



## Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

Revised-2



Record Number: 05.01.2672.133.06.001.20.8

Date: 12/1/2022

### Office Order

The Course Management Team (CMT) of the 72<sup>nd</sup> **Foundation Training Course** of RPATC, Chattogram rescheduled to be held from 06-26 June 2021 & 24 August 2021 to 29 January 2022 is reconstituted with the following officials-

Course Advisor	:	Mr. Md. Zakir Hossain, MDS, BPATC, Savar, Dhaka
Course Director	:	Mst. Rokeya Parvin, Deputy Director (Deputy Secretary), RPATC, Chattogram
Course Coordinator	:	1. Ms. Nur-A-Jannat Rumi, Assistant Director, RPATC, Chattogram 2. Mr. Md. Shahadat Hossine, Assistant Director, RPATC, Chattogram

#### 2. The Course Management Team is requested to -

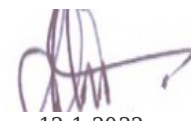
- contact with the nominated participants over telephone to reconfirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- send a copy of release order to Director (PPR) on the day of closing of the course;
- submit 20 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 & MOPA within 07 (Seven) working days of completion of the course;
- send soft copy of relevant document/s to the Programmer and Deputy Director (MIS) to publish on the BPATC's website and archive to the e-repository of the centre.
- send a list of the participants to the Ministry of Public Administration (MOPA) and PPR Department of BPATC at 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 at the closing day of the course.

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

4. The newly appointed Course Advisor will be treated as an active member of the same course from the date of 13 December 2021.

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



12-1-2022

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Deputy Director

Fax: 02224445029

Email: ppr.bpatc@gmail.com

Record Number:

Date: 12/1/2022

05.01.2672.133.06.001.20.8/1(93)

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

- 1) Faculty (All), BPATC, Savar, Dhaka.
- 2) Mst. Rokeya Parvin, Deputy Director (Deputy Secretary) & Course Director of the 72nd Foundation Training Course, RPATC, Chattogram
- 3) P.S. to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector)
- 4) Ms. Nur-A-Jannat Rumi, Assistant Director, RPATC, Chottogram
- 5) Mr. Md. Shahadat Hossine, Assistant Director & Course Coordinator of the 72nd Foundation Training Course, RPATC, Chattogram



12-1-2022

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Deputy Director