

**Bangladesh Public Administration Training Centre
Savar, Dhaka**

P65th Foundation Training Course

Notice

The P65th Foundation Training Course is scheduled to be held from 06 August 2017 to 01 February 2018. The course management solicits your extended support and timely actions on the following tasks to run the course smoothly and effectively:

S. N	Tasks	Role
1.	Disbursement of Money to the Course Director (At least one week before commencement of the course)	DD (Finance)
2.	Preparation of conducting training sessions	Faculty Members Concerned
3.	Selection of guest speakers for particular topics	Module Directors Concerned
4.	Accommodation of the participants (350p)	AD (Dormitory)
5.	Preparation of classrooms with training aids	Director (LTA)
6.	Preparation of office for Course Management	DD (Service)
7.	Refreshment and meals in time	DD (Service)
8.	Appointment of classroom attendants	DD (Admin)
9.	Appointment of dormitory staff	DD (Admin)
10.	Opening of Reception Desk on 05 August 2017 (14.00 to 22.00 hrs.)	DD (Service)/OS
11.	Supply of stationary items (bags, folders etc)	AD (Purchase & Store)
12.	Duplo/Photocopy of Brochure/Handouts/ Stickers etc.	Librarian (AVR)/Artist
13.	Computerized name badges for Course Management and Participants	DD (Publication)/Assistant Publication Officer
14.	Reproduction of Registration, Evaluation and other forms	Director (LTA)
15.	Course evaluation and certificate preparation	DD (Evaluation)
16.	Publication of course guidelines and invitation cards	DD (Publication)/Assistant Publication Officer
17.	Arrangement of Labs for computer sessions	Systems Analyst (c.c.)/ Programmer
18.	Games & sports including swimming for the participants	DD (Sports)
19.	Medical facilities	Medical Officer
20.	Stand-by Generator	DD (Service)/AD (Logistics)
21.	Necessary transport services	DD (Service)/AD (Logistics)
22.	Video & photograph	Photographer
23.	Contact electronic and print media	DD (Service)/AD (Protocol)
24.	Repairing, maintenance, cleanliness of dormitory, classrooms, dining space and other relevant services	DD (Service)
25.	Any other supports as deemed necessary	Faculty Members Concerned



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P65th Foundation Training Course

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Distribution: For information & necessary action

1. All Faculty Members, BPATC, Savar, Dhaka
2. PS to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector)
3. All Notice Boards
4. Concerned File.