

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.gov.bd

PPR Department

No. 05.01.2672.133.25.091.19.866

Date: 17 April 2024

Office Order

The Course Management Team (CMT) of the 9th Special Foundation Training Course for the Directorate of Registration (DoR) Officials scheduled to be held from 28 April 2024 to 01 July 2024 (excluding 1st May, 22nd May & 16-18th June) in BPATC is constituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Dr. Md. Mohoshin Ali, MDS
Course Director	:	Dr. Chitralekha Nazneen, Director
Course Coordinator	:	1. Ms. Alina Aktar, Deputy Director
	:	2. Mr. Shamim Hosen, 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 10 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 two volumes of course omnibus including all document related to the course and in the second volume the class schedules and lectures should be included. Two sets of each volume should be prepared; one set is to be sent to the PPR department and one set to the library for preservation. Omnibus will be broad paper bound, consisting of all handouts arranged module-wise, page numbered and properly indexed. Course name, duration and CMT (Members' list) 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 with in 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 Directorate of Registration (DoR) and PPR department on the closing day of the course;
- send soft copy of relevant papers to the Programmer, Librarian and MIS department to publish on the BPATC's website, and archive in the e-repository (wherever required).
- send a Completion Report (CR) of the course within 7 working days after the course ends;



3. The course should run following norms and Standard operating procedure (SOP) of the centre. 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/-
Tanzina Akhter
Assistant Director (P&D)
Phone: 4139
E-mail: ppr.bpatc@gmail.com

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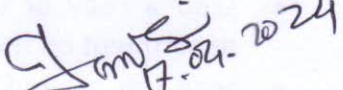
Date: 17 April 2024

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

1. Rector, Principal Advisor of the '9th Special Foundation Training Course for DoR Officials', BPATC, Savar, Dhaka
2. Dr. Md. Mohoshin Ali, MDS & Course Advisor of the '9th Special Foundation Training Course for DoR Officials', BPATC, Savar, Dhaka;
3. Dr. Chitralekha Nazneen, Director & Course Director of the '9th Special Foundation Training Course for DoR Officials', BPATC, Savar, Dhaka;
4. Ms. Alina Aktar, Deputy Director & Course Coordinator of the '9th Special Foundation Training Course for DoR Officials', BPATC, Savar, Dhaka;
5. Mr. Shamim Hosen, Deputy Director & Course Coordinator of the '9th Special Foundation Training Course for DoR 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. Caretaker-1, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka;
10. Office Copy.


Tanzina Akhter
Assistant Director (P&D)