

**Bangladesh Public Administration Training Centre**

Savar, Dhaka

PPR Department

www.bpatc.org.bd

Office Order no. 05.01.2672.133.25.214.16- 31

Date: 06 February 2017

**Office Order**

The Course Management Team (CMT) of the 1<sup>st</sup> **Special Foundation Training Course for Directorate of Registration (DoR) Officials** scheduled to be held from **19 February to 19 April 2017** is constituted with the following officials:

Principal Advisor	: Mr. A. L. M. Abdur Rahman ndc, Rector
Course Advisor	: Dr. Mohammad Abu Yusuf, MDS
Course Director	: Mr. Md. Abdur Razzak Sarker, Director
Course Coordinator	: a) Mr. Md. Atikuzzaman, Deputy Director b) Md. Motaher Hossain, Deputy Director
Liaison Officer	: Mr. Md. Nazim Uddin, Assistant Director

2. The Course Management is requested to:

- contact with the nominated participants over telephone to confirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- ensure collection of the course fees;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- prepare omnibus in two volumes one containing documents relating to administrative and management such as registration form, class routine etc. and one containing handouts only;
- prepare at least four copies of each volume (omnibus) and send two copies to PPR Department must, one copy to Evaluation Department and one copy to LTA Department;
- send omnibus by 15 days after the completion of the course;
- send pen picture of the participants of the course to the Evaluation Department within 7 working days of completion of the course;
- send a list of the participants to the DoR and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the DoR, Ministry of Law, Justice and Parliamentary Affairs and PPR Department of BPATC on the closing day of the course;
- send soft copy of relevant papers to the programmer to publish on the BPATC website;

- send a Completion Report (CR) of the course as per format within 7 working days after the course ends (format is attached);
- A check-list of responsibilities of Course Management Team is enclosed for necessary compliance;
- All courses of the Centre should run as per standard norms. Course Management is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any deviation proposal may be discussed in the faculty meeting;
- The order is issued with the approval of the competent authority.

Signed

(Md. Jahidul Islam)  
Deputy Director (PPR)  
Phone: 7746619  
ppr.bpatc@gmail.com

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**Distribution for necessary action:**

1. Dr. Mohammad Abu Yusuf, MDS & Course Advisor of the 1<sup>st</sup> Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.
2. Mr. Md. Abdur Razzak Sarker, Director & Course Director of the 1<sup>st</sup> Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.
3. Mr. Md. Atikuzzaman, Deputy Director & Course Coordinator of the 1<sup>st</sup> Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.
4. Md. Motaher Hossain, Deputy Director & Course Coordinator of the 1<sup>st</sup> Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.
5. Mr. Md. Nazim Uddin, Assistant Director & Liaison Officer of the 1<sup>st</sup> Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.
6. PS to Rector, BPATC, Savar, Dhaka (For kind information of the Rector).

**Distribution for kind information:**

1. Secretary {Attention: Senior Assistant Secretary (Justice Section-6)}, M/O Law, Justice and Parliamentary Affairs, Bangladesh Secretariat, Dhaka.
2. MDS (All), BPATC, Savar, Dhaka.
3. Inspector General, Directorate of Registration, 14 Abdul Goni Road, Dhaka-1000.
4. Director (All), BPATC, Savar, Dhaka.
5. Deputy Director (Administration/Finance/Service/MIS/Publication/Sports), BPATC, Savar, Dhaka.
6. Programmer, BPATC, Savar, Dhaka.
7. Assistant Director (Program/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka.
8. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka.
9. Office Copy.

06.02.17  
(Md. Jahidul Islam)  
Deputy Director (PPR)