

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.org.bd

PPR Department

No. 05.01.2672.133.25.229.17- 152

Date: 08 January 2018

Office Order

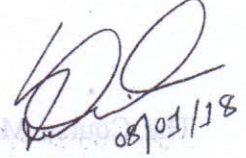
The Course Management Team (CMT) of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, scheduled to be held from 28 January to 28 March 2018, is constituted with the following officials:

- Principal Advisor : Dr. M Aslam Alam, Rector
Course Advisor : Mr. Md. Sanwar Jahan Bhuiyan, Director
Course Director : Dr. Abdul Aleem Khan, Deputy Director
Liaison Officer : Mr. Md. Nazmul Islam Sarker, PS to Rector
Course Coordinator : a) Mr. Md. Masud Alam, Assistant Director
b) 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;
- 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 Roads & Highways Department Officials and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the M/O Road Transport and Bridges, Road Transport and Highways Division 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);

- 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.



(Suhana Islam)
Deputy Director (PPR)
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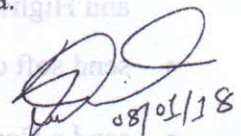
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Distribution for necessary action:

1. Dr. M Aslam Alam, Rector & Principal Advisor of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, BPATC, Savar, Dhaka.
2. Mr. Md. Sanwar Jahan Bhuiyan, Director & Course Advisor of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, BPATC, Savar, Dhaka.
3. Dr. Abdul Aleem Khan, Deputy Director & Course Director of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, RPATC, Dhaka.
4. Mr. Md. Nazmul Islam Sarker, PS to Rector, Liaison Officer of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, BPATC, Savar, Dhaka.
5. Mr. Md. Masud Alam, Assistant Director & Course Coordinator of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, RPATC, Dhaka.
6. Mr. Md. Nazim Uddin, Assistant Director & Course Coordinator of the **1st Special Foundation Training Course for Roads & Highways Department Officials**, BPATC, Savar, Dhaka.

Distribution for kind information:

1. Secretary, M/O Road Transport and Bridges, Road Transport and Highways Division, Bangladesh Secretariat, Dhaka.
2. MDS (All), BPATC, Savar, Dhaka.
3. Taslima Kanij Nahida, Deputy Secretary, M/O Road Transport and Bridges, Road Transport and Highways Division, Coordination and Training Section, Bangladesh Secretariat, Dhaka.
4. Director (All), BPATC, Savar, Dhaka.
5. System Analyst, BPATC, Savar, Dhaka (Please Publish in the Website of BPATC).
6. Deputy Director (Administration/Finance/Service/MIS/Publication/Sports), BPATC, Savar, Dhaka.
7. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka.
8. Office Copy.



(Suhana Islam)
Deputy Director (PPR)