

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

No. 05.01.2672.140.25.099.22.226

Date: 23 March 2023

Office Order

The Course Management Team (CMT) of the 75th Foundation Training Course scheduled from 02 April 2023 to 28 September 2023 at Bangladesh Public Administration Training Centre is reconstituted with the following officials-

Group: Doyel

Designation in the Course	Assigned Faculty (not according to seniority)
Course Adviser	Mr. Md. Zakir Hossain, MDS
Course Director	Dr. Md. Zohurul Islam, Director
Course Coordinator (General)	Mr. Md. Motaher Hossain, Deputy Director
Course Coordinator (Program)	Ms. Nasrin Akter, Deputy Director
Course Coordinator (Section A)	Ms. Roma Rani Biswas, Assistant Director
Course Coordinator (Section B)	Mr. Shamim Adnan, Deputy Director
Course Coordinator (Section C)	Mr. Md. Masud Alam, Deputy Director
Course Coordinator (Section D)	Mr. Md. Masud Ahmed, Deputy Director
Course Coordinator (Section E)	Mr. Md. Mozaherul Islam, Assistant Director
Course Coordinator (Section F)	Ms. Samiana Sultana, Evaluation Officer


Group: Shapla

Designation in the Course	Assigned Faculty (not according to seniority)
Course Adviser	Ms. Baby Rani Karmakar, MDS
Course Director	Mr. Md. Siddiqur Rahman, Director
Course Coordinator (General)	Ms. Alina Aktar, Deputy Director
Course Coordinator (Program)	Mr. Shamim Hosen, Deputy Director
Course Coordinator (Section G)	Ms. Rumana Tanjin Antora, Deputy Director
Course Coordinator (Section H)	Ms. Afia Sultana Keya, Deputy Director
Course Coordinator (Section I)	Mr. Mohammad Mamun, Senior Research Officer
Course Coordinator (Section J)	Mr. Milton Chandra Paul, Assistant Director
Course Coordinator (Section K)	Ms. Tanzina Akhter, Assistant Director
Course Coordinator (Section L)	Mr. Md. Mizanur Rahman, Research Officer

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 separate budget for each group 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 half 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 for each group. Two sets of each volume should be prepared; one set is to be sent to the PPR Department and the other to Library 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 (group name) 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 group-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 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 Centre.
 - Provide information to PPR dept for preparation of Course Guidelines.
03. The course should run following standard norms of the Centre and qua standard operating procedure (SoP) of the Centre.
 04. Groups of the CMT will separately maintain the account and will be responsible for expenses.
 05. The CMT will take necessary action for combined evaluation and the evaluation department will prepare a combined result.
 06. The order is issued with approval of the competent authority.

 23.03.2023

(Alina Aktar)

Deputy Director (PPR)

Phone: 02224446619


Email: ppr.bpatc@gmail.com

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

1. Faculty (all), BPATC, Savar, Dhaka
2. Member (all), CMT of 75th 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.

 23.03.2023

(Alina Aktar)

Deputy Director (PPR)