

**Bangladesh Public Administration Training Centre**  
Savar, Dhaka  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)  
PPR Department

No. 05.01.2672.133.25.136.21.200

Date: 01 June 2023

**Office Order**

The Course Management Team (CMT) of the **Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials** rescheduled to be held from **07-13 June 2023 in BPATC** is constituted with the following officials:

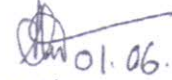
- Principal Advisor : Rector, BPATC  
Course Advisor : Ms. Baby Rani Karmakar, MDS  
Course Director : Dr. Mohammad Ziaul Islam, System Analyst  
Course Coordinator : a) Mr. Mohammad Nazrul Islam, Publication Officer  
b) Ms. Rafia Islam, Research Officer

**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 the Department of Inspection for Factories and Establishments (DIFE) and PPR department of BPATC at the first day of the course;
- send a copy of the release order to PPR department of BPATC 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 (Seven) 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.

 01.06.2023

Alina Aktar  
Deputy Director (PPR)  
Email: ppr.bpatc@gmail.com

No. 05.01.2672.133.25.136.21.2023


Date: 01 June 2023

**Distribution for kind information and necessary action:**

1. Mr. Md. Ashraf Uddin, Rector & Principal Advisor of the 'Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials', BPATC, Savar, Dhaka;
2. Ms. Baby Rani Karmakar, MDS & Course Advisor of the 'Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials', BPATC, Savar, Dhaka;
3. Dr. Mohammad Ziaul Islam, System Analyst & Course Director of the 'Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials', BPATC, Savar, Dhaka;
4. Mr. Mohammad Nazrul Islam, Publication Officer & Course Coordinator of the 'Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials', BPATC, Savar, Dhaka;
5. Ms. Rafia Islam, Research Officer & Course Coordinator of the 'Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials', 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 (Administration/Finance/Service/Evaluation/MIS/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 (Record/Logistics/Dormitory/Programme), BPATC, Savar, Dhaka;
8. Office Copy.

 01.06.2023

Alina Aktar  
Deputy Director (PPR)