

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.gov.bd

PPR Department

No. 05.01.2672.133.25.111.19.677

Date: 23 January 2024

Office Order

The Course Management Team (CMT) of the 2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited scheduled to be held from 28 January 2024 to 27 March 2024 in BPATC is reconstituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Mr. Md. Zakir Hossain, MDS
Course Director	:	Mr. Hasan Murtaza Masum, Director
Course Coordinators	:	a) Ms. Nasrin Akter, Deputy Director b) Ms. Roma Rani Biswas, Assistant Director
Liaison Officer	:	Dr. Md. Morshed Alom, 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 within 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 Dhaka Mass Transit Company Limited 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;

[Handwritten Signature]

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.

Signed/-
Tanzina Akhter
Assistant Director (P&D)
Phone: 4139
E-mail: ppr.bpatc@gmail.com

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

1. Rector & Principal Advisor of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka;
2. Mr. Md. Zakir Hossain, MDS & Course Advisor of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka;
3. Mr. Hasan Murtaza Masum, Director & Course Director of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka;
4. Ms. Nasrin Akter, Deputy Director & Course Coordinator of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka;
5. Ms. Roma Rani Biswas, Assistant Director & Course Coordinator of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka;
6. Dr. Md. Morshed Alom, Deputy Director & Liaison Officer of the **2nd Special Foundation Training Course for the Officials of Dhaka Mass Transit Company Limited**, BPATC, Savar, Dhaka.

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

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Deputy Director, BPATC, Dhaka;
4. Deputy Director (Administration/Finance/Service/Evaluation/MIS/Publication/Sports), BPATC, 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. Mr. Tanjur Ahmed Joarder, Assistant Programmer, BPATC, Savar, Dhaka;
8. Assistant Director (Record/Logistics/Dormitory/Programme), BPATC, Savar, Dhaka;
9. Office Copy.


Tanzina Akhter
Assistant Director (P&D)