

Bangladesh Public Administration Training Centre (BPATC)



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



Record Number: 05.01.2672.133.25.087.19.181

Date: 3/1/2022

Office Order

The Course Management Team (CMT) of the 14th Special Foundation Training Course for the Department of Information and Communication Technology (DoICT) Officials rescheduled to be held from 22 November 2021 to 20 January 2022 (Online) is reconstituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Mr. Md. Zakir Hossain, MDS
Course Director	:	Mr. Md. Abul Basher, Director
Course Coordinator	:	1. Ms. Afia Rahman Mukta, Senior Research Officer
	:	2. Mr. Md Nazim Uddin, Assistant Director
Liaison Officer & IT Support	:	Mr. Mohammad Altab Hossain, Assistant Programmer

2. The Course Management Team (CMT) is requested to:

- contact with the nominated participants over telephone to confirm 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;
- submit 20 copies of course brochure to PPR department and 5 (five) copies to the library;
- send omnibus (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within 20 (twenty) 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 the library for preservation. Omnibus (two volumes) will consist of all

handouts and be arranged module-wise and 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 with in 07 (seven) working days of completion of the course;
- send a list of the participants to PPR department at the first day of the course;
- send a copy of the release order to the DoICT and PPR department on the closing day of the course;
- send soft copy of relevant papers to the programmer and deputy director (MIS) to publish on the BPATC's website and archive in the e-repository (wherever applicable);
- send a Completion Report (CR) of the course within 07 (seven) working days after the course ends.

3. All courses of the centre should run as per the standard norms. Course Management Team (CMT) is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any deviation proposal may be discussed in the faculty meeting;

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



03-01-2022

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Deputy Director

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Email: ppr.bpatc@gmail.com

Record Number:

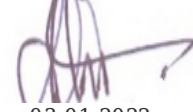
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Copy for kind information and necessary action (not as per seniority):

- 1) All Members (CMT), '14th Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka
- 2) Faculty (All), BPATC, Savar, Dhaka
- 3) Programmer, BPATC, Savar, Dhaka (with the request to publish this office order on the website of BPATC)
- 4) P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the

Rector)



03-01-2022

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Deputy Director