

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

PPR Department

No. 05.01.2672.133.25.214.16-100

Date: 31 October 2018

Office Order

The Course Management Team (CMT) of the 6th **Special Foundation Training Course for Department of Registration (DoR) Officials**, scheduled to be held from 11 November 2018 to 09 January 2019, is constituted with the following officials:

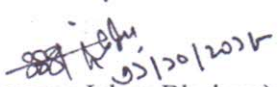
- Principal Advisor : Dr. M Aslam Alam, Rector
- Course Advisor : Syed Mizanur Rahman, ndc MDS (M&D)
- Course Director : Mr. A.F.M. Amir Hussain, Director (Development)
- Course Coordinator : a) Mr. Hasan Murtaza Masum, Deputy Director (Service)
b) Mr. Md. Moin Uddin, Deputy Director (Public Administration)
- Liaison Officer : Mr. Ashraful Alam, 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;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the library;
- 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;
- prepare three volumes of omnibus according to the guideline of PPR department. Two sets of each volume should be prepared; one set is to be sent to the PPR department and the other to the library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management team are to be mentioned in a separate top-page;
- moreover, a profile of guest speakers is to be added in a separate page;
- send pen picture of the participants of the course to the Evaluation department within seven (7) working days of completion of the course;
- send a list of the participants to the DoR and PPR department of BPATC at the first day of the course;
- send a copy of the release order to the DoR, Ministry of Law, Justice and Parliamentary Affairs and PPR department of BPATC on the closing day of the course;



- send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website;
 - send a Completion Report (CR) of the course within 7 working days after the course ends.
3. All courses of the Centre should run as per standard norms. Course Management Team 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.


 (Md. Sanwar Jahan Bhuiyan)
 Director (PPR)
 Phone: 7746607
 Email: ppr.bpatc@gmail.com

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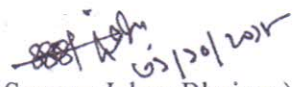
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Distribution for necessary action-

1. Dr. M Aslam Alam, Rector & Principal Advisor of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka;
2. Syed Mizanur Rahman, ndc MDS & Course Advisor of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka;
3. Mr. A.F.M. Amir Hussain, Director & Course Director of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka;
4. Mr. Hasan Murtaza Masum, Deputy Director & Course Coordinator of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka;
5. Mr. Md. Moin Uddin, Deputy Director & Course Coordinator of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka;
6. Mr. Ashraful Alam, PS to Rector & Liaison Officer of the 6th Special Foundation Training Course for DoR Officials, BPATC, Savar, Dhaka.

Distribution for kind information(Not as per seniority)-

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Deputy Director (Administration/Finance/Service/Evaluation/MIS/Publication/Sports), BPATC, Savar, Dhaka;
- ✓ 4. Programmer, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
5. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
6. Assistant Director (Logistics/Dormitory/Programme/Protocol/Record), BPATC, Savar, Dhaka;
7. Mr. Md. Mufazzal Hossain, Technical Supervisor (AV), BPATC, Savar, Dhaka;
8. Office Copy.


 (Md. Sanwar Jahan Bhuiyan)
 Director (PPR)