

Bangladesh Public Administration Training Centre (BPATC)



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



Record Number: 05.01.2672.133.06.001.20.20

Date: 16/2/2022

Office Order (Revised-1)

The Course Management Team for other Institutes (outside BPATC) for the 73rd Foundation Training Course held from 20 February to 18 August 2022 is constituted with the following officials-

Position in the CMT	Name & Designation (not as per seniority)	Training Institution	Phone & Email
Course Advisor	Mr. Abu Momtaz Saaduddin Ahmed MDS	Overall Guidance	-
Course Director	Mr. Mohammad Razibul Islam Director	Overall Guidance	01712222149 razibislam.15169@gmail.com
Institutional Coordinator	Ms. Shamima Shormin Deputy Director	IC (General)	01717157484 shamima30bcs@gmail.com
	Ms. Antara Halder Deputy Director	BIAM, Dhaka	01775802968 antu.sb39@gmail.com
	Mr. Md. Masud Ahmed Assistant Director	NATA, Gazipur	01719159760 mahmedbpatc@gmail.com
	Mr. Rabiul Alam Lokman Research Officer	RDA, Bogura	01913110231 lokman.bpatc@gmail.com
	Mr. Md. Nazim Uddin Assistant Director	RPATC, Chattogram	01922191613 nazimuddin519@gmail.com
	Mr. Sanjoy Kumar Sarma Evaluation Officer	BIAM, Bogura	01682383142 sanjoy.bpatc@gmail.com

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.



16-02-2022

Alina Aktar

Deputy Director (PPR)

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Email: ppr.bpatc@gmail.com

Record Number:

05.01.2672.133.06.001.20.20/1(90)

Date: 16/2/2022

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

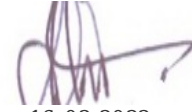
1) Faculty (All), BPATC, Savar, Dhaka

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

3) Mr/Ms.....

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

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



16-02-2022

Alina Aktar

Deputy Director (PPR)