

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

PPR Department

No. 05.01.2672.133.25.214.16- 330

Date: 04 July 2018

Office Order

The Course Management Team (CMT) of the 4th Special Foundation Training Course for Directorate of Registration (DoR) Officials, scheduled to be held from 11 July to 08 September 2018, is constituted with the following officials:

Principal Advisor	: Dr. M Aslam Alam, Rector
Course Advisor	: Syed Mizanur Rahman, ndc, MDS
Course Director	: Kazi Hasan Imam, Director
Course Coordinator	: a) Mr. Mohammad Rezaul Karim PhD. Deputy Director b) Ms. Roma Rani Biswas, Assistant Director
Liaison Officer	: Mis. Suhana Islam, Deputy Director

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;
- send omnibus (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within 20 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 the Library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management team are to be mentioned in a separate top-page;
- moreover, a profile of guest speakers is to be added in a separate page;
- 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 DoR and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the DoR, Ministry of Law, Justice and Parliamentary Affairs and PPR Department of BPATC on the closing day of the course;

- send soft copy of relevant papers to the programmer to publish and MIS 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.

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

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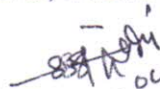
Date: 04 July 2018

Distribution for necessary action:

1. Dr. M Aslam Alam, Rector & Principal Advisor of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.
2. Syed Mizanur Rahman, ndc, MDS & Course Advisor of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.
3. Kazi Hasan Imam, Director & Course Director of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.
4. Mr. Mohammad Rezaul Karim PhD. Deputy Director & Course Coordinator of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.
5. Ms. Roma Rani Biswas, Assistant Director & Course Coordinator of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.
6. Mis. Suhana Islam, Deputy Director & Liaison Officer of the 4th **Special Foundation Training Course for DoR Officials**, BPATC, Savar, Dhaka.

Distribution for kind information:

1. Secretary {Attention: Senior Assistant Secretary (Justice Section-6)}, M/O Law, Justice and Parliamentary Affairs, Bangladesh Secretariat, Dhaka.
2. MDS (All), BPATC, Savar, Dhaka.
3. Inspector General, Directorate of Registration, 14 Abdul Goni Road, Dhaka-1000
4. Director (All), BPATC, Savar, Dhaka.
5. Deputy Director (Administration/Finance/Service/MIS/Publication/Sports), BPATC, Savar, Dhaka.
6. Manager, Sonali Bank Limited, PATC Branch, Savar, Dhaka.
7. Programmer, BPATC, Savar, Dhaka (Please publish in the website of BPATC).
8. P.S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector).
9. Assistant Director (Program/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka.
10. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka.
11. Receptionist, BPATC, Savar, Dhaka.
12. Office Copy.


(Md. Sanwar Jahan Bhuiyan)
Director (PPR)