

**2<sup>nd</sup> Special Foundation Training Course for  
the Officials of BCC  
(29 June 2025 – 28 August 2025)**

# **Omnibus**



**Bangladesh Public Administration Training Centre**

**Savar, Dhaka-1343**

**2<sup>nd</sup> Special Foundation Training Course for  
the Officials of BCC**  
(29 June 2025 – 28 August 2025)

# **Omnibus**



Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343

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# **2<sup>nd</sup> Special Foundation Training Course for the Officials of BCC**

**Course Management Team**

## **Course Advisor**

**Dr. M. Arifur Rahman**  
Member Directing Staff (MDS)  
BPATC

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E-mail: m.arifurrahman@yahoo.com

## **Course Director**

**Mr. Md. Rafiqul Islam**  
Director  
BPATC

Cell No: 01716394942  
E-mail: uzzal7040@yahoo.com

## **Course Coordinators**

**Mr. Md. Motaher Hossain**  
Deputy Director  
Cell No: 01818186287  
E-mail: mmanik164@gmail.com

**Mr. Muhammad Altab Hossain**  
Assistant Programmer  
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E-mail: altafunic@gmail.com

Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343

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

No. 05.01.2672.133.25.051.19. 568

Date: 04 June 2025

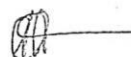
**Office Order**

The Course Management Team (CMT) of the 2nd Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC) scheduled to be held from **29 June 2025 to 28 August 2025 (excluding Ashura's holiday)** in BPATC is constituted with the following officials:

|                    |   |                                                  |
|--------------------|---|--------------------------------------------------|
| Principal Advisor  | : | Rector, BPATC                                    |
| Course Advisor     | : | Mr. M. Arifur Rahman. PhD, MDS                   |
| Course Director    | : | Mr. Md. Rafiqul Islam, Director                  |
| Course Coordinator | : | 1. Mr. Md. Motaher Hossain, Deputy Director      |
|                    | : | 2. Mr. Muhammad Altab Hossain, Asstt. Programmer |

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;
- 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.

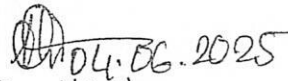
Sd/-  
(Alina Aktar)  
Deputy Director (PPR)  
Phone: 4139  
E-mail: ppr.bpatc@gmail.com

No. 05.01.2672.133.25.051.19.569

Date: 04 June 2025

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

1. MDS (All), BPATC, Savar, Dhaka;
2. All Members (CMT), 2nd Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC), BPATC, Savar, Dhaka;
3. Director (All), BPATC, Savar, Dhaka;
4. System Analyst, BPATC, Savar, Dhaka (with the request to publish on the website of BPATC);
5. Deputy Director (Administration/Finance/Service/Evaluation/MIS/Sports), BPATC, Savar, Dhaka;
6. P. A 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)



বাংলাদেশ কম্পিউটার কাউন্সিল  
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ  
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়  
www.bcc.gov.bd  
আগারগাঁও, ঢাকা (জনপ্রশাসন পদক প্রাপ্ত একটি প্রতিষ্ঠান)

তারিখ: ১১ জ্যৈষ্ঠ ১৪৩২ বঙ্গাব্দ  
২৫ মে ২০২৫ খ্রিস্টাব্দ

স্মারক নম্বর: ৫৬.০১.০০০০.০০০.০০৫.২৫.০৫২৮.২২

বিষয়: বুনীয়াদী প্রশিক্ষণে কর্মকর্তা মনোনয়ন প্রসঙ্গে।

সূত্র: বিসিসি ২৭/০২/২০২৫খ্রি. তারিখের ৫৬.০১.০০০০.০০০.০০৫.২৫.০৫২৮.২২.২৪৯ নং স্মারক (সংযুক্ত)।

উপর্যুক্ত বিষয় ও সূত্রের বরাতে বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকায় বাংলাদেশ কম্পিউটার কাউন্সিল (বিসিসি)-এর কর্মকর্তাদের জন্য আয়োজিত বিশেষ বুনীয়াদী প্রশিক্ষণ কোর্সে (কোর্স শুরুর তারিখ: সম্ভাব্য জুন ২০২৫) বর্তমান পরিবর্তিত পরিস্থিতির পরিপ্রেক্ষিতে নিম্নবর্ণিত কর্মকর্তাগণকে অংশগ্রহণের জন্য নির্দেশক্রমে মনোনয়ন প্রদান করা হলো:

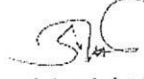
| ক্র. | নাম ও পদবী                                                        | শাখা                                     | ইমেইল ও মোবাইল                            |
|------|-------------------------------------------------------------------|------------------------------------------|-------------------------------------------|
| ১.   | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ক্রয় ও সরবরাহ)            | মানব সম্পদ ও সেবা                        | ০১৯৫৭৫৫২১৭৫<br>mofizul.islam@bcc.gov.bd   |
| ২.   | জনাব সাবিকুন নাহার<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার            | টেক্টিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৫৩৫৭৫১২৮২<br>sabikun.naher@bcc.gov.bd   |
| ৩.   | জনাব নফিসা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক                    | আঞ্চলিক কার্যালয়, সিলেট                 | ০১৫১১৪৭৩৯০০<br>nafisa.tasnim@bcc.gov.bd   |
| ৪.   | জনাব মোঃ আতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন) | জাতীয় ডাটা সেন্টার                      | ০১৭৩২৫৮৮৩১৭<br>atikur.rahman@bcc.gov.bd   |
| ৫.   | জনাব মুহাম্মাদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার                   | সিএ অপারেশন ও নিরাপত্তা                  | ০১৮১১৮১৯০৩৬<br>muhammad.ahad@bcc.gov.bd   |
| ৬.   | জনাব মোঃ আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                         | গবেষণা, উদ্ভাবন ও উন্নয়ন                | ০১৭৩৭৮৭৮২২৭<br>abdur.rouf@bcc.gov.bd      |
| ৭.   | জনাব এস এম রিয়াজ উদ্দিন<br>অ্যাসোসিয়েট (সিএ)                    | জাতীয় ডাটা সেন্টার                      | ০১৬০৯৪৮৬২৫৪<br>riaz.uddin@bcc.gov.bd      |
| ৮.   | জনাব মোহাম্মাদ সাইদুর রহমান আকন্দ<br>অ্যাসোসিয়েট (টেক্টিং)       | জাতীয় ডাটা সেন্টার                      | ০১৭৯৪২৫২৭৩১<br>mohammad.saidur@bcc.gov.bd |
| ৯.   | জনাব মোহাঃ জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা)     | জাতীয় ডাটা সেন্টার                      | ০১৭৩৮৭৯৯০২৭<br>zenarul.islam@bcc.gov.bd   |
| ১০.  | জনাব মোঃ আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                    | জাতীয় ডাটা সেন্টার                      | ০১৮২২৬৫৩৪১২<br>ahosanullah@bcc.gov.bd     |
| ১১.  | জনাব কাজী নাহাজ পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)            | নেটওয়ার্ক অপারেশন সেন্টার               | ০১৭৭০৪৬৫৬৬৪<br>kazi.pasha@bcc.gov.bd      |
| ১২.  | জনাব মোঃ আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)                 | টেক্টিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৬৮০৩৫৮৮৬০<br>akmal.hossain@bcc.gov.bd   |
| ১৩.  | জনাব মোঃ রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও সূচ্যায়ন)     | নীতি, কৌশল ও পরিকল্পনা                   | ০১৭৫১২৯৩৭৮৯<br>md.rezaul@bcc.gov.bd       |
| ১৪.  | জনাব মোঃ নয়ন আলী<br>সহকারী প্রোগ্রামার                           | জাতীয় ডাটা সেন্টার                      | ০১৭৮৩২৪৭৩৫৭<br>noyan.ali@bcc.gov.bd       |



|     |                                                           |                                           |                                             |
|-----|-----------------------------------------------------------|-------------------------------------------|---------------------------------------------|
| ১৫. | জনাব মোঃ দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার             | টেক্টিং, মাননীয়মন্ত্রণ ও<br>সার্টিফিকেশন | ০১৭৬৫৪৩৬৭০২<br>deloar.hossain@bcc.gov.bd    |
| ১৬. | জনাব সুস্ময় বর্মন<br>কো-অর্ডিনেটর ( সার্ভিস রিলেশনশিপ)   | আঞ্চলিক কার্যালয়, রাজশাহী                | ০১৮০৪৬৬৮০৩০<br>susmoy.barman@bcc.gov.bd     |
| ১৭. | জনাব আবু রায়হান মিয়া<br>কো-অর্ডিনেটর (আইসিটি কোর্স)     | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৫৭১৭৪৯০৯৪<br>abu.rayhan@bcc.gov.bd        |
| ১৮. | জনাব সৌরভ হোসেন<br>কো-অর্ডিনেটর (আইটিইএস কোর্স)           | সিএ অপারেশন ও নিরাপত্তা                   | ০১৯৮০৪৮৪৭৯১<br>sourav.hossen@bcc.gov.bd     |
| ১৯. | জনাব সুব্রত সৌরভ দাস<br>সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার     | জাতীয় ডাটা সেন্টার                       | ০১৭৫৮৮৯৭৮৬১<br>subrota.sourovdas@bcc.gov.bd |
| ২০. | জনাব মোঃ ইলিয়াস আহমেদ<br>সহকারী মেইটেন্যান্স ইঞ্জিনিয়ার | আঞ্চলিক কার্যালয়, রংপুর                  | ০১৬০২০৫৫৭৭০<br>elias.ahmed@bcc.gov.bd       |

০২। বর্ণিত কর্মকর্তাগণের মনোনয়নের পরিপ্রেক্ষিতে ২০ (বিশ) জন প্রশিক্ষণার্থীর প্রশিক্ষণের সংশোধিত ব্যয়ের বাজেট এতদসঙ্গে প্রেরণের জন্য অনুরোধ করা হলো।

সংযুক্তি: সূত্রস্থ পত্র।

  
 ২৫-০৫-২০২৫  
 মোঃ জাকির হোসেন বাচ্চু  
 সচিব  
 ০২৫৫০০৬৮৪৯  
 secretary@bcc.gov.bd

রেস্টর

রেস্টর এর দপ্তর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি)।

দৃষ্টি আকর্ষণ:

সহকারী পরিচালক, পাঠক্রম শাখা, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি)।

স্মারক নম্বর: ৫৬.০১.০০০০.০০০.০০৫.২৫.০৫২৮.২২/১ (২৩)

তারিখ: ১১ জ্যৈষ্ঠ ১৪৩২ বঙ্গাব্দ  
২৫ মে ২০২৫ খ্রিস্টাব্দ

সদয় জ্ঞাতার্থে/জ্ঞাতার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। পরিচালক/ইনচার্জ (সকল), বিসিসি।
- ২। আঞ্চলিক পরিচালক/ সেন্টার ইনচার্জ (সকল), বিসিসি।
- ৩। সহকারী ম্যানেজার (ক্রয় ও সরবরাহ), মানব সম্পদ ব্যবস্থাপনা ও সাচিবিক ইউনিট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৪। সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার, টেক্টিং, মাননীয়মন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৫। আঞ্চলিক পরিচালক (ভারপ্রাপ্ত), বিসিসি, আঞ্চলিক কার্যালয়, সিলেট, বাংলাদেশ কম্পিউটার কাউন্সিল, আঞ্চলিক কার্যালয়,

