

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

No. 05.01.2672.140.25.116.24.176

Date: 16 October 2024

Office Order

The Course Management Team (CMT) of the 77th Foundation Training Course scheduled from 20 October 2024 to 17 April 2025 at Bangladesh Public Administration Training Centre is reconstituted with the following officials-

Designation in the Course	Assigned Faculty (not according to seniority)
Course Adviser	Mr. Md. Shaheenur Rahman, MDS
Course Director	Dr. Chitrlekha Nazneen, Director
Course Director (General)	Mr. Hasan Murtaza Masum, Director
Course Coordinator (General)	Ms. Alina Aktar, Deputy Director
Course Coordinator (Program)	Mr. Md. Nazim Uddin, Assistant Director
Course Coordinator	Mr. Md. Abdullah Al Mamun, Deputy Director
	Mr. Mohammad Mamun, Senior Research Officer
	Mr. Shamim Adnan, Deputy Director
	Mr. Md. Masud Ahmed, Deputy Director
	Mr. Mohammad Altab Hossain, Assistant Programmer
	Ms. Tanzina Akther, Assistant Director
	Ms. Samiana Sultana, Evaluation Officer
	Mr. A. M. Shahrior Alam, Assistant Director
	Mr. Md. Shahadat Hossine, Research Officer
	Mr. Md. Abdullah Al Mamun, Evaluation Officer
	Ms. Maimuna Binte Masud, Research Officer
Mr. Razib Kumar Dhali, Assistant Director (Sports)	

02. The Course Management Team is requested to -

- contact with the nominated participants to confirm their participation and send out welcome letter accordingly;
- convene a joint preparatory meeting with concerned members of the Faculty and Module Directors for overall coordination;
- prepare budget following the model budget for FTC and will adjust advances within fifteen days of completion of the course;
- send a combined list of participants who will join the Course duly to the Ministry of Public Administration (MoPA) with a copy to PPR Department of BPATC in the second day of the opening day of the Course;
- issue release order of the participants on completion of the course and send a copy of release order to Director (PPR) on the day of closing;
- prepare two volumes of Course Omnibus including all document related to the course and, in the Second volume the class schedules and lectures should included. Three sets of



each volume should be prepared; one set is to be sent to the PPR Department and one set to the Library and the other set to the course office for preservation. Omnibus will be board-paper bound, consisting of all handouts arranged module-wise, page numbered and properly indexed. Course name, duration and CMT (member's list) are to be mentioned in the top-page. Moreover, a profile of guest speakers is to be added in a separate page;

- 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;
 - send section wise separate pen picture of the participants to the Evaluation Department within 07 (seven) working days after completion of the course;
 - send soft copy of relevant papers to the Programmer, Librarian and MIS department to publish on BPATC's website, and archive in the e-repository (wherever required).
 - send a copy of the release order to the Ministry of Public Administration (MoPA) and PPR Department of BPATC as the closing day of the course.
 - The CMTs will ensure the dress code issued by the National Training Council.
 - Provide information to PPR dept for preparation of Course Guidelines.
03. The course should run following standard norms and standard operating procedure (SoP) of the Centre.
04. The order is issued with approval of the competent authority.

Sd/-
(Tanzina Akther)
Assistant Director (P&D)
Email: ppr.bpatc@gmail.com

No. 05.01.2672.140.25.116.24.176

Date: 16 October 2024

Copy for kind information and necessary action (not as per seniority):

1. Faculty (all), BPATC, Savar, Dhaka
2. Member (all), CMT of 77th Foundation Training Course, BPATC, Savar, Dhaka
3. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)
4. Assistant Programmer-4, BPATC, Savar, Dhaka (with request to upload this office order on BPATC's website)
5. Office Copy.


(Tanzina Akther)
Assistant Director (P&D)