

Revised-3

Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

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Record Number: 05.01.2672.133.06.001.20.22

Date: 19/5/2021

## Office Order

The Course Management Team (CMT) of the **P-72<sup>nd</sup> Foundation Training Course** is reconstituted with the following officials-

Course Adviser	:	Mr. Abu Momtaz Saaduddin Ahmed, MDS
Course Director	:	1. Mr. Mohammad Razibul Islam, Director
Course Coordinator	:	1. Dr. Mohammad Rezaul Karim, Deputy Director 2. Mr. Md. Anisur Rahman, Deputy Director 3. Ms. Nahid Tamanna, Deputy Director 4. Mr. A.S.M. Riyad Hassan Gourab, Assistant Director 5. Ms. Nasrin Akter, Evaluation Officer 6. Mr. Shamim Hosen, Assistant Director 7. Mr. Monirul Islam, Assistant Director 8. Mr. Mohammad Sohrab Hoshen, Assistant Director

## 2. The Course Management Team (CMT) 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 and module directors for overall design of the course;
- adjust financial advances within 15 (fifteen) days 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 (twenty) copies of course brochure to PPR Department and 05 (five) 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 within 07 (Seven) working days after completion of the course;
- send soft copy of relevant papers to the programmer and MIS department 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 on 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 on the closing day of the course.

3. The course should run as per the standard norms of the Centre.

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



22-05-2021

Dr. Md. Mohoshin Ali

Director

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Copy for Kind Information and Necessary Action,

- 1) All Members (CMT), P-72nd Foundation Training Course, BPATC, Savar, Dhaka.
- 2) Faculty (All), BPATC, Savar, Dhaka.
- 3) P.S. to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector)



22-05-2021

Dr. Md. Mohoshin Ali

Director