

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.gov.bd

PPR Department

No. 05.01.2672.133.25.058.19.38

Date: 01 August 2024

Office Order

The Course Management Team (CMT) of the 10th Special Foundation Training Course for the Officials of Election Commission Secretariat (ECS) Officials rescheduled to be held from 04 August 2024 to 02 October 2024 in BPATC is constituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Mr. Md. Shaheenur Rahman, MDS
Course Director	:	Mr. Mohammad Razibul Islam, Director
Course Coordinator	:	1. Mr. Md. Masud Ahmed, Deputy Director
	:	2. Mr. Mohammad Masum Rahman, Assistant Programmer
	:	3. Mr. Mohammad Abdul Kader, Assistant Director
	:	4. Mr. Syedur Rahman, 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 10 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 two volumes of course omnibus including all document related to the course and in the second volume the class schedules and lectures should be included. Two sets of each volume should be prepared; one set is to be sent to the PPR department and one set to the library for preservation. Omnibus will be broad paper bound, consisting of all handouts arranged module-wise, page numbered and properly indexed. Course name, duration and CMT (Members' list) 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 Election Commission Secretariat and PPR department on the closing day of the course;

[Handwritten Signature]

- send soft copy of relevant papers to the Programmer, Librarian and MIS department to publish on the BPATC's website, and archive in the e-repository (wherever required).
 - send a Completion Report (CR) of the course within 7 working days after the course ends;
3. The course should run following norms and Standard operating procedure (SOP) of the centre. 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.

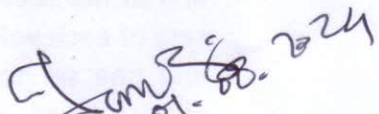
Signed/-
Tanzina Akhter
Assistant Director (P&D)
Phone: 4139
E-mail: ppr.bpatc@gmail.com

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Distribution for kind information: (Not on seniority basis) -

1. MDS (All), BPATC, Savar, Dhaka;
2. All Members (CMT), 10th Special Foundation Training Course for the Officials of Election Commission Secretariat (ECS) Officials, BPATC, Savar, Dhaka;
3. Director (All), BPATC, Savar, 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. Assistant Director (Record/Logistics/Dormitory/Programme), BPATC, Savar, Dhaka;
8. Office Copy.


Tanzina Akhter
Assistant Director (P&D)