

Bangladesh Public Administration Training Centre (BPATC)



Savar, Dhaka-1343
www.bpatc.org.bd
Planning Section



Record Number: 05.01.2672.133.06.001.20.57

Date: 10/10/2021

Office Order

The Course Management Team (CMT) of the 73rd **Foundation Training Course** scheduled to be held from 13 February to 11 August 2022 is constituted with the following officials-

Designation of the Course		Name & Designation (Not based on Seniority)
Course Advisor	:	Mr. Md. Zakir Hossain MDS (M&PA)
Course Director	:	Mr. Hasan Murtaza Masum Director

Course Coordinator	:	1. Mr. K. M. Abdul Kader, Deputy Director
		2. Mr. Abu Naser Mohammad Sajidul Ahsan, Deputy Director
		3. Ms. Shohela Ferdous, Deputy Director
		4. Ms. Alina Akter, Deputy Director
		5. Mr. ASM Riyad Hassan Gourab, Deputy Director
		6. Ms. Afia Rahman Mukta, Senior Research Officer
		7. Mr. Mohammad Mamun, Senior Research Officer
		8. Mr. Mehedi Shahnewaz Jalil, Assistant Director
		9. Mir Md. Taufiqul Islam, Assistant Director
		10. Mr. Shamim Hosen, Assistant Director
		11. Mr. Rabiul Alam Lokman, Research Officer
		12. Ms. Roma Rani Biswas, Assistant Director
		13. Mr. Md Nazim Uddin, Assistant Director
		14. Mr. Mohammad Mozaherul Islam, Assistant Director
		15. Mr. Md. Yousuf Ali, Assistant Director

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 and module directors for overall design of the course;
- adjust financial advances within fifteen days (15) from the date of completion 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 two volumes of Omnibus. 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 (two 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 System Analyst and Deputy Director (MIS) to publish on the BPATC's website and archive in e-repository;
- send a list of the participants to the Ministry of Public Administration (MOPA) and PPR Department of BPATC as 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 as the closing day of the course.

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

4. This order could be revised considering the context of time and the number of total participants.

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



10-10-2021

এলিনা আকতার

Deputy Director

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Copy for kind information and necessary action (not as per seniority):

1) All Members (CMT), 73rd 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)

4) Assistant Programmer, Assistant Programmer-4 Section, BPATC (with the request to publish this order under on website)

5) Assistant Director , Record Section, BPATC (With the request to archive this order)



10-10-2021

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Deputy Director