সিলেট।

- ৬। সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৭। টেকনিক্যাল রাইটার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৮। অ্যাসোসিয়েট (সিএ), আইটি (গবেষণা, উদ্ভাবন ও উন্নয়ন), বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৯। অ্যাসোসিয়েট সিএ, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১০। অ্যাসোসিয়েট (টেক্সটিং), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১১। অ্যাসোসিয়েট (সেমিনার ও প্রচারণা), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১২। অ্যাসোসিয়েট (অপারেশন), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৩। অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ), নেটওয়ার্ক অপারেশন সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৪। অ্যাসোসিয়েটে (ডকুমেন্টেশন), টেক্সটিং, মাননিয়ন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৫। অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন), মানব সম্পদ ব্যবস্থাপনা ও সাচিবিক ইউনিট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৬। সহকারী প্রোগ্রামার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৭। সহকারী প্রোগ্রামার, টেক্সটিং, মাননিয়ন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৮। কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ) (অন্যান্য), আঞ্চলিক কার্যালয়, বিসিসি, বাংলাদেশ কম্পিউটার কাউন্সিল, আঞ্চলিক কার্যালয়, রাজশাহী।
- ১৯। কো-অর্ডিনেটর (আইসিটি কোর্স), এপ্লিকেশন ডেভেলপমেন্ট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ২০। কো-অর্ডিনেটর (আইটিইএস কোর্স), সিএ অপারেশন ও নিরাপত্তা, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ২১। সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ২২। সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার, বিসিসি আঞ্চলিক কার্যালয়, রংপুর, বাংলাদেশ কম্পিউটার কাউন্সিল, আঞ্চলিক কার্যালয়, রংপুর।
- ২৩। ব্যক্তিগত সহকারী, নির্বাহী পরিচালক এর দপ্তর, বাংলাদেশ কম্পিউটার কাউন্সিল।



মোঃ জাকির হোসেন বাচ্চু  
সচিব

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 101

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1201

**Personal Information**

Name: Mr. Md. Abdur Rouf

Gender: Male

Current Designation: Associate (CA)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 10/06/1994

Blood Group: A +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: Abu Bakar Siddik

Mother's Name: Nargis Akter

**Educational Qualifications**

| Degree Title        | Board /University<br>Awarded Certificate           | School/College/<br>Department/Institution Attended | Major<br>subjects | Year of<br>Graduation/Completion | Result |
|---------------------|----------------------------------------------------|----------------------------------------------------|-------------------|----------------------------------|--------|
| B.Sc<br>Engineering | Dhaka University of<br>Engineering &<br>Technology | Computer Science & Engineering                     | CSE               | 2019                             | 3.53   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Cricket, Football, Chess, Carrom

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

#### Contact Details

##### Present Address

##### Permanent Address

Address: Mukti Housing, Agargaon

Address: Vill: Rampur, P/O: Rampur Bazar, Upazila: Kalihati

District: DHAKA

District: TANGAIL

Telephone:

Telephone:

Mobile Number: 01737878927

Mobile Number: 01737878927

Email: abdurrouf.duet@gmail.com

Office Telephone Number: 88-02-55006848

#### Emergency Contact

Name of contact person: Abu Bakar Siddik

Telephone:

Mobile Number: 01834001958

Relationship with the person: Father

Address of contact person: Vill: Rampur, P/O: Rampur Bazar, Upazila: Kalihati, Dist: Tangail

*AR*  
28.06.2025



**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 102

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1201

**Personal Information**

Name: Mr. Kazi Nahaz Pasha

Gender: Male

Current Designation: Associate (Internal Audit)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 31/12/1991

Blood Group: B +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: Kazi Abdur Rahim

Mother's Name: Lopa Sultana

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects                   | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------|--------|
| Masters      | University of Dhaka                   | Institute of Information Technology             | Information Technology           | 2019                          | 2.82   |
| Honours      | National University                   | Dhaka City College                              | Computer Science and Engineering | 2013                          | 2.98   |
| HSC          | Dhaka                                 | Govt. Bangabandhu College                       | Science                          | 2009                          | 3.90   |
| SSC          | Dhaka                                 | S.M Model Govt. High School                     | Science                          | 2007                          | 4.50   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Loan Tennis, chess, Table Tennis

Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

Contact Details

Present Address

Address: 730/1, North Kafrul, Dhaka-1206

Address: 341/2, Arambagh Road, Gopalganj- 8100

District: DHAKA

District: GOPALGANJ

Telephone:

Telephone:

Mobile Number: 01770465664

Mobile Number: 01770465664

Email: nahaz.pasha@bcc.gov.bd

Office Telephone Number: +880255006823

Permanent Address

Emergency Contact

Name of contact person: Lopa Sultana

Telephone:

Mobile Number: 01710692544

Relationship with the person: Mother

Address of contact person: 341/2, Arambagh Road, Gopalganj- 8100

  
28/6/25

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 103

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1202

**Personal Information**

Name: Mr. Mofizul Islam

Gender: Male

Current Designation: Assistant Manager (Purchase & Supply)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 01/01/1993

Blood Group: B +

Marital Status: Married

Number of Children: Male: 0 Female: 1

Father's Name: Delwar Hossain

Mother's Name: Morium Begum

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------|-------------------------------|--------|
| MSS          | Dhaka University                      | Anthropology                                    | Anthropology   | 2016                          | 3.63   |
| BSS          | Dhaka University                      | Anthropology                                    | Anthropology   | 2015                          | 3.50   |
| HSC          | Dinajpur                              | Bhurungamari Degree College                     | Humanities     | 2010                          | 5.00   |
| Dhakil       | Madrasah                              | Baushamri Fazil Degree Madrasah                 | Humanities     | 2008                          | 5.00   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Volleyball, Carrom

## Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

## Contact Details

### Present Address

Address: Apon Anggina, West Agargaon, Agargaon, Dhaka 1207

Address: Vill-Borokhatamari, Post- Joymonirhat, UPZ-Bhurungamari, Dist-Kurigram

District: DHAKA

District: KURIGRAM

Telephone:

Telephone:

Mobile Number: 01957552175

Mobile Number: 01734220667

Email: mofizul.islam@bcc.gov.bd

Office Telephone Number: +88-02-55006849

### Permanent Address

## Emergency Contact

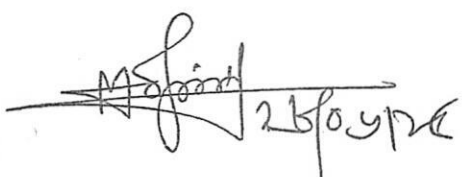
Name of contact person: Sanzia Azmi

Telephone:

Mobile Number: 01534693370

Relationship with the person: Wife

Address of contact person: Apon Anggina, West Agargaon, Agargaon, Dhaka 1207



**Bangladesh Public Administration Training Centre (BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 104

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1202

**Personal Information**

Name: Mr. MD. AKMAL HOSSAIN

Gender: Male

Current Designation: Associate (Documentation)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 02/01/1993

Blood Group: O +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: MD. MOJNU MIAH

Mother's Name: RAHIMA BEGUM

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects                   | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------|--------|
| B. Sc.       | Daffodil International University     | Department of Computer Science and Engineering  | Computer Science and Engineering | 2017                          | 3.91   |
| HSC          | Dhaka                                 | Savar Model College                             | Science                          | 2011                          | 4.80   |
| SSC          | Dhaka                                 | Barangail Gopal Chandra High School             | Science                          | 2009                          | 4.94   |

**Special area of interest/Co-curricular activities:**

Please mention name of the games you are most interested to participate: Football, Cricket, Basket Ball, Table Tennis, Carrom



### Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

### Contact Details

#### Present Address

Address: 11/2, Kutumgoli, Mollapara, Taltala, Agargaon, Dhaka-1207

Address: Village- Mushura, Post- Barangail, Post Code- 1804, Upazilla- Shibalaya

District: DHAKA

District: MANIKGANJ

Telephone:

Telephone:

Mobile Number: 01680358860

Mobile Number: 01680358860

Email: akmal.hossain.bcc@gmail.com

Office Telephone Number: 88-02-55006848

#### Permanent Address

### Emergency Contact

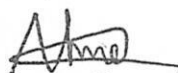
Name of contact person: Md. Mojnu Miah

Telephone:

Mobile Number: 01623515726

Relationship with the person: Father

Address of contact person: Village- Mushura, Post- Barangail, Post Code- 1804, Upazilla- Shibalaya, District- Manikganj

  
28.06.2025

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 105

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1203

**Personal Information**

Name: Mr. Md. Deloar Hossain

Gender: Male

Current Designation: Assistant Programmer

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 03/05/1995

Blood Group: AB +

Marital Status: Divorce

Number of Children: Male: Female:

Father's Name: Md. Dulal Hossain

Mother's Name: Mst. Mazeda Khatun

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects                   | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------|--------|
| BSc          | Bachelor of Science in Engineering    | Pabna University of Science and Technology      | Computer Science and Engineering | 2018                          | 3.51   |
| HSC          | Jessore                               | Gangni College                                  | Science                          | 2014                          | 4.80   |
| SSC          | Jessore                               | Hijalbaria Secondary School                     | Science                          | 2011                          | 5.00   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Football, Volleyball, Carrom, Cricket, Badminton

### Employment Statement

| Designation          | Name of Organization                     | Start Date | Finish Date |
|----------------------|------------------------------------------|------------|-------------|
| Assistant Programmer | Bangladesh House Building Finance Corpo. | 01/04/2024 | 24/06/2024  |

### Contact Details

#### Present Address

Address: 107-Fuljor Building, Road No.:09, Janata Housing, Shah-Ali-Bagh, Mirpur-1, Dhaka-1216

Address: Village: Hizolbaria, Post Office: Vatpara-7110, P.S/Upazilla: Gangni, District: Meherpur

District: DHAKA

District: MEHERPUR.

