

**Bangladesh Public Administration Training Centre**

Savar, Dhaka

www.bpatc.gov.bd

PPR Department

No. 05.01.2672.133.25.058.19. 766

Date: 08 September 2025

**Office Order**

The Course Management Team (CMT) of the 13<sup>th</sup> Special Foundation Training Course for the Officials of Bangladesh Election Commission Secretariat (BEC) scheduled to be held from 21 September 2025 to 20 November 2025 in BPATC is constituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Dr. Md. Mohoshin Ali, MDS
Course Director	:	BM Benojir Ahmed, Director
Course Coordinators	:	a) Mr. Md. Masud Ahmed, Deputy Director b) S. M. Rezaul Karim, PS to Rector

**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;
- submit 10 copies of course brochure to PPR department and 5 copies to the Library;
- 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 concerned institute and PPR department on the closing day of the course;
- 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 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;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- Send the budget related file to the PPR department after adjustment for recording;
- 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 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;
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/-  
(Alina Aktar)  
Deputy Director (PPR)  
Phone: 4130  
E-mail: ppr.bpatc@gmail.com

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

1. MDS (All), BPATC, Savar, Dhaka;
2. All Members (CMT), 13<sup>th</sup> Special Foundation Training Course for the Officials of Bangladesh Election Commission Secretariat (BEC), BPATC, Savar, Dhaka;
3. Director (All), BPATC, Savar, Dhaka;
4. Deputy Director (Administration/Finance/Service/Evaluation/MIS/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), BPATC, Savar, Dhaka;
8. Office Copy.

  
(Alina Aktar)  
Deputy Director (PPR)