

Bangladesh Public Administration Training Centre

Savar, Dhaka
www.bpatc.org.bd
PPR Department

No. 05.01.2672.133.25.229.17- 109

Date: 12 November 2018

Office Order

The Course Management Team (CMT) of the 2nd **Special Foundation Training Course for the Officials of Roads and Highways Department** scheduled to be held from 18 November to 16 January 2019 in RPATC, Dhaka is constituted with the following officials:

Principal Advisor	: Dr. M Aslam Alam, Rector
Course Advisor	: Mr. Mohammad Moshior Rahman, Director
Course Director	: Dr. Abdul Aleem Khan, Deputy Director
Course Coordinator	: a) Mr. Md. Masud Alam, Assistant Director b) Mr. Mohammad Mozaherul Islam, Assistant Director
Liaison Officer	: Mr Shamim Adnan, Assistant 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 twenty (20) days of course completion;
- prepare three volumes of omnibus according to the guidelines 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 seven (7) working days of completion of the course;
- send a list of the participants to PPR department 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 and MIS to publish on the BPATC's website;

- send a Completion Report (CR) of the course as per format within 7 working days after the course ends.
3. 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;
 4. The order is issued with the approval of the competent authority.

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

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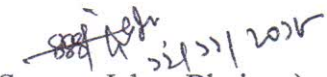
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Distribution for necessary action: (Not on seniority basis) -

1. Dr. M Aslam Alam, Rector & Principal Advisor of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Savar, Dhaka;
2. Mr. Mohammad Moshour Rahman, Director & Course Advisor of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Savar, Dhaka;
3. Dr. Abdul Aleem Khan, Deputy Director & Course Director of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Dhaka;
4. Mr. Md. Masud Alam, Assistant Director & Course Coordinator of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Dhaka;
5. Mr. Mohammad Mozaherul Islam, Assistant Director & Course Coordinator of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Savar, Dhaka;
6. Mr. Shamim Adnan, Assistant Director & Liaison Officer of the 2nd Special Foundation Training Course for the Officials of Roads and Highways Department, BPATC, Savar, Dhaka.

Distribution for kind information (Not on seniority basis)-

1. MDS (All), BPATC, Savar, Dhaka;
2. Deputy Secretary, M/O Road Transport and Bridges, Road Transport and Highways Division, Coordination and Training Section, Bangladesh Secretariat, Dhaka;
3. Director (All), BPATC, Savar, Dhaka;
4. Deputy Director (Administration/PPR/Finance/Service/Evaluation/MIS/Publication/Sports), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
6. Assistant Director (Logistics/ Protocol/Dormitory/ Record), BPATC, Savar, Dhaka;
7. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
8. Assistant Publication Officer, BPATC, Savar, Dhaka;
9. Office Copy.


(Md. Sanwar Jahan Bhuiyan)
Director (PPR)