

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

No. 05.01.2672.140.25.018.19.363

Date: ০৩ April 2019

Office Order

The Course Management Team (CMT) of the 69th Foundation Training Course rescheduled to be held from 17 April to 17 October 2019 is reconstituted with the following officials—

Course Advisor:	Mr. Mohammad Munir Hossain, MDS
Course Director:	<ol style="list-style-type: none"> 1. Mr. Md. Sanwar Jahan Bhuiyan, Director 2. Mr. Mohammad Razibul Islam, Deputy Director 3. Mr. BM Benojir Ahmed, Deputy Director 4. Dr. Rokeya Fahmida, Deputy Director
Course Coordinator:	<ol style="list-style-type: none"> 1. Mr. Md. Motaher Hossain, Deputy Director 2. Mr. Parimal Kumar Roy, Deputy Director 3. Mr. Abu Naser Mohammad Sajidul Ahsan Senior Research Officer 4. Ms. Farjana Afrose, Assistant Director 5. Ms. Nasrin Akter, Evaluation Officer 6. Ms. Jakia Sultana, Evaluation Officer 7. Mr. Mohammad Mamun, Research Officer 8. Mr. Shamim Adnan, Assistant Director 9. Mr. Rabiul Alam Lokman, Research Officer 10. Mr. Mohammad Sohrab Hoshen, Assistant Director

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 (Fifteen) 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 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 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 (Seven) working days of completion of the course;

- send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website.
 - send a list of the participants to the Ministry of Public Administration (MOPA) 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 (MOPA) and PPR Department of BPATC at the closing day of the course.
3. The course should run as per standard norms of the Centre.
 4. The revised order is issued with the prior approval of the competent authority and would be replaced by order no- 05.01.2672.140.25.018.19.326 issued on 27 March 2019.

Signed/-
(S. M. Mehedi Hasan)
Deputy Director (PPR)
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No. 05.01.2672.140.25.018.19. ৩৬৩

Date: ০৭ April 2019

Distribution for necessary action:

1. Mr. Mohammad Munir Hossain, MDS & Course Advisor of the **69th Foundation Training Course**, BPATC, Savar, Dhaka;
2. Mr. Md. Sanwar Jahan Bhuiyan & Course Director of the **69th Foundation Training Course**, BPATC, Savar, Dhaka;
3. Mr. Mohammed Razibul Islam, Deputy Director & Course Director of the **69th Foundation Training Course**, BPATC, Savar, Dhaka;
4. Mr. BM Benojir Ahmed, Deputy Director & Course Director of the **69th Foundation Training Course**, BPATC, Savar, Dhaka;
5. Dr. Rokeya Fahmida, Deputy Director & Course Director of the **69th Foundation Training Course**, BPATC, Savar, Dhaka;
6. Course Coordinator (all), **69th Foundation Training Course**, BPATC, Savar, Dhaka.

Distribution for kind information (Not as per seniority):

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (PPR/Administration/ R&D/LTA/Evaluation), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/ Sports/ Publication), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka;
6. P.S. to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector);
7. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
8. Syed Asrafujjaman, Assistant Director, BPATC, Savar, Dhaka;
9. Ms. Roma Rani Biswas, Assistant Director, BPATC, Savar, Dhaka;
10. Assistant Publication Officer, BPATC, Savar, Dhaka;
11. Receptionist, BPATC, Savar, Dhaka;
12. Caretaker-1, BPATC, Savar, Dhaka;
13. Office Copy.


(S. M. Mehedi Hasan)
Deputy Director (PPR)