

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

No. 05.01.2672.133.25.087.19. **B02**

Date: 17<sup>th</sup> October 2023

**Office Order**

The Course Management Team (CMT) of the 17<sup>th</sup> Special Foundation Training Course for the Department of Information and Communication Technology (DoICT) Officials scheduled to be held from 22 October 2023 to 21 December 2023 (excluding 24 October 2023) in BPATC is constituted with the following officials:

Principal Advisor	: Rector, BPATC
Course Advisor	: Mr. Md. Zakir Hossain, MDS
Course Director	: Mr. Mostak Ahammed, Director
Course Coordinator	: 1. Mr. Shamim Adnan, Deputy Director 2. Mr. Mohammad Sohrab Hoshen, Assistant Director
Liaison Officer	: Ms. Alina Aktar, 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 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 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 DoICT 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.

Sg. —

Tanzina Akhter

Assistant Director (P&D)

Phone: 4139

E-mail: ppr.bpatc@gmail.com

No. 05.01.2672.133.25.087.19.502

Date: 17<sup>th</sup> October 2023

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

1. Rector, Principal Advisor of the '17<sup>th</sup> Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka
2. Mr. Md. Zakir Hossain, MDS & Course Advisor of the '17<sup>th</sup> Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka;
3. Mr. Mostak Ahammed, Director & Course Director of the '17<sup>th</sup> Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka;
4. Mr. Shamim Adnan, Deputy Director & Course Coordinator of the '17<sup>th</sup> Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka;
5. Mr. Mohammad Sohrab Hoshen, Assistant Director & Course Coordinator of the '17<sup>th</sup> Special Foundation Training Course for DoICT Officials', BPATC, Savar, Dhaka;
6. Ms. Alina Aktar, Deputy Director & Liaison Officer of the '17<sup>th</sup> Special Foundation Training Course for DoICT 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)

17.10.2023