

Bangladesh Public Administration Training Centre
Savar, Dhaka
www.bpatc.gov.bd

No. 05.01.2672.140.25.116.24.778

Date: 07 March 2024

Office Order

The Course Management Team (CMT) of the 76th Foundation Training Course scheduled from 09 March to 04 September 2024 at Bangladesh Public Administration Training Centre is reconstituted with the following officials-

Designation in the Course	Assigned Faculty (not according to seniority)
Course Adviser	Mr. Md. Monirul Islam, MDS
Course Director	Mr. Md. Mostak Ahmed, Director
Course Coordinator (General)	Mst. Tahmina Akter, Deputy Director
Course Coordinator (Program)	Mr. Tanjur Ahmed Joarder, Assistant Programmer
Course Coordinator (Section A)	Mr. Md. Mamun-Or-Rashid, Librarian
Course Coordinator (Section B)	Ms. Silvia Snigdha, Deputy Director
Course Coordinator (Section C)	Mr. Mohammad Sohrab Hoshen, Assistant Director
Course Coordinator (Section D)	Mr. Razib Mia, Evaluation Officer
Course Coordinator (Section E)	Mr. A. M. Shahrir Alam, Assistant Director
Course Coordinator (Section F)	Mr. Md. Abdullah Al Mamun, Evaluation Officer
Course Coordinator (Section G)	Ms. Rafia Islam, Research Officer
Course Coordinator (Section H)	Mr. Md. Atikullah Zaman, Assistant Director

02. The Course Management Team is requested to -

- contact with the nominated participants to confirm their participation and send out welcome letter accordingly;
- convene a joint preparatory meeting with concerned members of the Faculty and Module Directors for overall coordination;
- prepare budget following the model budget for FTC and will adjust advances within fifteen days of completion of the course;
- send a combined list of participants who will join the Course duly to the Ministry of Public Administration (MoPA) with a copy to PPR Department of BPATC in the second day of the opening of the Course;
- issue release order of the participants on the completion of the course and send a copy of release order to Director (PPR) on the day of closing;
- prepare two volumes of Course Omnibus including all document related to the course and, in the second volume the class schedules and lectures should included. Three sets of each



volume should be prepared; one set is to be sent to the PPR Department and one set to the library and the other set to the course office for preservation. Omnibus will be board-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 the 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 orders and other necessary documents to PPR Department within 15 (Fifteen) days of course completion;
 - send section-wise separate pen picture of the participants to the Evaluation Department within 07 (seven) working days after completion of the course;
 - 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) and PPR Department of BPATC as the closing day of the course.
 - The CMTs will ensure the dress code issued by the National Training Council.
 - Provide information to PPR dept for preparation of Course Guidelines.
03. The course should run following standard norms and standard operating procedure (SoP) of the Centre.
04. The order is issued with approval of the competent authority.

 07.03.2024
(Hasan Murtaza Masum)
Director (PPR)
Phone: 02224446605
Email: ppr.bpatc@gmail.com

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

1. Faculty (all), BPATC, Savar, Dhaka
2. Member (all), CMT of 76th Foundation Training Course, BPATC, Savar, Dhaka
3. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)
4. Mir Md. Taufiqul Islam, Deputy Director, BPATC, Savar, Dhaka
5. Mr. Md. Mizanur Rahman, Research Officer, BPATC, Savar, Dhaka
6. Assistant Programmer-4, BPATC, Savar, Dhaka (with request to upload this office order on BPATC's website)
7. Mr. Md. Mijanur Rahman, Evaluation Officer, BPATC, Savar, Dhaka
8. Office Copy.

(Hasan Murtaza Masum)
Director (PPR)