

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.gov.bd

PPR Department

No. 05.01.2672.133.25.100.19. 696

Date: 10 January 2024

Office Order

The Course Management Team (CMT) of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department** scheduled to be held from **14 January 2024 to 13 March 2024 in BPATC** is reconstituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Mr. Md. Monirul Islam, MDS
Course Director	:	Mr. Md. Atikuzzaman, Director
Course Coordinators	:	a) Mr. Abdullah Al Mamun, Deputy Director b) Mr. Mohammad Altab Hossain, Assistant Programmer
Liaison Officer	:	Ms. Tanzina Akhter, Assistant 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 Roads & Highways Department 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

No. 05.01.2672.133.25.100.19. 636

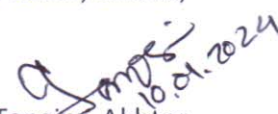
Date: 10 January 2024

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

1. Rector & Principal Advisor of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, BPATC, Savar, Dhaka;
2. Mr. Md. Monirul Islam, MDS & Course Advisor of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, BPATC, Savar, Dhaka;
3. Mr. Md. Atikuzzaman, Director & Course Director of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, BPATC, Savar, Dhaka;
4. Mr. Abdullah Al Mamun, Deputy Director & Course Coordinator of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, BPATC, Savar, Dhaka;
5. Mr. Mohammad Altab Hossain, Assistant Programmer & Course Coordinator of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, BPATC, Savar, Dhaka;
6. Ms. Tanzina Akter, Assistant Director & Liaison Officer of the **1st Special Foundation Training Course for the Officials of Roads and Highways Department**, 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. Dr. Md. Moshir Rahman, Deputy Director, BPATC, Savar, Dhaka;
6. Programmer, BPATC, Savar, Dhaka (please publish on the website of BPATC);
7. Ms. Roma Rani Biswas, Assistant Director, BPATC, Savar, Dhaka;
8. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
9. Assistant Director (Record/Logistics/Dormitory/Programme), BPATC, Savar, Dhaka;
10. Office Copy.


Tanzina Akhter
Assistant Director (P&D)