



**Bangladesh Public Administration Training Centre (BPATC)**

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

Revised-4



Record Number: 05.01.2672.133.06.001.20.5

Date: 4/1/2022

**Office Order**

The Course Management Team for other Institutes (07 Institutes outside BPATC) for the 72<sup>nd</sup> Foundation Training Course from 06 to 26 June 2021 & 24 August 2021 to 29 January 2022 is reconstituted with the following officials-

<b>Position in the CMT</b>	<b>Name &amp; Designation (not as per seniority)</b>	<b>Training Institution</b>
<b>1</b>	<b>2</b>	<b>3</b>
Course Advisor	Syed Mizanur Rahman MDS	Overall Guidance
Course Director	Dr. Md. Mohoshin Ali MDS	Overall Guidance
Institutional Coordinator	Mr. K. M. Abdul Kader Deputy Director	Postal Academy, Rajshahi
	Ms. Alina Akter Deputy Director	NATA, Gazipur
	Mst. Masuma Arefin Deputy Director	BARD, Cumilla
	Mr. Md. Akram Ali P.S. to Rector	BIAM, Bogura
	Ms. Shamima Shormin Deputy Director	BIAM, Dhaka
	Dr. Md. Moshir Rahman Deputy Director	RDA, Bogura
	Mr. Shamim Adnan Assistant Director	RPATC, Chattogram

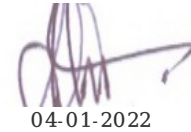
**2. The Course Management Team for other Institutes is requested to-**

- 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.



04-01-2022

Alina Akter

Deputy Director

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Record Number:

05.01.2672.133.06.001.20.5/1(88)

Date: 4/1/2022

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

1) All Members (CMT), 72nd Foundation Training Course

2) Faculty (All), BPATC, Savar, Dhaka

3) P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)



04-01-2022

Alina Akter

Deputy Director