

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



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



Record Number: 05.01.2672.133.06.001.20.18

Date: 10/2/2022

**Office Order**

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

Course Advisor	:	Dr. Md. Mohoshin Ali, 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 order is issued with the prior approval of the competent authority.



10-02-2022

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) Mst. Rokeya Parvin, Deputy Director (Deputy Secretary) & Course Director of the 73rd Foundation Training Course, RPATC, Chattogram
- 3) Mr./Ms. ....
- 4) P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)
- 5) Assistant Programmer-04, BPATC, Savar, Dhaka (with the request to publish office order on BPATC's website)



10-02-2022

**Alina Aktar**

**Deputy Director (PPR)**