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

Planning and Development Section

No. 05.01.2672.133.25.217.16-541

Date: 15 December 2016

Office Order

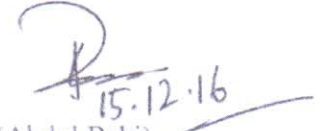
The Course Management Team (CMT) of the **1st Special Foundation Training Course for BWDB Officials** scheduled to be held from **26 December 2016 to 23 February 2017** is constituted with the following officials:

Principal Adviser	:	Mr. A. L. M. Abdur Rahman ndc, Rector
Course Advisor	:	Mr. Ranjit Kumar Sen ndc, MDS
Course Director	:	Mr. Mohammad Moshir Rahman, Director
Course Coordinator	:	a) Mr. BM Benojir Ahmed, Deputy Director b) Mr. Mehedi Masud PhD, Deputy Director
Liaison Officer	:	Mr. Mir Md. Taufiqul Islam, Assistant Director

2. The Course Management 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;
- ensure collection of the course fees;
- 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 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 BWDB and PPR Department of BPATC at the first day of the course.
- send a copy of the release order to the BWDB, Ministry of Water Resource 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 as per format within 7 working days after the course ends.
- A check-list of responsibilities of Course Management Team is enclosed for necessary compliance.
- 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.


15.12.16

(Abdul Baki)

Director (PPR)

Phone: 7746607

E-mail: ppr.bpate@gmail.com

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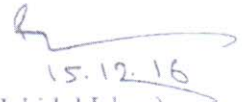
Date: 15 December 2016

Distribution for necessary action:

1. Mr. Ranjit Kumar Sen ndc, MDS & Course Adviser of the **1st Special Foundation Training Course for BWDB Officials**, BPATC, Savar, Dhaka
2. Mr. Mohammad Moshir Rahman, Director & Course Director of the **1st Special Foundation Training Course for BWDB Officials**, BPATC, Savar, Dhaka
3. Mr. BM Benojir Ahmed, Deputy Director & Course Coordinator of the **1st Special Foundation Training Course for BWDB Officials**, BPATC, Savar, Dhaka
4. Mr. Mehedi Masud, PhD, Deputy Director & Course Coordinator of the **1st Special Foundation Training Course for BWDB Officials**, BPATC, Savar, Dhaka
5. Mr. Mir Md. Taufiqul Islam, Assistant Director & Liaison Officer of the **1st Special Foundation Training Course for BWDB Officials**, BPATC, Savar, Dhaka
6. PS to Rector, BPATC, Savar, Dhaka (For kind information of the Rector).

Distribution for kind information:

1. Senior Secretary {Attention: Joint Secretary (Admin)}, M/O Water Resources, Bangladesh Secretariat, Dhaka.
2. MDS (All), BPATC, Savar, Dhaka
3. Director General, BWDB, 12-13 Motijheel C/A Dhaka-1000.
- ✓ Director (All), BPATC, Savar, Dhaka
5. Deputy Director (Administration/Finance/Service/MIS/Publication/Sports), BPATC, Savar, Dhaka
- ✓ Programmer, BPATC, Savar, Dhaka
7. Assistant Director (Program/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka
8. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka
9. Office Copy.


15.12.16

(Md. Jahidul Islam)
Deputy Director (PPR)