

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

No. 05.01.2672.133.25.186.15-226

Date: 04 April 2018

**Office Order**

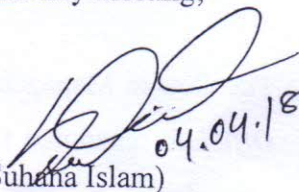
The Course Management Team (CMT) of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials* scheduled to be held from 04 March to 03 May 2018 is reconstituted with the following officials:

Principal Adviser	:	Dr. M Aslam Alam, Rector
Course Advisor	:	Dr. S M Zobayer Enamul Karim, Director
Course Director	:	Mr. Md. Abul Basher, Deputy Director
Course Coordinator	:	a) Mr. Golam Mahmud, Assistant Director b) Mr. Mohammad Mozaherul Islsm, Assistant Director
Liaison Officer	:	Mr. Md. Rustam Rabbani, Assistant Programmer

2. The Course Management Team (CMT) 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 (both hard and soft copies) 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 Bangladesh Council of Scientific & Industrial Research (BCSIR) and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the M/O Science of Technology, Bangladesh Council of Scientific & Industrial Research (BCSIR) 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 Team (CMT) 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.

  
04.04.18

(Suhana Islam)

Deputy Director (PPR)

Phone: 7746619

ppr.bpatc@gmail.com

No. 05.01.2672.133.25.186.15-226

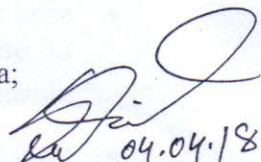
Date: 04 April 2018

**Distribution for necessary action:**

1. Dr. M Aslam Alam, Rector & Principal Advisor of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka;
2. Dr. S M Zobayer Enamul Karim, Director & Course Advisor of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka;
3. Mr. Md. Abul Basher, Deputy Director & Course Director of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka;
4. Mr. Golam Mahmud, Assistant Director & Course Coordinator of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka;
5. Mr. Mohammad Mozaherul Islm, Assistant Director & Course Coordinator of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka;
- ✓ 6. Mr. Md. Rustam Rabbani, Assistant Programmer & Liaison Officer of the 3<sup>rd</sup> *Special Foundation Training Course for BCSIR Officials*, BPATC, Savar, Dhaka.

**Distribution for kind information:**

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (Administration/PPR/LTA/ R&D/ST&ToT/Evaluation), BPATC, Savar, Dhaka;
3. Secretary, Bangladesh Council of Scientific & Industrial Research (BCSIR), Dr. Qudrat-Khuda Road, Dhanmondi, Dhaka-1205;
4. Deputy Director (Administration/PPR/Finance/Service/Evaluation/MIS/Publication/Sports), BPATC, Savar, Dhaka;
5. Manager, Sonali Bank Limited, PATC Branch, Savar, Dhaka;
- ✓ 6. Programmer, BPATC, Savar, Dhaka;
7. Assistant Director (Logistics/Program/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
8. PS to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
9. Assistant Publication Officer, BPATC, Savar, Dhaka;
10. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka;
11. Receptionist, BPATC, Savar, Dhaka;
12. Office Copy.

  
04.04.18

(Suhana Islam)

Deputy Director (PPR)