

Bangladesh Public Administration Training Centre
Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.022.17-14

Date: 11 July 2017

Office Order

The Course Management Team (CMT) of the **P65th Foundation Training Course**, scheduled to be held from 06 August 2017 to 01 February 2018, is constituted with the following officials -

Course Advisor	:	Dr. Muhammad Abu Yusuf, MDS (M&PA)
P65th -A		
Course Director	:	Mr. Mallick Syeed Mahub, Director (ST&RC)
Course Coordinator	:	i) Mr. Md. Moin Uddin, Deputy Director (Public Administration) ii) Mr. Md. Motaher Hossain, Deputy Director (MIS) iii) Mr. Abu Naser Mohammad Sajidul Ahsan, Senior Research Officer
P65th -B		
Course Director	:	Mr. Md. Shafiqul Haque, Director (Research & Development)
Course Coordinator	:	i) Mr. Md. Sharif Hasan, Deputy Director (Operation) ii) Mr. Abdullah Al Mamun, Deputy Director (Project Management) iii) Begum Farjana Afrose, Assistant Director (Sports)
P65th -C		
Course Director	:	Kazi Hasan Imam, Director (Planning & Development)
Course Coordinator	:	i) Mr. A F M Amir Hussain, Deputy Director (Publication) ii) Mr. Md. Moshir Rahman, Deputy Director (Government System) iii) Dr. Md. Arafe Zawad, Assistant Director (Sports)

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;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- send omnibus with original registration forms, release orders and other necessary documents to PPR department within 15 days of course completion;
- prepare three volumes of Omnibus according to the guideline of PPR Department. 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 are to be mentioned in a separate page;
- send pen picture of the participants of the course to the Evaluation Department within 7 working days of completion of the course;

- send soft copy of relevant papers to the programmer to publish in the BPATC website;
 - send a list of the participants to the Ministry of Public Administration 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 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.


11.07.17

(Abdul Baki)
Director (PPR)
Phone: 7746607
E-mail: ppr.bpatc@gmail.com

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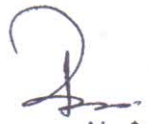
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Distribution for necessary action:

1. Dr. Mohammad Abu Yusuf, MDS (M&PA) & Course Advisor of the P65th Foundation Training Course, BPATC, Savar, Dhaka.
2. Course Director (all), P65th Foundation Training Course, BPATC, Savar, Dhaka.
3. Course Co-ordinator (all), P65th Foundation Training Course, BPATC, Savar, Dhaka.

Distribution for kind information:

1. MDS (All), BPATC, Savar, Dhaka.
2. Director (Administration/PPR/R&D/LTA/Evaluation), BPATC, Savar, Dhaka.
3. System Analyst, BPATC, Savar, Dhaka (Please Publish in the Website of BPATC).
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/ Sports/ Publication), BPATC, Savar, Dhaka.
5. Programmer, BPATC, Savar, Dhaka.
6. PS to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector).
7. Assistant Director (P&D/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka.
8. Assistant Publication Officer, BPATC, Savar, Dhaka.
9. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka.
10. Receptionist, BPATC, Savar, Dhaka.
11. Office Copy.


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(Abdul Baki)
Director (PPR)