Telephone:

Telephone:

Mobile Number: 01765436702

Mobile Number: 01826037096

Email: deloar.bcc@gmail.com

Office Telephone Number: 88-02-55006848

#### Permanent Address

### Emergency Contact

Name of contact person: Md. Dulal Hossain

Telephone:

Mobile Number: 01815622675

Relationship with the person: Father

Address of contact person: Village: Hizolbaria, Post Office: Vatpara-7110, P.S/Upazilla: Gangni, District: Meherpur

*Debar*

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 106

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1203

**Personal Information**

Name: Mr. Md. Elias Ahmed

Gender: Male

Current Designation: Assistant Maintenance Engineer

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 14/08/1995

Blood Group: O +

Marital Status: Married

Number of Children: Male: 0 Female: 0

Father's Name: Md. Solemon Ahmed

Mother's Name: Most. Hashina Begum

**Educational Qualifications**

| Degree Title                 | Board /University<br>Awarded<br>Certificate | School/College/<br>Department/Institution<br>Attended | Major subjects                       | Year of<br>Graduation/Completion | Result |
|------------------------------|---------------------------------------------|-------------------------------------------------------|--------------------------------------|----------------------------------|--------|
| MSc<br>Engineering in<br>CSE | University of<br>Chittagong                 | Department of Computer<br>Science & Engineering       | Computer<br>Science &<br>Engineering | 2020                             | 2.89   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate:

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

#### Contact Details

##### Present Address

Address: Beacon Mor, Alamnagar, Rangpur

Address: Daknirpat, Bhitambar, Nageshwari, Kurigram

District: RANGPUR

District: KURIGRAM

Telephone:

Telephone:

Mobile Number: 01602055770

Mobile Number: 01602055770

Email: eliascsecu90@gmail.com

Office Telephone Number: ০২৫৮৬৬৬৮৮৮৮

##### Permanent Address

#### Emergency Contact

Name of contact person: Most. Hawa Khatun

Telephone:

Mobile Number: 01880667875

Relationship with the person: Wife

Address of contact person: Beacon Mor, Alamnagar, Rangpur

  
28/06/25

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 107

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 423

**Personal Information**

Name: Ms. Nafisa Tasnim

Gender: Female

Current Designation: Asst. Controller of Exam

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 21/11/1995

Blood Group: A +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: S H M Saidul Islam

Mother's Name: Shameema Nasrin

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate             | School/College/ Department/Institution Attended | Major subjects | Year of Graduation/Completion | Result |
|--------------|---------------------------------------------------|-------------------------------------------------|----------------|-------------------------------|--------|
| B.Sc. Engg.  | Rajshahi University of Engineering and Technology | Computer Science and Engineering                | CSE            | 2017                          | 3.52   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate:

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|



### Contact Details

#### Present Address

Address: House-51, Road-2, Block-E, Shahjalal Upashahar, Sylhet-3100

Address: Vill: Jinjirtola, PO-Dhunat-5850, Bogura

District: SYLHET

District: BOGRA

Telephone:

Telephone:

Mobile Number: 01521473900

Mobile Number: 01521473900

Email: nafisa.tasnim@bcc.gov.bd

Office Telephone Number: 02-997700444

#### Permanent Address

### Emergency Contact

Name of contact person: Md. Shoeb Akhter

Telephone:

Mobile Number: 01521476542

Relationship with the person: Spouse

Address of contact person: House-51, Road-2, Block-E, Shahjalal Upashahar, Sylhet-3100

*Nafisa*

# Bangladesh Public Administration Training Centre(BPATC)

Savar, Dhaka

## 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

### Registration Form



Roll No: 108

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 423

#### Personal Information

Name: Mrs. Sabikun Naher

Gender: Female

Current Designation: Assistant Maintenance Engineer

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 25/06/1996

Blood Group: B +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: Md Rafiqul Islam Bhuiyan

Mother's Name: Nasimun Naher

#### Educational Qualifications

| Degree Title        | Board /University<br>Awarded<br>Certificate | School/College/<br>Department/Institution<br>Attended | Major subjects                              | Year of<br>Graduation/Completion | Result |
|---------------------|---------------------------------------------|-------------------------------------------------------|---------------------------------------------|----------------------------------|--------|
| M.Sc<br>Engineering | University of<br>Chittagong                 | Electrical and Electronic<br>Engineering              | Electrical and<br>Electronic<br>Engineering | 2019                             | 3.56   |
| B.Sc<br>Engineering | University of<br>Chittagong                 | Electrical and Electronic<br>Engineering              | Electrical and<br>Electronic<br>Engineering | 2017                             | 3.76   |
| HSC                 | Chittagong Board                            | Bangladesh Navy College                               | Science                                     | 2013                             | 5.00   |
| SSC                 | Chittagong Board                            | Bangladesh Navy School and<br>College                 | Science                                     | 2011                             | 5.00   |

**Special area of interest/Co-curricular activities:**

Please mention name of the games you are most interested to participate:

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

**Contact Details**

**Present Address**

Address: Banalata R/A, Agargaon, Dhaka

Address: Holding- 1414, Race Course Kather pool, Cumilla sadar, Cumilla

District: DHAKA

District: COMILLA

Telephone:

Telephone:

Mobile Number: 01535751282

Mobile Number: 01718346280

Email: sabikunnaheer2007@gmail.com

Office Telephone Number: 01535751282

**Permanent Address**

**Emergency Contact**

Name of contact person: MD Sahed Uddin

Telephone:

Mobile Number: 01775587707

Relationship with the person: Husband

Address of contact person: Banalata R/A, Agargaon, Dhaka

*S. M. Sahed Uddin*

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 109

Section: A

Dormitory: 15 Storey New Dormitory

Room-No: 1204

**Personal Information**

Name: Mr. Subrota Sourov Das

Gender: Male

Current Designation: Assistant Network Engineer

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 08/12/1998

Blood Group: A +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: মৃত রতন চন্দ্র দাস

Mother's Name: শিখা রানী দাস

**Educational Qualifications**

| Degree Title                                 | Board /University<br>Awarded<br>Certificate            | School/College/<br>Department/Institution<br>Attended | Major subjects                               | Year of<br>Graduation/Completion | Result |
|----------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|----------------------------------------------|----------------------------------|--------|
| Bachelor of<br>Science                       | American<br>International<br>University-<br>Bangladesh | Faculty of Science                                    | Electrical and<br>Electronics<br>Engineering | 2022                             | 3.28   |
| Higher<br>Secondary<br>School<br>Certificate | Dhaka                                                  | Dhaka Imperial College                                | Science                                      | 2017                             | 4.58   |

|                              |       |                                         |         |      |   |
|------------------------------|-------|-----------------------------------------|---------|------|---|
| Secondary School Certificate | Dhaka | National Bank Public School and College | Science | 2015 | 5 |
|------------------------------|-------|-----------------------------------------|---------|------|---|

Special area of interest/Co-curricular activities: Sports, Music

Please mention name of the games you are most interested to participate: Cricket, football, badminton

#### Employment Statement

| Designation        | Name of Organization               | Start Date | Finish Date |
|--------------------|------------------------------------|------------|-------------|
| Consular Assistant | Dhaka Office of Embassy of Hungary | 15/12/2023 | 14/04/2024  |

#### Contact Details

##### Present Address

Address: 16/12 Modhubag, Mogbazar, Dhaka-1217

Address: Village: Mitrasen Patti, P.O.: Goshairhat, District: Shariatpur

District: DHAKA

District: DHAKA

Telephone:

Telephone:

Mobile Number: 01758897861

Mobile Number: 01712220273

Email: subrota.sourovdas@gmail.com

Office Telephone Number: 88-02-55006848

##### Permanent Address

#### Emergency Contact

Name of contact person: Shikha Rani Das

Telephone:

Mobile Number: 01712220273

Relationship with the person: Mother

Address of contact person: 16/12 Modhubag, Mogbazar, Dhaka-1217

*Subrota*  
28-06-25

# Bangladesh Public Administration Training Centre(BPATC)

Savar, Dhaka

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)  
(29/06/2025 - 28/08/2025)

## Registration Form



Roll No: 111

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1205

### Personal Information

Name: Mr. MD. SOURAV HOSSEN

Gender: Male

Current Designation: Co-ordinator(ITES Course)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 20/10/1993

Blood Group: O +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: মোঃ নূর হোসেন

Mother's Name: মোসাঃ জেবুন্নাহার

### Educational Qualifications

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects       | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------------|-------------------------------|--------|
| Bsc          | University of Dhaka                   | Institute of Information Technology             | Software Engineering | 4                             | 3.30   |
| HSC          | Barisal                               | Shahid Smrity College                           | Science              | N/A                           | 5      |
| SSC          | Barisal                               | Sutiakathi Union High School                    | Science              | N/A                           | 5      |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Cricket, Badminton, Football

## Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

## Contact Details

### Present Address

Address: Tonmoy, 12/KA/J, Road No. 2, Shaymoli, Dhaka-1207

Address: Vill: Sutiakathi, Post Office: Kaurikhara, Thana: Nesarabad, District: Pirojpur

District: DHAKA

District: PIROJPUR

Telephone:

Telephone:

Mobile Number: 01980484791

Mobile Number: 01980484791

Email: sourav.hossen@bcc.gov.bd

Office Telephone Number: 01980484791

### Permanent Address

## Emergency Contact

Name of contact person: Razibul Karim

Telephone:

Mobile Number: +880 1914-700096

Relationship with the person: Brother in Law

Address of contact person: Rupayan Premier, 1/1 Shahjahan Rd, Dhaka 1207





**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 110

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1204

**Personal Information**

Name: Mr. Md. Noyan Ali

Gender: Male

Current Designation: Assistant Programmer

Name of Cadre Service: Non Cadre

Cadre ID: NA

Date of Birth: 11/11/1997

Blood Group: B +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: Md. Nezamul Haque

Mother's Name: Mazera Begum

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate           | School/College/ Department/Institution Attended | Major subjects                   | Year of Graduation/Completion | Result |
|--------------|-------------------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------|--------|
| BSc in CSE   | Khulna University of Engineering and Technology | Department of Computer Science and Engineering  | Computer Science and Engineering | 2022                          | 3.61   |
| HSC          | Rajshahi                                        | Rajshahi College, Rajshahi                      | Science                          | 2016                          | 5.00   |
| SSC          | Rajshahi                                        | Sarda Govt. Pilot High School, Rajshahi         | Science                          | 2014                          | 5.00   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Cricket, Football, Table Tennis, Carom

### Employment Statement

| Designation | Name of Organization           | Start Date | Finish Date |
|-------------|--------------------------------|------------|-------------|
| Lecturer    | Green University of Bangladesh | 30/05/2022 | 13/06/2024  |

### Contact Details

#### Present Address

Address: 361/5, Chapra Mosque Mor, 60 Feet, North Pirobag, Dhaka

Address: Village: Meramatpur, Upazila: Charchat, District: Rajshahi

District: DHAKA

District: RAJSHAH

Telephone:

Telephone:

Mobile Number: 01783247357

Mobile Number: 01783247357

Email: noyan.ali@bcc.gov.bd

Office Telephone Number: 88-02-55006848

#### Permanent Address

### Emergency Contact

Name of contact person: Sheemu Khatun

Telephone:

Mobile Number: 01740285344

Relationship with the person: Wife

Address of contact person: 361/5, Chapra Mosque Mor, 60 Feet, North Pirobag, Dhaka

  
28/06/25

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 112

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1205

**Personal Information**

Name: Mr. Susmoy Barman

Gender: Male

Current Designation: Coordinator (Service Relationship)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 17/12/1996

Blood Group: A +

Marital Status: Married

Number of Children: Male: 0 Female:

Father's Name: Tapan Barman

Mother's Name: Tandra Sarker

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended   | Major subjects | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|---------------------------------------------------|----------------|-------------------------------|--------|
| B.Sc         | Rajshahi University                   | Computer Science & Engineering                    | CSE            | 2020                          | 3.26   |
| H.S.C        | Dinajpur Board                        | Kurigram Govt. College                            | Science        | 2014                          | 4.80   |
| S.S.C        | Dinajpur Board                        | Shibram Alhaz Md. Hossain Smrity School & College | Science        | 2012                          | 5.00   |

