

**Bangladesh Public Administration Training Centre**

**Savar, Dhaka**  
www.bpatc.org.bd

PPR Department

No. 05.01.2672.133.25.220.17- 49

Date: 21 August 2017

**Office Order**

The Course Management Team (CMT) of the **1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials**, scheduled to be held from 10 September 2017 to 08 January 2018 in RPATC, Dhaka is constituted with the following officials:

Principal Advisor	: Dr. M Aslam Alam, Rector
Course Advisor	: Dr. Mohd. Shahadt Hossain Mahmud, MDS
Course Director	: Deputy Director, RPATC, Dhaka
Course Coordinator	: a) Md. Morshed Alom, PhD, Senior Research Officer
Liaison Officer	: Mr. Shanawaz, 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;
- 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 PWD and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the PWD Department 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;

- 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 CMT will ensure that no faculty/speaker takes more than 4/5 sessions unless any emergency arises;
- The CMT will arrange a workshop on NIS during the course period and send a complete report to PPR Department;
- 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. M Aslam Alam, Rector & Principal Advisor of the 1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials, BPATC, Savar, Dhaka.
2. Dr. Mohd. Shahadt Hossain Mahmud, MDS & Course Advisor of the 1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials, BPATC, Savar, Dhaka.
3. Deputy Director, RPATC & Course Director of the 1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials, RPATC, Dhaka.
4. Md. Morshed Alam, PhD. Senior Research Officer & Course Coordinator of the 1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials, BPATC, Savar, Dhaka.
5. Mr. Shanawaz, Assistant Director, Liaison Officer of the 1<sup>st</sup> Special Foundation Training Course for Public Works Department (PWD) Officials, BPATC, Savar, Dhaka.

Distribution for kind information:

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

  
21.08.17  
(Md. Jahidul Islam)  
Deputy Director (PPR)