka/Rural Development Academy (RDA), Bogura/ Bangladesh Academy for Rural Development (BARD), Cumilla/National Agriculture Training Academy (NATA), Gazipur;
4. Director, BIAM Foundation, Bogura;
5. Director (All), BPATC, Savar, Dhaka;
6. Principal, Postal Academy, Rajshahi;
7. Deputy Director, BPATC, Chattogram;
8. Deputy Director (Admin/Service/Finance/Evaluation/Research/MIS), BPATC, Savar, Dhaka;
9. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
- ✓ 10. Programmer, BPATC, Savar, Dhaka (please publish on the website of BPATC);
11. Assistant Director (Logistics/Protocol/Dormitory/P&D/Record), BPATC, Savar, Dhaka;
12. Office Copy.