Special area of interest/Co-curricular activities: Sports, Music

Please mention name of the games you are most interested to participate: Chess, Badminton, Cricket

## Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

## Contact Details

### Present Address

Address: Shalbagan

Address: Harina, Bagbati-6700, Sirajganj sadar, Sirajganj

District: RAJSHAHI

District: SIRAJGANJ

Telephone: 01804668030

Telephone: 01804668030

Mobile Number: 01804668030

Mobile Number: 01804668030

Email: susmoy.barman.bd@gmail.com

Office Telephone Number: ০২-৫৮৮৮৫১৫০২

### Permanent Address

## Emergency Contact

Name of contact person: NIPA RANI

Telephone: 01725395934

Mobile Number: 01725395934

Relationship with the person: Wife

Address of contact person: Harina, Bagbati-6700, Sirajganj Sadar, Sirajganj

  
28.06.25

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 113

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1206

**Personal Information**

Name: Mr. MD AHOSANULLAH

Gender: Male

Current Designation: Associate(Operation)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 08/11/1994

Blood Group: O +

Marital Status: Married

Number of Children: Male: Female: 1

Father's Name: MD MOHIUDDIN

Mother's Name: MST ASMA KHATUN

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate           | School/College/ Department/Institution Attended | Major subjects | Year of Graduation/Completion | Result |
|--------------|-------------------------------------------------|-------------------------------------------------|----------------|-------------------------------|--------|
| BSc          | Khulna University of Engineering and Technology | ECE                                             | ECE            | 2016                          | 3.11   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate:

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

### Contact Details

#### Present Address

Address: West Monipur, Mirpur

Address: Komorpur

District: DHAKA

District: MEHERPUR

Telephone:

Telephone: 01822653412

Mobile Number: 01822653412

Mobile Number: 01822653412

Email: sajol1993@gmail.com

Office Telephone Number: 01822653412

#### Permanent Address

### Emergency Contact

Name of contact person: Md Mohiuddin

Telephone:

Mobile Number: 01719307704

Relationship with the person: Father

Address of contact person: Meherpur

*Sajol*  
28.06.25

# Bangladesh Public Administration Training Centre(BPATC)

Savar, Dhaka

## 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

### Registration Form

Roll No: 114

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1206

#### Personal Information

Name: Mr. Md. Zenarul Islam

Gender: Male

Current Designation: Associate (Seminar and Publication)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 24/10/1993

Blood Group: A +

Marital Status: Married

Number of Children: Male: - Female:

Father's Name: Md. Anwarul Islam

Mother's Name: Mst. Komela Begum

#### Educational Qualifications

| Degree Title | Board /University Awarded Certificate             | School/College/ Department/Institution Attended | Major subjects                            | Year of Graduation/Completion | Result |
|--------------|---------------------------------------------------|-------------------------------------------------|-------------------------------------------|-------------------------------|--------|
| B.Sc.        | . Khulna University of Engineering and Technology | Electronics and Communication Engineering       | Electronics and Communication Engineering | 2016                          | 3.46   |
| HSC          | Rajshahi                                          | Adina Govt. Fazlul Haque College                | Science                                   | 2011                          | 5.00   |
| SSC          | Rajshahi                                          | Humayun Reza High School                        | Science                                   | 2009                          | 5.00   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate: Table Tennis, Carrom, Volleyball, Football

#### Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

#### Contact Details

**Present Address**

**Address:** 11/2, Kutum Goli, Agargaon, Dhaka 1207

**Address:** Village: Choudhury Para, Post.: Monakasha(6342), Upazila: Shibganj, Dict.: Chapainawabganj

**District:** DHAKA

**District:** CHAPAI NABABGANJ

**Telephone:**

**Telephone:**

**Mobile Number:** 01738799027

**Mobile Number:** 01738799027

**Email:** zenarulece2k11@gmail.com

**Office Telephone Number:** 0255006848

**Permanent Address****Emergency Contact**

**Name of contact person:** Md. Anwarul Islam

**Telephone:**

**Mobile Number:** 01780223304

**Relationship with the person:** Father

**Address of contact person:** Village: Choudhury Para, Post.: Monakasha(6342), Upazila: Shibganj, Dict.: Chapainawabganj

*(Signature)*



**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**

Roll No: 115

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1207

**Personal Information**

Name: Mr. S.M Riaz Uddin

Gender: Male

Current Designation: Associate (CA)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 01/01/1996

Blood Group: B +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: Abul Kashem

Mother's Name: Abida Sultana

**Educational Qualifications**

| Degree Title         | Board /University<br>Awarded Certificate | School/College/<br>Department/Institution Attended | Major<br>subjects | Year of<br>Graduation/Completion | Result |
|----------------------|------------------------------------------|----------------------------------------------------|-------------------|----------------------------------|--------|
| B.Sc.<br>Engineering | Daffodil International<br>University     | CSE                                                | CSE               | 2018                             | 3.77   |
| HSC                  | Cumilla                                  | Haziganj Model College                             | Science           | 2013                             | 4.60   |
| SSC                  | Cumilla                                  | Basara High School                                 | Science           | 2011                             | 4.94   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate: Cricket, Football & Badminton

**Employment Statement**

| Designation    | Name of Organization        | Start Date | Finish Date |
|----------------|-----------------------------|------------|-------------|
| Associate (CA) | Bangladesh Computer Council | 27/12/2022 |             |

**Contact Details**

**Present Address**

Address: 11/2, Kutum Goli, Agargaon, Dhaka 1207

Address: Village: Fonishhair, P.O: Kamta Bazar, Upazila: Faridganj, District: Chandpur

District: DHAKA

District: CHANDPUR

Telephone:

Telephone:

Mobile Number: 01609486254

Mobile Number: 01727406529

Email: riazuddin3473@gmail.com

Office Telephone Number: 02-55006848

**Permanent Address**

**Emergency Contact .**

Name of contact person: Abul Kashem

Telephone:

Mobile Number: 01727406529

Relationship with the person: Father

Address of contact person: Village: Fonishhair, P.O: Kamta Bazar, Upazila: Faridganj, District: Chandpur



**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



**Roll No:** 116

**Section:** A

**Dormitory:** 15 Storey New Dormitory

**Room No:** 1207

**Personal Information**

**Name:** Mr. Abu Rayhan Miah

**Gender:** Male

**Current Designation:** Coordinator (ICT Course)

**Name of Cadre Service:** Non Cadre

**Cadre ID:** N/A

**Date of Birth:** 18/06/1994

**Blood Group:** B +

**Marital Status:** Married

**Number of Children:** Male: Female:

**Father's Name:** Abu Taher Miah

**Mother's Name:** Angura Begum

**Educational Qualifications**

| Degree Title                                                | Board /University<br>Awarded<br>Certificate               | School/College/<br>Department/Institution<br>Attended | Major<br>subjects         | Year of<br>Graduation/Completion | Result |
|-------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|---------------------------|----------------------------------|--------|
| Master in Information<br>Tec                                | University of Dhaka                                       | Institute of Information<br>Technology                | Information<br>Technology | 2022                             | 3.26   |
| B.Sc. Engineering in<br>Computer Science<br>and Engineering | Bangladesh<br>University of<br>Business and<br>Technology | Department of Computer<br>Science and Engineering     | CSE                       | 2018                             | 3.54   |
| HSC                                                         | Rajshahi                                                  | Rajab Ali Memorial Science<br>College                 | Science                   | 2012                             | 4.00   |
| SSC                                                         | Rajshahi                                                  | Tin Nandina Rashidia B.L.<br>High School              | Science                   | 2010                             | 4.44   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Cricket

Employment Statement

| Designation  | Name of Organization | Start Date | Finish Date |
|--------------|----------------------|------------|-------------|
| Officer (IT) | Sonali Bank PLC.     | 30/05/2021 | 23/06/2024  |

Contact Details

Present Address

Permanent Address

Address: House: S-25, Nurjahan Road, Mohammadpur, Dhaka-1207

Address: Village: Tinnandina, Post: Sahebganj, Upozilla: Royganj, District: Sirajganj

District: DHAKA

District: SIRAJGANJ

Telephone:

Telephone:

Mobile Number: 01571749094

Mobile Number: 01768204575

Email: miahaburayhan@gmail.com

Office Telephone Number: 88-02-55006848

Emergency Contact

Name of contact person: Nure Jannat Mita

Telephone:

Mobile Number: 01774763344

Relationship with the person: Wife

Address of contact person: Village: Tinnandina, Post: Sahebganj, Upozilla: Royganj, District: Sirajganj

*APM*  
28/06/2025

**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 117

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1208

**Personal Information**

Name: Mr. Muhammad Ahad UI Alam

Gender: Male

Current Designation: Technical Writer

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 11/01/1993

Blood Group: AB +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: Muhammad Nurul Alam

Mother's Name: Rakubun Nahar

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------|-------------------------------|--------|
| BSc          | BSc. in Engineering                   | BUET                                            | CSE            | 2016                          | 3.19   |
| HSC          | Chittagong                            | Chittagong Govt. City College                   | Science        | 2010                          | 5.00   |
| SSC          | Chittagong                            | Govt. Muslim High School, Chittagong            | Science        | 2010                          | 5.00   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Football

### Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

### Contact Details

#### Present Address

Address: House 31, Block F, Road 1, Banasree Residential Area, Rampura, Dhaka

Address: Village: Enayetpur, P/O: Enayetpur, Upazilla: Hathazari, District: Chittagong

District: DHAKA

District: CHITTAGONG

Telephone:

Telephone:

Mobile Number: 01821819036

Mobile Number: 01849897845

Email: muhammad.ahad@bcc.gov.bd

Office Telephone Number: 88-02-55006848

#### Permanent Address

### Emergency Contact

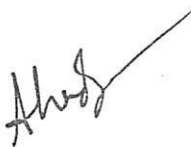
Name of contact person: Fariha Tasnim Kulsum

Telephone:

Mobile Number: 01911103365

Relationship with the person: Spouse

Address of contact person: House 31, Block F, Road 1, Banasree Residential Area, Rampura, Dhaka



**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**



Roll No: 118

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1208

**Personal Information**

Name: Mr. Md. Atikur Rahman

Gender: Male

Current Designation: Assistant Engineer (Facilities Operation)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 26/08/1995

Blood Group: B +

Marital Status: Single

Number of Children: Male: Female:

Father's Name: Md. Mofazzal Hossain

Mother's Name: May. Aleya Begum

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate | School/College/ Department/Institution Attended | Major subjects | Year of Graduation/Completion | Result |
|--------------|---------------------------------------|-------------------------------------------------|----------------|-------------------------------|--------|
| B.Sc         | KUET                                  | EEE                                             | EEE            | 2017                          | 3.02   |
| HSC          | Rajshahi                              | New Govt. Degree Colleges, Rajshahi             | Science        | 2012                          | 5.00   |
| SSC          | Rajshahi                              | Handial High School                             | Science        | 2010                          | 5.00   |

Special area of interest/Co-curricular activities: Sports

Please mention name of the games you are most interested to participate: Table tennis, running, swimming

## Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

## Contact Details

### Present Address

Address: 108/A, West Shewrapara, Mirpur, Dhaka 1216

Address: Sultanpur, Briddhamarich, Bhangura, Pabna

District: DHAKA

District: PABNA

Telephone:

