

## Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

---



Record Number: 05.01.2672.14.25.022.17.15

Date: 1/6/2021

**Office Order**

The Course Management Team-2 (Other Institutes) is instructed to follow these ToRs (Terms of References) for facilitating and ensuring quality Foundation Training Course (FTC) in other institutes beyond BPATC.

**Terms of Reference (ToR) of CMT-2 of FTC**

1. Communicate with the concerned institutional Course Management Team/Course Director to ensure quality training as per standard norms and practice of BPATC;
2. Disseminate necessary information and instruction from BPATC to the concerned Course Management to run the training smoothly and effectively;
3. Monitor proper maintenance and execution of the COVID-19 health protocol drafted by BPATC;
4. Accumulate 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 and Library section for future reference;
5. Submit the progress reports to the Rector/BPATC every after 15 days and also submit the copy of the reports to the PPR wing;
6. Take proper measures to ensure the quality of inaugural ceremony, closing ceremony, briefing sessions, evaluation procedure, and integrity of exam/assessment process of FTC;
7. Provide necessary guidance to the training institutions to ensure that the quality speakers conduct the sessions;
8. Attend the inaugural/closing ceremonies/other important activities representing BPATC in the concerned training institutions as per the guidance of the competent authority of BPATC;
9. Ensure uniform budgetary framework/structure for the institutions to avoid unexpected anomalies;
10. Implement the central Gantt Chart from time to time;
11. Act as the 'Focal Point' of the respective institution to provide important information in different designated platforms;
12. Coordinate Attachment Programs (e.g., BARD/RDA/BAPARD/Village/District/Upazila/BPATC etc) accordingly;
13. Coordinate combined registration, room allocation, etc. (as much as possible) using dedicated software of BPATC;
14. Ensure necessary communication with Ministry and PPR wing of BPATC to get the timely decision and coordinate all the phases of FTC systematically;
15. Follow any other decisions, instructions given by the competent authority to ensure and impart quality FTC outside the BPATC.

This order has been issued with prior approval of the competent authority and will be effective in no time.



13-06-2021

Dr. Md. Mohoshin Ali

Director

Phone: 02224446607

Fax: 02224445029

Email: ppr.bpatc@gmail.com

Record Number: 05.01.2672.14.25.022.17.15/1(91)

Date: 1/6/2021

Copy for Kind Information and Necessary Action:

- 1) Faculty (All), BPATC, Savar, Dhaka.
- 2) PS to Rector, Rector's Office, BPATC (for kind information of the Rector)
- 3) Assistant Programmer-4 Section, BPATC (with the request to publish this order on BPATC's website)



13-06-2021

Dr. Md. Mohoshin Ali

Director