

- send pen picture of the participants of the course to the Evaluation Department with in seven working days after completion of the course;
 - send participants' essential information, documents required for the Overseas Training during the course to PPR department;
 - send soft copy of relevant papers to the Programmer, Librarian 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) as well;
 - the CMTs will ensure the dress code as per the instruction of the National Training Council;
 - send a Completion Report (CR) of the course within 7 working days after the course ends.
03. The course should run by following the standard norms, Standard Operating Procedure (SOP) and Training Evaluation Policy (Amended 2024) of the Centre.
04. The order is issued with approval of the competent authority.

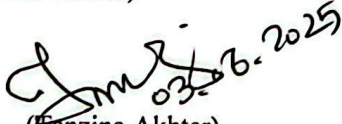

(Tanzina Akhter)
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No: 05.01.2672.140.25.114.24.562

Date: 03 June 2025

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

1. Faculty (All), BPATC, Savar, Dhaka
2. All Members (CMT), 118th Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Programmer, BPATC, Savar, Dhaka (with the request to publish this office order on BPATC's website)
4. P. A. to Rector, BPATC, Savar, Dhaka (for kind perusal of the Rector)
5. Master File


(Tanzina Akhter)
Assistant Director (P&D)