Telephone:

Mobile Number: 01732588317

Mobile Number: 01732588317

Email: atikur.rahman@bcc.gov.bd

Office Telephone Number: 01732588317

### Permanent Address

## Emergency Contact

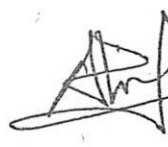
Name of contact person: Md. Mofazzal Hossain

Telephone:

Mobile Number: 01716485336

Relationship with the person: Father

Address of contact person: Sultanpur, Briddhamarich, Bhangura, Pabna

 28.06.25



**Bangladesh Public Administration Training Centre(BPATC)**  
Savar, Dhaka

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**  
(29/06/2025 - 28/08/2025)

**Registration Form**

Roll No: 119

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1209

**Personal Information**

Name: Mr. MOHAMMAD SAIDUR RAHMAN AKANDA

Gender: Male

Current Designation: Associate (Testing)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 15/10/1991

Blood Group: B +

Marital Status: Married

Number of Children: Male: Female: 2

Father's Name: Md. Abdul Quader Akanda

Mother's Name: Mst. Sajia Afrin

**Educational Qualifications**

| Degree Title | Board /University Awarded Certificate                | School/College/ Department/Institution Attended | Major subjects              | Year of Graduation/Completion | Result |
|--------------|------------------------------------------------------|-------------------------------------------------|-----------------------------|-------------------------------|--------|
| M.IT         | University of Dhaka                                  | Institute of Information Technology (IIT)       | Information Technology (IT) | 2017                          | 3.89   |
| B.Sc         | Khulna University of Engineering & Technology (KUET) | Department of EEE                               | EEE                         | 20213                         | 2.96   |

Special area of interest/Co-curricular activities:

Please mention name of the games you are most interested to participate:

**Employment Statement**

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

**Contact Details**

Present Address

Permanent Address

Address: 142/1, Monipuripara, Tejgaon, Dhaka -1215

Address: Ka-145/1/B, Noyanagar, Khilkhet, Dhaka - 1229

District: DHAKA

District: DHAKA

Telephone:

Telephone:

Mobile Number: 01794252731

Mobile Number: 01536104305

Email: dbasaidur@gmail.com

Office Telephone Number: 88-02-55006848

#### Emergency Contact

Name of contact person: Md. Abdul Quader Akanda

Telephone:

Mobile Number: 01799928659

Relationship with the person: Father

Address of contact person: 142/1, Monipuripara, Tejgaon, Dhaka -1215



# Bangladesh Public Administration Training Centre(BPATC)

Savar, Dhaka

## 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

### Registration Form



Roll No: 120

Section: A

Dormitory: 15 Storey New Dormitory

Room No: 1209

#### Personal Information

Name: Mr. MD. Rezaul Islam

Gender: Male

Current Designation: Associate (Monitoring & Evaluation)

Name of Cadre Service: Non Cadre

Cadre ID: N/A

Date of Birth: 02/08/1993

Blood Group: B +

Marital Status: Married

Number of Children: Male: Female:

Father's Name: KAFIUL ISLAM

Mother's Name: ROKEYA KHATUN

#### Educational Qualifications

| Degree Title  | Board /University Awarded Certificate | School/College/ Department/Institution Attended  | Major subjects | Year of Graduation/Completion | Result |
|---------------|---------------------------------------|--------------------------------------------------|----------------|-------------------------------|--------|
| B. Sc (Engg.) | Graduation                            | Mawlana Bhashani Science & Technology University | CSE            | 2017                          | 2058   |

Special area of interest/Co-curricular activities: Coding, Sports, Debate,

Please mention name of the games you are most interested to participate: Run

#### Employment Statement

| Designation | Name of Organization | Start Date | Finish Date |
|-------------|----------------------|------------|-------------|
|-------------|----------------------|------------|-------------|

### Contact Details

#### Present Address

Address: Flat: D3, GTCL Stuff Quarters, Sarulia, Demra, Dhaka-1361

Address: House: 64, Road: Pashchim Para Road, Village: Hat Barian

District: DHAKA

District: TANGAIL

Telephone:

Telephone:

Mobile Number: 01751293789

Mobile Number: 01521337141

Email: rezaul.cse.mbstu@gmail.com

Office Telephone Number: 01751293789

#### Permanent Address

### Emergency Contact

Name of contact person: KAFIUL ISLAM

Telephone:

Mobile Number: 01749070699

Relationship with the person: Father

Address of contact person: Flat: D3, GTCL Stuff Quarters, Sarulia, Demra, Dhaka-1361

Rezaul  
28/6/25

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা

বাংলাদেশ কম্পিউটার কাউন্সিল- এর বিশেষ বিনিয়োগ প্রশিক্ষণ কোর্সের দায়েট

প্রশিক্ষার্থীর সংখ্যা: ২১ জন

কোর্সের মেয়াদ: (২৯ জুন থেকে ২৮ আগস্ট ২০২০) ৬০ দিন

প্রশিক্ষণ ব্যয় সংক্রান্ত পুনঃনির্ধারিত বাজেট

| ক্রঃ নং                                  | ব্যয়ের খাত                                                                                                                                                                   | একক মূল্য                                                                                                                  | টাকা      |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|
| ক) জৌত অবকাঠামো ও যানবাহন ব্যবহার        |                                                                                                                                                                               |                                                                                                                            |           |
| ১.                                       | আবাসন (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                                | ৫০০/- X ৬০ দিন X ২১ জন                                                                                                     | ৬,৩০,০০০  |
| ২.                                       | শ্রেণীকক্ষ ভাড়া (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                     | ৪,০০০/- X ৪০ দিন                                                                                                           | ১,৬০,০০০  |
| ৩.                                       | ক্যাফেটেরিয়া ভাড়া (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                  | ২,০০০/- X ৬০ দিন                                                                                                           | ১,২০,০০০  |
| ৪.                                       | মিলনায়তন ভাড়া (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                      | ১০,০০০/- X ০২ দিন                                                                                                          | ২০,০০০    |
| ৫.                                       | যাতায়াত ভাড়া (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                       | থোক                                                                                                                        | ৮০,০০০    |
| ৬.                                       | ইউটিলিটি চার্জ (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                       | থোক                                                                                                                        | ১৭,০০০    |
| ৭.                                       | মেডিকেল সামগ্রী                                                                                                                                                               | থোক                                                                                                                        | ৫,০০০     |
| ক) মোট                                   |                                                                                                                                                                               |                                                                                                                            | ১০,৩২,০০০ |
| খ) সার্ভিস চার্জ                         |                                                                                                                                                                               |                                                                                                                            |           |
| ৮.                                       | সার্ভিস চার্জ                                                                                                                                                                 | (ক এর ২০%) ১০,৩২,০০০ X ২০%                                                                                                 | ২০৬৪০০    |
| খ) মোট                                   |                                                                                                                                                                               |                                                                                                                            | ২,০৬,৪০০  |
| গ) প্রশিক্ষণ ব্যবস্থাপনা সংক্রান্ত ব্যয় |                                                                                                                                                                               |                                                                                                                            |           |
| ৯.                                       | প্রশিক্ষার্থীদের জন্য ফোন্ডার ও টেষ্টনারী (নোট বুক, কলম ইত্যাদি) (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                     | ২,৮০০/- X ২১ জন                                                                                                            | ৫৮,৮০০    |
| ১০.                                      | প্রশিক্ষার্থীদের জন্য টাই/পাউচ (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                       | ১,০০০/- X ২১ জন                                                                                                            | ২১,০০০    |
| ১১.                                      | সার্টিফিকেট মুদ্রণ + ফোন্ডার (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                         | ৮০০ X ২১ জন                                                                                                                | ১৬,৮০০    |
| ১২.                                      | কোর্স গাইডলাইন/প্রশিক্ষার প্রস্তুতকরণ ও ব্যবস্থাপনা                                                                                                                           | থোক                                                                                                                        | ১৫,০০০    |
| ১৩.                                      | কোর্স গাইডলাইনস মুদ্রণ (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                               | থোক                                                                                                                        | ২৫,০০০    |
| ১৪.                                      | উদ্বোধনী ও সমাপনী অনুষ্ঠানের ব্যানার (PVC/X-Stand ব্যানার) (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                           | ১,৫০০/- X ০২ দিন                                                                                                           | ৩,০০০     |
| ১৫.                                      | উদ্বোধনী অনুষ্ঠান                                                                                                                                                             | থোক                                                                                                                        | ৩৫,০০০    |
| ১৬.                                      | সমাপনী অনুষ্ঠান                                                                                                                                                               | থোক                                                                                                                        | ৩৫,০০০    |
| ১৭.                                      | মেস নাইট/গেস্ট নাইট                                                                                                                                                           | থোক                                                                                                                        | ৪০,০০০    |
| ১৮.                                      | ভিডিও/ফটোগ্রাফি (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                                      | থোক                                                                                                                        | ১২,০০০    |
| ১৯.                                      | আপায়ন (অতিথি বক্তা, অনুষ্ঠান সদস্য, আগত অভ্যাগত ইত্যাদি)                                                                                                                     | ১৫ জন X ৪০/- X ৪০ দিন                                                                                                      | ২৪,০০০    |
| ২০.                                      | প্রশিক্ষার্থীদের শিক্ষাসফর (ডাট ও আইটি অন্তর্ভুক্ত)                                                                                                                           | ১০,০০০/- X ২১ জন                                                                                                           | ২,১০,০০০  |
| ২১.                                      | গাড়ী চালানো প্রশিক্ষণ ব্যয়                                                                                                                                                  | ৮,০০০/- X ২১ জন                                                                                                            | ১,৬৮,০০০  |
| ২২.                                      | ক্রীড়া প্রতিযোগিতার পুরস্কার ক্রয়                                                                                                                                           | থোক                                                                                                                        | ৩৫,০০০    |
| ২৩.                                      | টিএ/ডিএ (কোর্স প্রশাসন)                                                                                                                                                       | থোক                                                                                                                        | ৪০,০০০    |
| ২৪.                                      | বিবিধ                                                                                                                                                                         | থোক                                                                                                                        | ১০,০০০    |
| গ) মোট                                   |                                                                                                                                                                               |                                                                                                                            | ৭,৪৮,৬০০  |
| ঘ) প্রশিক্ষার্থীদের ভাতা                 |                                                                                                                                                                               |                                                                                                                            |           |
| ২৫.                                      | প্রশিক্ষার্থীদের দৈনিক ভাতা                                                                                                                                                   | ৬০০/- X ৬০ দিন X ২১ জন                                                                                                     | ৭,৫৬,০০০  |
| ২৬.                                      | প্রশিক্ষার্থীদের রিট ভাতা                                                                                                                                                     | ১৫,০০০/- X ২১ জন                                                                                                           | ৩,১৫,০০০  |
| ঘ) মোট                                   |                                                                                                                                                                               |                                                                                                                            | ১০,৭১,০০০ |
| ঙ) সম্মানী ও শ্রমিক মজুরি                |                                                                                                                                                                               |                                                                                                                            |           |
| ২৭.                                      | ক) প্রশিক্ষার্থীদের বিভিন্ন সেবা বাবদ সম্মানী/মজুরি (বাবুটি, কিচেন হেলপার, ওয়েটার, রুমবয়, পরিচ্ছন্নতা কর্মী, ডিস ওয়াশার, মশালটি= ১৭জন) (দৈনিক ভিত্তিক নিয়োজনের ক্ষেত্রে)* | জুন মাস= ৩ দিন (৫৫০/- X ১১ জন X ৩ দিন)= ১৮,১৫০/- এবং জুলাই ও আগস্ট মাসে (২২+২০)=৪২ দিন (৭০০/- X ১১ জন X ৪২ দিন)=৩,২৩,৪০০/- | ৩,৪১,৫৫০  |
|                                          | খ) ট্রান্সপোর্ট এন্টেনডেন্ট (দৈনিক ভিত্তিক নিয়োজনের ক্ষেত্রে)*                                                                                                               | জুন মাস= ৩ দিন (৫৫০/- X ১ জন X ৩ দিন)= ১,৬৫০/- এবং জুলাই ও আগস্ট মাসে (২২+২০)=৪২ দিন (৭০০/- X ১ জন X ৪২ দিন)=২৯,৪০০/-      | ৩১,০৫০    |
| ২৮.                                      | বক্তার সম্মানী                                                                                                                                                                | ৪,৫০০/- X ১৮০ ঘণ্টা                                                                                                        | ৮,১০,০০০  |

