

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

No. 05.01.2672.140.25.022.17. 109

Date: 11 March 2018

**Office Order**

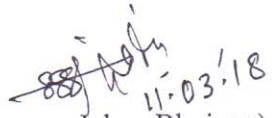
The Course Management Team (CMT) of the 66<sup>th</sup> Foundation Training Course scheduled to be held from 18 February to 16 August 2018 is reconstituted with the following officials -

- Course Advisor : Mr. Banik Gour Sundar, MDS
- Course Director : i) Mr. Md. Golam Mahede, Director  
ii) Dr. Mohammed Amjed Hossain, Director
- Course Coordinator : 1. Mr. BM Benojir Ahmed, Deputy Director  
2. Dr. Md. Moshir Rahman, Deputy Director  
3. Mr. Md. Motaher Hossain, Deputy Director  
4. Ms. Helena Perveen, Deputy Director  
5. Begum Farjana Afrose, Assistant Director  
6. Mr. Rabiul Alam Lokman, Research Officer

**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;
- send a copy of release order to Director (PPR) on the day of closing of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- send Omnibus (both hard and soft copies) 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 top-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.

1. A check-list of responsibilities of Course Management Team is enclosed herewith for necessary compliance.
2. The course should run as per standard norms of the Centre.
3. The order is issued with the prior approval of the competent authority.

  
(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)  
Phone: 7746607  
E-mail: ppr.bpatc@gmail.com

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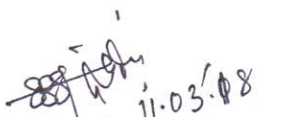
Date: 11 March 2018

**Distribution for necessary action:**

1. Mr. Banik Gour Sundar, MDS & Course Advisor of the **66<sup>th</sup> Foundation Training Course**, BPATC, Savar, Dhaka.
2. Mr. Md. Golam Mahede, Director & Course Director of the **66<sup>th</sup> Foundation Training Course**, BPATC, Savar, Dhaka.
3. Dr. Mohammed Amjed Hossain, Director & Course Director of the **66<sup>th</sup> Foundation Training Course**, BPATC, Savar, Dhaka.
4. Course Co-ordinators (all), **66<sup>th</sup> 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.
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/ Sports/ Publication), BPATC, Savar, Dhaka.
5. Programmer, BPATC, Savar, Dhaka.
6. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka.
7. PS to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector).
8. Mr. Mohammad Sohrab Hoshen, Assistant Director, BPATC, Savar, Dhaka.
9. Assistant Publication Officer, BPATC, Savar, Dhaka.
10. Receptionist, BPATC, Savar, Dhaka.
11. Office Copy.

  
(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)