

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

No. 05.01.2672.133.25.195.15- ১৭৬

Date: ০৩ December 2018

**Office Order**

The Course Management Team (CMT) of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials' scheduled to be held from 09 December 2018 to 06 February 2019, is constituted with the following officials:

|                    |  |
|--------------------|--|
| Principal Advisor  | : Dr. M Aslam Alam, Rector   |
| Course Advisor     | : Mr. Banik Gour Sundar, MDS   |
| Course Director    | : Mr. BM Benojir Ahmed, Deputy Director  |
| Course Coordinator | : a) Mr. Md. Motaher Hossain, Deputy Director<br>b) Mr. Parimal Kumar Roy, Deputy Director |
| Liaison Officer    | : Mr. Ashraful Alam, P. S. to Rector   |

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 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 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 LGED and PPR department 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 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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**Distribution for necessary action: (Not on seniority basis) -**

1. Dr. M Aslam Alam, Rector & Principal Advisor of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka;
2. Mr. Banik Gour Sundar, MDS & Course Advisor of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka;
3. Mr. BM Benojir Ahmed, Deputy Director & Course Director of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka;
4. Mr. Md. Motaher Hossain, Deputy Director & Course Coordinator of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka;
5. Mr. Parimal Kumar Roy, Deputy Director & Course Coordinator of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka;
6. Mr. Ashraful Alam, P. S. to Rector & Liaison Officer of the '3<sup>rd</sup> Special Foundation Training Course for LGED Officials', BPATC, Savar, Dhaka.

**Distribution for kind information: (Not on seniority basis) -**

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Deputy Director (Administration/Finance/Service/MIS/Evaluation/Publication/ Sports), BPATC, Savar, Dhaka;
4. Manager, Sonali Bank Limited, PATC Branch, Savar, Dhaka;
- ✓ 5. Programmer, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
6. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
7. Assistant Director (Logistics/Program/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
8. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka;
9. Caretaker-1, BPATC, Savar, Dhaka.
10. Receptionist, BPATC, Savar, Dhaka;
11. Office Copy.

(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)