| ক্র. নং                                                               | ব্যয়ের খাত                                                                                                    | একক মূল্য                                                                       | টাকা        |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------|
| ২৯.                                                                   | সম্প্রসারণ-বক্তৃতার (একটেডেড সেশন) সম্মানী                                                                     | ৭,০০০/- X ১০ ঘণ্টা                                                              | ৭০,০০০      |
| ৩০.                                                                   | ক্রীড়া প্রশিক্ষকের সম্মানী (অতিথি ক্রীড়া প্রশিক্ষকের ক্ষেত্রে)                                               | ১,৪০০/- X ৩৬ দিন                                                                | ৫০,৪০০      |
| ৩১.                                                                   | মুখ্য উপদেষ্টার সম্মানী                                                                                        | ৭৫,০০০/-                                                                        | ৭৫,০০০      |
| ৩২.                                                                   | কোর্স উপদেষ্টার সম্মানী                                                                                        | ৫৫,০০০/-                                                                        | ৫৫,০০০      |
| ৩৩.                                                                   | কোর্স পরিচালকের সম্মানী                                                                                        | ৫০,০০০/-                                                                        | ৫০,০০০      |
| ৩৪.                                                                   | কোর্স সমন্বয়কের সম্মানী                                                                                       | ৪৫,০০০/- X ০২ জন                                                                | ৯০,০০০      |
| ৩৫.                                                                   | কারিকুলাম উন্নয়ন (প্রযোজ্য ক্ষেত্রে)                                                                          | কারিকুলাম ডেভেলপমেন্ট ওয়ার্কিং কমিটি (৩৯,০০০) +<br>সার্চিবিক সহযোগিতা (৪,৫০০)} | ৪৩,৫০০      |
|                                                                       |                                                                                                                | কারিকুলাম অনুমোদন কমিটি (৩২,০০০) + সার্চিবিক<br>সহযোগিতা (৪,৫০০)}               | ৩৬,৫০০      |
| ৩৬.                                                                   | সাপোর্ট অফিসার এবং স্টাফদের সম্মানী                                                                            | ১. প্রশাসন বিভাগ (প্রশাসন+অর্থ+সেবা)<br>(২৫,০০০+৩০,০০০+৩৫,০০০)                  | ৯০,০০০      |
|                                                                       |                                                                                                                | ২. পিপিআর শাখা                                                                  | ৪০,০০০      |
|                                                                       |                                                                                                                | ৩. রেষ্টুর দপ্তর                                                                | ১০,০০০      |
|                                                                       |                                                                                                                | ৪. মূল্যায়ন শাখা                                                               | ২৫,০০০      |
|                                                                       |                                                                                                                | ৫. এলটিএ শাখা                                                                   | ১৫,০০০      |
|                                                                       |                                                                                                                | ৬. কোর্স অফিস {(৬০০০X২)+(৫০০০X২)+(৪০০০X২)}                                      | ৩০,০০০      |
|                                                                       |                                                                                                                | ৭. প্রকাশনা, কম্পিউটার, ক্লিনিক ও খেলাধুলা শাখা (১০,০০০<br>X ৪)                 | ৪০,০০০      |
| ঙ. মোট                                                                |                                                                                                                |                                                                                 | ১৯,০৩,০০০   |
| চ) প্রশিক্ষণ মূল্যায়ন সংক্রান্ত ব্যয়                                |                                                                                                                |                                                                                 |             |
| ৩৭.                                                                   | পরীক্ষার উত্তরপত্র মূল্যায়নের ফি (একক ও দলীয়)                                                                | প্রতি উত্তরপত্র ৯০/- X ২৫৯টি                                                    | ২৩,৩১০      |
| ৩৮.                                                                   | কোর্স মূল্যায়ন (মূল্যায়ন শাখা কর্তৃক (প্রি টেস্ট, পোস্ট<br>টেস্ট- বাদ রাখা যায়) এবং কোর্স সমাপনী মূল্যায়ন) | থোক                                                                             | ১৮,০০০      |
| ৩৯.                                                                   | পরীক্ষা পরিদর্শকের সম্মানী                                                                                     | ১,০০০/- X ৪ টি X ২ জন                                                           | ৮,০০০       |
| ৪০.                                                                   | মডিউল পরিচালকের সম্মানী                                                                                        | ৫,০০০/- X ১৭                                                                    | ৮৫,০০০      |
| চ) মোট                                                                |                                                                                                                |                                                                                 | ১,৩৪,৩১০    |
| সর্বমোট (ক+খ+গ+ঘ+ঙ+চ) (পঞ্চাশ লক্ষ পচানকুই হাজার তিনশত দশ টাকা মাত্র) |                                                                                                                |                                                                                 | ৫০,৯৫,৩১০/- |

- ❖ প্রশিক্ষণার্থী ও সেশনের সংখ্যার উপর ভিত্তি করে বাজেটের পরিমাণ কম বেশি হতে পারে।
- ❖ প্রকৃত ব্যয় অনুসারেই বাজেট সমন্বয় করা হবে। অব্যয়িত অর্থ ফেরৎ প্রদান করা হবে।
- ❖ সরকারি বিধান অনুযায়ী সংশ্লিষ্ট খাত হতে ভ্যাট ও উৎস কর কর্তন করা হবে।
- ❖ প্রশিক্ষণার্থীদের বিভিন্ন সেবা প্রতি ৬জন প্রশিক্ষণার্থীর জন্য ১জন রুমবয় সে হিসেবে রুমবয়-৪ জন, বাবুচি-১ জন, কিচেন  
হেলপার-১ জন, ওয়েটার-১ জন, মশালচি-১ জন, ডিস ওয়াশার-১ জন, পরিচ্ছন্নতাকর্মী-০২ জন এবং ক্র্যাশরুম এ্যাটেনডেন্ট  
১ জন,
- ❖ ২৬ (ক) নং খাতে নিয়োজিত কর্মচারীদের ক্ষেত্রে কেন্দ্রের স্থায়ী কর্মচারীদের জন্য থোক সম্মানী জনপ্রতি ১৫,০০০/- (পনের  
হাজার মাত্র) এবং ২৬ (খ) এ নিয়োজিত রূপসরুম এ্যাটেনডেন্টের ক্ষেত্রে স্থায়ী কর্মচারীর জন্য থোক সম্মানী জনপ্রতি  
২০,০০০/- (বিশ হাজার মাত্র)
- ❖ অতিথি ক্রীড়া প্রশিক্ষকের স্থলে কেন্দ্রের নিজস্ব কর্মচারীর দায়িত্ব পালনের ক্ষেত্রে থোক সম্মানী ৩০,০০০/- (ত্রিশ হাজার মাত্র)  
টাকা।
- ❖ দৈনিক ভিত্তিক নিয়োজনের ক্ষেত্রে অর্থ মন্ত্রণালয়ের অর্থ বিভাগ হতে জারিকৃত সরকারের  
মন্ত্রণালয়/বিভাগ/সংস্থা/দপ্তর/রাষ্ট্রায়ত্ব প্রতিষ্ঠান/স্বায়তশাসিত প্রতিষ্ঠান এর আওতায় দৈনিক ভিত্তিতে সাময়িক শ্রমিক  
নিয়োজিতকরণ নীতিমালা, ২০২৫ অনুসরণ করা হবে।

১৬/০৭/২০২৫  
মোঃ সিদ্দিকুর রহমান  
নির্বাহন সহকারী  
বিপিএটিসি, সাদার, ঢাকা।

তানজিনা আক্তার  
সহকারী পরিচালক (পিপিআর)  
বাংলাদেশ দোক-বিশ্বাসন প্রশিক্ষণ কেন্দ্র  
সুওর, ঢাকা।

এলিনা জাম্বুজা  
পরিচালক  
১২৫  
উপ-পরিচালক  
বিপিএটিসি, সাদার, ঢাকা

হাসান মূর্তজা মাসুম  
পরিচালক (পিপিআর)  
বিপিএটিসি, সাদার, ঢাকা



**Bangladesh Public Administration Training Centre**  
**Savar, Dhaka-1343**  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)

**Md. Rafiqul Islam**  
Director (Admin) &  
**Course Director**  
2<sup>nd</sup> SFTC for the Officials of BCC

D.O. No-05.01.0000.262.25.024.24-320

Date: 19 June 2025

**Dear Participants,**

Assalamu Alaikum and Greetings from BPATC!

I would like to congratulate you for being nominated at the 2<sup>nd</sup> Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC) to be held at the Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from **29 June 2025 to 28 August 2025** (Sixty Days). We hope that this training will not only enrich your knowledge and skill but also help you to change the attitudes and mindset for making you a competent one for the country. There is no denying the fact that in any training course, the attitude of the participants along with their mental readiness for taking instructional loads is of critical importance to steer the course towards a successful completion. Thus, I would request you to prepare yourself mentally to take this course affirmatively, leaving aside all other official and familial obligations to acquire pragmatic knowledge and skills, which in turn, we believe, would enable you to be a more effective service provider to your valued clients.

This is a fully residential course and staying in the dormitory is mandatory. During the course you may have to attend intensive training activities beyond office hours and sometimes on weekends. During your stay you must follow the standards and training norms practiced at the Centre. I would like to provide you certain useful information regarding the training and staying at the BPATC:

- Please register online through BPATC website by **17:00 hrs on 24 June 2025** to attend this course. Once you submit the duly completed registration via online, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Mr. Mohammad Altam Hossain. Course



Coordinator (Cellphone no. 01717316623), Mr. Md. Motaher Hossain, Course  
Coordinator (Cellphone no. 01818186287).

