

Bangladesh Public Administration Training Centre (BPATC)



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



Record Number: 05.01.2672.133.06.001.20.15

Date: 2/2/2022

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 reconstituted with the following officials-

Designation in the Course	Assigned Faculty (not as per seniority)
Course Adviser	Mr. Md. Zakir Hossain, MDS
Course Director	Mr. Md. Siddiqur Rahman, Director
Course Coordinator	1. Abu Naser Mohammad Sajidul Ahsan, Deputy Director 2. Ms. Shamima Shormin, Deputy Director 3. Ms. Antara Halder, Assistant Director 4. Mr. Md. Masud Ahmed, Assistant Director 5. Mr. Rabiul Alam Lokman, Research Officer 6. Mr. Md. Yousuf Ali, Assistant Director 7. Mr. Md. Nazim Uddin, Assistant Director 8. Mr. Sanjoy Kumar Sarma, Evaluation Officer


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;
- 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 (three 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 7 (Seven) working days after completion of the course;
- send soft copy of relevant papers to the programmer and MIS department to publish on the BPATC's website, and archive to the e-repository (wherever required).
- 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. The order is issued with the prior approval of the competent authority.



02-02-2022

Alina Aktar

Deputy Director (PPR)

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

1) Faculty (All), BPATC, Savar, Dhaka.

2) All Members (CMT), 73rd Foundation Training Course, BPATC, Savar, Dhaka

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

4) Assistant Programmer, BPATC, Savar, Dhaka (with the request to publish this Office Order on BPATC's website)



02-02-2022

Alina Aktar

Deputy Director (PPR)