

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

No. 05.01.2672.094.24.004.25.376

Date: 24 June 2026

Office Order

The Course Management Team (CMT) of the **Training on Digital Transformation of Public Offices**, scheduled to be held from **7 to 9 July 2026** in the Bangladesh Public Administration Training Centre (BPATC) under the Joint Knowledge Initiative of BPATC and Asian Development Bank (ADB), is constituted with the following officials:

Course Advisor	:	Rector, BPATC
Course Director	:	Dr. Md. Jahid Hossain Panir, MDS (M&PA)
Course Coordinator	:	1. Mr. Shamim Hosen, Deputy Director
	:	2. Ms. Tanzina Akhter, Assistant Director

2. **The Course Management Team (CMT) is requested to:**
 - a) Maintain regular communication with the financing organization;
 - b) Contact with the nominated participants over telephone to confirm their participation;
 - c) Convene a preparatory meeting with concerned sections of BPATC for ensuring flawless support and service;
 - d) Prepare course brochure and send to PPR and Library to archive;
 - e) 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);
 - f) Send a copy of the release order to the concerned offices on the closing day of the course;
 - g) Adjust financial advances within fifteen days (15) from the date of completion of the course;
 - h) Send file to finance Section after all adjustment for recording;
 - i) Prepare a course completion report to be shared to financing organization
 - j) Ensure the dress code as per the instruction of the National Training Council;
3. The course should run following norms of BPATC & ADB.
4. The order is issued with the approval of the competent authority.

Sgt
(Tanzina Akhter)
Assistant Director (IP)
BPATC, Savar
Cell No.: +880 1553571149
Email: tanzina.bpatc@gmail.com

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

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (Administration/ IP/ PPR/ LTA), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka;
4. Mr./ Ms., BPATC, Savar, Dhaka;
5. Deputy Director (Administration/Finance/Service/Evaluation/MIS/Sports), BPATC, Savar, Dhaka;
6. Programmer/ Assistant System Analyst, BPATC, Savar, Dhaka (please publish on the website of BPATC);
7. Assistant Director (Record/Logistics/Dormitory), BPATC, Savar, Dhaka;
8. P. A. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
9. Office Copy.


(Tanzina Akhter)
Assistant Director (IP)