- All participants have to follow the prescribed dress code of BPATC. During training session male participants must wear decent and dark coloured trouser, light coloured full sleeved shirt with neck tie (tie will be provided by BPATC) and shoe (preferably black leather shoe). However, Sherwani/Panjabi with 'Coti' is allowed to wear on religious ground. You have to wear dark coloured suit during mess/guest night, visiting organization and other special occasions. Female participants must wear sober coloured sarees/suits and it is mandatory to wear sarees with dark-coloured blazer/coat in any formal occasion.
- You are requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/track suits, white T-shirt with collar, white sports shoe/trainer and socks for male participants; white salwar-kamiz, dupatta/white track suits, white sports shoe/trainer and socks for female participants). Please note that you will have to walk 2.2 km long jogging track in the morning and to join afternoon sports during the course tenure.
- Please follow the health guidelines strictly that will be provided by our health safety committee time to time.
- You are *strongly requested to bring a laptop* for managing your training well.
- BPATC will facilitate the arrangement of food during your stay at the centre.
- All participants have to follow the prescribed dress code of BPATC.
- Please be informed that you will be given Tk15,000/ (Fifteen Thousand) Taka as *Kit Allowance*.

You are requested to report at BPATC on **28 June 2025 (Saturday) by 5:00 pm** (a Welcome Desk will be at the reception of 15-Storeyed Dormitory, Ground Floor). We will arrange transport for you on that day for your convenience. A BPATC-bound vehicle will leave RPATC Dhaka (49 New Eskaton, Dhaka; beside BIAM) at 3:00 pm. You can avail this bus service. **A briefing session will be held at 7:30pm upon your arrival at Room 303 of Academic Building.** A *WhatsApp* Group has already been opened for notification throughout the training period.





I hope you will have a wonderful time in the scenic & non-smoking campus of BPATC with your course mates and spend quality time for your further preparation to contribute more effectively to the country's developmental endeavour.

I am looking forward to extending our warm welcome to you all at BPATC in the evening on 28 June 2025(Saturday).

Wishing you all Good Luck!

*Sincerely yours,*

  
19.06  
2025  
(Md. Rafiqul Islam)





বাংলাদেশ কম্পিউটার কাউন্সিল  
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ  
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়  
www.bcc.gov.bd  
আগারগাঁও, ঢাকা (জনপ্রশাসন পদক প্রাপ্ত একটি প্রতিষ্ঠান)

তারিখ: ১২ আষাঢ় ১৪৩২ বঙ্গাব্দ  
২৬ জুন ২০২৫ খ্রিস্টাব্দ

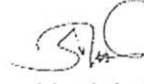
নম্বর: ৫৬.০১.০০০০.০০০.০০৫.২৫.০৫২৮.২২.৭২৫

অফিস আদেশ

বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি), সাভার, ঢাকায় আগামী ২৯/০৬/২০২৫খ্রি. হতে ২৮/০৮/২০২৫খ্রি. তারিখ পর্যন্ত ২ মাস মেয়াদি অনুষ্ঠিতব্য বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে অংশগ্রহণের জন্য বিসিসির নির্বাচিত নিম্নবর্ণিত কর্মকর্তাগণকে আগামী ২৮/০৬/২০২৫খ্রি. তারিখ অপরাহ্ন হতে নির্দেশক্রমে অবমুক্ত করা হলো:

| ক্রমিক | নাম ও পদবী                                                       | শাখা                                     | ইমেইল ও মোবাইল                            |
|--------|------------------------------------------------------------------|------------------------------------------|-------------------------------------------|
| ১.     | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ফ্রয় ও সরবরাহ)           | মানব সম্পদ ও সেবা                        | ০১৯৫৭৫৫২১৭৫<br>mofizul.islam@bcc.gov.bd   |
| ২.     | জনাব সাবিকুন নাহার<br>সহকারী মাইনটেন্যান্স ইঞ্জিনিয়ার           | টেক্টিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৫৩৫৭৫১২৮২<br>sabikun.naher@bcc.gov.bd   |
| ৩.     | জনাব নালিসা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক                  | আঞ্চলিক কার্যালয়, সিলেট                 | ০১৫২১৪৭৩৯০০<br>nalisa.tasnim@bcc.gov.bd   |
| ৪.     | মোঃ অতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যানিলিটিস<br>অপারেশন)  | জাতীয় ডাটা সেন্টার                      | ০১৭৩২৫৮৮৩১৭<br>alikur.rahman@bcc.gov.bd   |
| ৫.     | জনাব মুহাম্মদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার                   | সিএ অপারেশন ও নিরাপত্তা                  | ০১৮২১৮১৯০৩৬<br>muhammad.ahad@bcc.gov.bd   |
| ৬.     | জনাব মোঃ আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                        | গবেষণা, উদ্ভাবন ও উন্নয়ন                | ০১৭৩৭৮৭৮৯২৭<br>abdur.rouf@bcc.gov.bd      |
| ৭.     | জনাব এস এম রিয়াজ উদ্দিন<br>অ্যাসোসিয়েট (সিএ)                   | জাতীয় ডাটা সেন্টার                      | ০১৬০৯৪৮৬২৫৪<br>riaz.uddin@bcc.gov.bd      |
| ৮.     | জনাব মোহাম্মদ সাইদুর রহমান আকন্দ<br>অ্যাসোসিয়েট (টেক্টিং)       | জাতীয় ডাটা সেন্টার                      | ০১৭৯৪২৫২৭৩১<br>mohammad.saidur@bcc.gov.bd |
| ৯.     | জনাব মোহাম্মদ জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা) | জাতীয় ডাটা সেন্টার                      | ০১৭৩৮৭৯৯০২৭<br>zenarul.islam@bcc.gov.bd   |
| ১০.    | জনাব মোঃ আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                   | জাতীয় ডাটা সেন্টার                      | ০১৮২২৬৫৩৪১২<br>ahosanullah@bcc.gov.bd     |
| ১১.    | জনাব কাজী নাজিম পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)           | নেটওয়ার্ক অপারেশন সেন্টার               | ০১৭৭০৪৬৫৬৬৪<br>kazi.pasha@bcc.gov.bd      |
| ১২.    | জনাব মোঃ আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)                | টেক্টিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৬৮০৩৫৮৮৬০<br>akmal.hossain@bcc.gov.bd   |
| ১৩.    | জনাব মোঃ রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন)    | মানব সম্পদ ও সেবা                        | ০১৭৫১২৯৩৭৮৯<br>md.rezaul@bcc.gov.bd       |
| ১৪.    | জনাব মোঃ নয়ন আলী<br>সহকারী প্রোগ্রামার                          | জাতীয় ডাটা সেন্টার                      | ০১৭৮৩২৪৭৩৫৭<br>noyan.ali@bcc.gov.bd       |
| ১৫.    | জনাব মোঃ দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার                    | টেক্টিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৭৬৫৪৬৩৭০২<br>deloar.hossain@bcc.gov.bd  |
| ১৬.    | জনাব সুসময় বর্মান<br>কো-অর্ডিনেটর (সার্ভিস রিভিশনশিপ)           | বিসিসি আঞ্চলিক কার্যালয়, রাজশাহী        | ০১৮০৪৬৬৮০৩০<br>susmoy.barman@bcc.gov.bd   |

|     |                                                            |                           |                                             |
|-----|------------------------------------------------------------|---------------------------|---------------------------------------------|
| ১৭. | জনাব আবু রায়হান খিয়া<br>কো-অর্ডিনেটর (আইসিটি কোর্স)      | গবেষণা, উদ্ভাবন ও উন্নয়ন | ০১৫৭১৭৪৯০৯৪<br>abu.rayhan@bcc.gov.bd        |
| ১৮. | জনাব মোঃ সৌরভ হোসেন<br>কো-অর্ডিনেটর (আইটিইএস কোর্স)        | সিএ অপারেশন ও নিরাপত্তা   | ০১৯৮০৪৮৪৭৯১<br>sourav.hossen@bcc.gov.bd     |
| ১৯. | জনাব সুরভ সৌরভ দাস<br>সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার        | জাতীয় ডাটা সেন্টার       | ০১৭৫৮৮৯৭৮৬১<br>subrota.sourovdas@bcc.gov.bd |
| ২০. | জনাব মোঃ ইলিয়াস আহমেদ<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার | আঞ্চলিক কার্যালয়, রংপুর  | ০১৬০২০৫৫৭৭০<br>elias.ahmed@bcc.gov.bd       |
| ২১. | জনাব মোঃ কলাম হোসেন<br>অ্যাসোসিয়েট (মার্কেটিং)            | বিকেআইআইসিটি              | ০২৫৩৫১০২০৯৭<br>kalam.hossain@bcc.gov.bd     |

  
 ২৬-০৬-২০২৫  
 মোঃ জাকির হোসেন বাচ্চু  
 সচিব  
 ০২৫৫০০৬৮৪৯  
 secretary@bcc.gov.bd

নম্বর: ৫৬.০১.০০০০.০০০.০০৫.২৫.০৫২৮.২২.৭২৫/১ (২৫)

১২ আষাঢ় ১৪৩২ বঙ্গাব্দ  
তারিখ: ২৬ জুন ২০২৫ খ্রিস্টাব্দ

সদয় অবগতি ও কার্যার্থে অনুলিপি (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। রেজিস্টার, রেজিস্টার এর দপ্তর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র (বিপিএটিসি)।
- ২। পরিচালক/ইনচার্জ (সকল), বিসিসি।
- ৩। আঞ্চলিক পরিচালক/ সেন্টার ইনচার্জ (সকল), বিসিসি।
- ৪। সহকারী ম্যানেজার (ক্রয় ও সরবরাহ), মানব সম্পদ ব্যবস্থাপনা ও সাচিবিক ইউনিট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৫। সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার, টেস্টিং, মাননিয়ন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৬। আঞ্চলিক পরিচালক (ভারপ্রাপ্ত), বিসিসি, আঞ্চলিক কার্যালয়, সিলেট, বাংলাদেশ কম্পিউটার কাউন্সিল, আঞ্চলিক কার্যালয়, সিলেট।
- ৭। সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৮। টেকনিক্যাল রাইটার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৯। অ্যাসোসিয়েট (সিএ), আইটি (গবেষণা, উদ্ভাবন ও উন্নয়ন), বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১০। অ্যাসোসিয়েট সিএ, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১১। অ্যাসোসিয়েট (টেস্টিং), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১২। অ্যাসোসিয়েট (সেমিনার ও প্রচারণা), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৩। অ্যাসোসিয়েট (অপারেশন), ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৪। অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ), নেটওয়ার্ক অপারেশন সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৫। অ্যাসোসিয়েটে (ডকুমেন্টেশন), টেস্টিং, মাননিয়ন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৬। অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন), মানব সম্পদ ব্যবস্থাপনা ও সাচিবিক ইউনিট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৭। সহকারী প্রোগ্রামার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৮। সহকারী প্রোগ্রামার, টেস্টিং, মাননিয়ন্ত্রণ ও সার্টিফিকেশন, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ১৯। কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ) (অন্যান্য), আঞ্চলিক কার্যালয়, বিসিসি, বাংলাদেশ কম্পিউটার কাউন্সিল, আঞ্চলিক কার্যালয়, রাজশাহী।
- ২০। কো-অর্ডিনেটর (আইসিটি কোর্স), এপ্লিকেশন ডেভেলপমেন্ট, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ২১। কো-অর্ডিনেটর (আইটিইএস কোর্স), সিএ অপারেশন ও নিরাপত্তা, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ২২। সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার, ডাটা সেন্টার, বাংলাদেশ কম্পিউটার কাউন্সিল।

