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

No. 05.01.2672.000.133.25.091.19.113 Date: 08 March 2026

Office Order

The Course Management Team (CMT) of the **10th Special Foundation Training Course for the Officials of Directorate of Registration (DoR)** scheduled to be held from **05 April 2026 to 09 June 2026** (excluding 26-31 May on account of Eid-Ul-Adha holidays) in BPATC is constituted with the following officials:

Principal Advisor	:	Rector, BPATC
Course Advisor	:	Dr. Md. Mohoshin Ali, MDS
Course Director	:	Dr. Rokeya Fahmida, Director
Course Coordinator	:	1. Mst. Tahmina Akter, Deputy Director
	:	2. Ms. Afia Rahman Mukta, Deputy Director (CC)

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 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 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 within seven (7) working days of completion of the course;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- Send the administration related file to the PPR department and finance related file to finance Section after all adjustment for recording;
- prepare two volumes of course omnibus including all documents (original registration form, different orders etc.) related to the course and in the second volume the class schedules and lectures should be included. This set is to be sent to the PPR department within 20 days of course completion. 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. The soft copy of the omnibus is to be sent to the Librarian (Documentation) to be uploaded in the archive.

- the CMT will ensure the dress code as per the instruction of the National Training Council;

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
Email: 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), 10th Special Foundation Training Course for the Officials of Directorate of Registration (DoR), 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.

08/03/2026
(Alina Aktar)
Deputy Director (PPR)