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.gov.bd

2<sup>nd</sup> SFTC for the Officials of BCC

[29 June to 28 August 2025]

**Notice**

Please be informed that the 2<sup>nd</sup> Special Foundation Training Course(SFTC) for the Officials of Bangladesh Computer Council(BCC) is scheduled to be held from 29 June 2025 to 28 August 2025 in BPATC. A total number of twenty (20) officials will join the this SFTC. The Course Management Team solicits your extended support and timely actions on the following tasks to run the course smoothly and effectively:

| Sl. No. | Tasks                                                                                                  | Role                        |
|---------|--------------------------------------------------------------------------------------------------------|-----------------------------|
| 1.      | Disbursement of Money                                                                                  | DD (Finance)                |
| 2.      | Accommodation of the participants (total 20)                                                           | AD (Dormitory)              |
| 3.      | Preparation of Classrooms with training aids                                                           | Director (LTA)              |
| 4.      | Preparation of Registration Desk                                                                       | DD (Service)                |
| 5.      | Preparation of office for Course Management                                                            | DD (Service)                |
| 6.      | Refreshment and Food                                                                                   | DD (Service)                |
| 7.      | Appointment of classroom attendants                                                                    | DD (Admin)                  |
| 8.      | Appointment of dormitory and other supporting staff                                                    | DD (Admin)                  |
| 9.      | Computerized name badges for Course Management and Participants                                        | DD (Publication)            |
| 10.     | Course evaluation and certificate preparation                                                          | DD (Evaluation)             |
| 11.     | Arrangement of Labs for computer sessions                                                              | Systems Analyst/ Programmer |
| 12.     | Games & sports including swimming for the participants                                                 | DD (Sports)                 |
| 13.     | Health Check-up and Medical facilities (If necessary)                                                  | Medical Officer             |
| 14.     | Standby Generator (For class room at Academic Building)                                                | DD (Service)/AD (Logistics) |
| 15.     | Necessary transport services                                                                           | DD (Service)/AD (Logistics) |
| 16.     | Video & Photography                                                                                    | TS (AVR)                    |
| 17.     | Repairing, maintenance, cleanliness of dormitory, classrooms, dining space and other relevant services | DD (Service)                |
| 18.     | Special Sanitization for Covid-19                                                                      | DD (Service)                |
| 19.     | Opening Registration                                                                                   | Systems Analyst/ Programmer |
| 20.     | Any other supports as deemed necessary                                                                 | Faculty Members Concerned   |

*Md. Motaher Hossain*  
22/6/25

Md. Motaher Hossain  
Course Coordinator (General)  
2<sup>nd</sup> SFTC for BCC

No. 05.01.2672.021.18.372.25.01

Date: 22 June 2025

**Distribution: For kind information & necessary action**

1. All Faculty Members. BPATC, Savar, Dhaka
2. PS to Rector, BPATC, Savar, Dhaka. (For the kind information of the Rector)
3. All Notice Boards
4. Concerned File.

# বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স  
(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৪

তারিখ: -----

১৭ আগস্ট ২০২৫

## অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে চলমান বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স এর শিক্ষা সফর আগামী ২০-২১ আগস্ট ২০২৫ মেয়াদে কক্সবাজারে অনুষ্ঠিত হবে। উক্ত শিক্ষাসফরে নিম্নবর্ণিত প্রশিক্ষণার্থী কর্মকর্তাগণ অংশগ্রহণ করবেন:

| ক্র.নং | কর্মকর্তার নাম ও পদবি                                             | কার্যালয়ের নাম                           | মোবাইল নম্বর | ইমেইল                        |
|--------|-------------------------------------------------------------------|-------------------------------------------|--------------|------------------------------|
| ১।     | জনাব মো: আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                         | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৭৩৭৮৭৮৯২৭  | abdur.rouf@bcc.gov.bd        |
| ২।     | জনাব কাজী নাহাজ পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)            | নেটওয়ার্ক অপারেশন<br>সেন্টার             | ০১৭৭০৪৬৫৬৬৪  | kazi.pasha@bcc.gov.bd        |
| ৩।     | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ক্রয় ও সরবরাহ)            | মানব সম্পদ ও সেবা                         | ০১৯৫৭৫৫২১৭৫  | mofizul.islam@bcc.gov.bd     |
| ৪।     | জনাব মো: আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)                 | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৬৮০৩৫৮৮৬০  | akmal.hossain@bcc.gov.bd     |
| ৫।     | জনাব মো: দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার                     | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৭৬৫৪৩৬৭০২  | deloar.hossain@bcc.gov.bd    |
| ৬।     | জনাব মো: ইলিয়াস আহমেদ<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার        | আঞ্চলিক কার্যালয়, রংপুর                  | ০১৬০২০৫৫৭৭০  | elias.ahmed@bcc.gov.bd       |
| ৭।     | জনাব নাফিসা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক                   | আঞ্চলিক কার্যালয়, সিলেট                  | ০১৫২১৪৭৩৯০০  | nafisa.tasnim@bcc.gov.bd     |
| ৮।     | জনাব সাবিকুন নাহার<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ারিং          | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৫৩৫৭৫১২৮২  | sabikun.nahar@bcc.gov.bd     |
| ৯।     | জনাব সুব্রত সৌরভ দাস<br>সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার             | জাতীয় ডাটা সেন্টার                       | ০১৭৫৮৮৯৭৮৬১  | subrota.sourovdas@bcc.gov.bd |
| ১০।    | জনাব মো: নয়ন আলী<br>সহকারী প্রোগ্রামার                           | জাতীয় ডাটা সেন্টার                       | ০১৭৮৩২৪৭৩৫৭  | noyan.al@bcc.gov.bd          |
| ১১।    | জনাব সৌরভ হোসেন<br>কোঅর্ডিনেটর (আইটিএস কোর্স)                     | সি এ অপারেশন ও<br>নিরাপত্তা               | ০১৯৮০৪৮৪৭৯১  | sourab.hossen@bcc.gov.bd     |
| ১২।    | জনাব সুস্ময় বর্মন<br>কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ)            | আঞ্চলিক কার্যালয়,<br>রাজশাহী             | ০১৮০৪৬৬৮০৩০  | susmoy.barman@bcc.gov.bd     |
| ১৩।    | জনাব মো: আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                    | জাতীয় ডাটা সেন্টার                       | ০১৮২২৬৫৩৪১২  | ahosanullah@bcc.gov.bd       |
| ১৪।    | জনাব মোহা: জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা)     | জাতীয় ডাটা সেন্টার                       | ০১৭৩৮৭৯৯০২৭  | zenarul.islam@bcc.gov.bd     |
| ১৫।    | জনাব এস. এম রিয়াজ উদ্দিন<br>অ্যাসোসিয়েট (সিএ)                   | জাতীয় ডাটা সেন্টার                       | ০১৬০৯৪৮৬২৫৪  | riaz.uddin@bcc.gov.bd        |
| ১৬।    | জনাব আবু রায়হান মিয়া<br>কোঅর্ডিনেটর (আইসিটি কোর্স)              | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৫৭১৭৪৯০৯৪  | abu.rayhan@bcc.gov.bd        |
| ১৭।    | জনাব মুহাম্মদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার                    | সিএ অপারেশন ও<br>নিরাপত্তা                | ০১৮২১৮১৯০৩৬  | muhammad.ahad@bcc.gov.bd     |
| ১৮।    | জনাব মো: আতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন) | জাতীয় ডাটা সেন্টার                       | ০১৭৩২৫৮৮৩১৭  | atikur.rahman@bcc.gov.bd     |
| ১৯।    | জনাব মোহাম্মদ সাইদুর রহমান আকন্দ                                  | জাতীয় ডাটা সেন্টার                       | ০১৭৯৪২৫২৭৩১  | mohammad.saidur@gmail.com    |

|     |                                                               |                        |             |                          |
|-----|---------------------------------------------------------------|------------------------|-------------|--------------------------|
|     | অ্যাসোসিয়েট (টেক্সটিং)                                       |                        |             |                          |
| ২০। | জনাব মো: রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন) | নীতি, কৌশল ও পরিকল্পনা | ০১৭৫১২৯৩৭৮৯ | md.rezaul@bcc.gov.bd     |
| ২১। | জনাব মো: কালাম হোসেন<br>অ্যাসোসিয়েট (মার্কেটিং)              | বিকেআইআইসিটি           | ০১৫৩৫১০১০৯৭ | kalam.hossain@bcc.gov.bd |

- ০২। প্রশিক্ষণার্থীগণ সংযুক্তি কার্যক্রম হতে প্রয়োজনীয় তথ্যাবলী সংগ্রহ করবেন যা পরবর্তীতে সংশ্লিষ্ট মডিউলসমূহের দলীয়/একক প্রতিবেদন প্রস্তুতে সহায়ক হবে।
- ০৩। এ শিক্ষাসফরের ব্যয় কোর্সের অন্তর্ভুক্ত বাজেট হতে সংকুলান করা হবে এবং বিধি মোতাবেক প্রশিক্ষণ ভাতা প্রাপ্য হবেন।
- ০৪। যথাযথ কর্তৃপক্ষের অনুমোদন ও নির্দেশক্রমে এ আদেশ জারি করা হলো।

২৭.০৮/২০২৫

(মোহঃ রফিকুল ইসলাম)  
কোর্স পরিচালক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৪

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

তারিখ: -----

১৭ আগস্ট ২০২৫

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ১। এমডিএস (প্রকল্প ও উন্নয়ন) ও কোর্স উপদেষ্টা, বিসিসি কর্মকর্তাগণের জন্য ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- ২। জেলা প্রশাসক, কক্সবাজার।
- ৩। পরিচালক (প্রশাসন/পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা।
- ৪। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- ৫। সচিব, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৬। উপ-পরিচালক (সেবা/অর্থ/মূল্যায়ন/পিপিআর/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা।
- ৭। পিএস টু রেক্টর, বিপিএটিসি, সাভার, ঢাকা (রেক্টর মহোদয়ের সদয় অবগতির জন্য)।
- ৮। সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- ৯। প্রশিক্ষণার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ১০। ক্যাফেটেরিয়া ম্যানেজার, বিপিএটিসি, সাভার, ঢাকা।
- ১১। সংশ্লিষ্ট নথি।

২০/৮/২৫

(মোঃ মোতাহের হোসাইন)  
কোর্স সমন্বয়ক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)



## Bangladesh Public Administration Training Centre

Savar, Dhaka.  
[www.bpatc.org.bd](http://www.bpatc.org.bd)

### 2<sup>nd</sup> Special Foundation Training Course for BCC Officials (29 June 2025 to 28 August 2024)

#### List of Participants

| S.L No | Name and Designation                                              | Current Posting Place                                           | Contact Number | ইমেইল                                                                          |
|--------|-------------------------------------------------------------------|-----------------------------------------------------------------|----------------|--------------------------------------------------------------------------------|
| 101    | Mr. Md. Abdur Rouf<br>Associate (CA)                              | Research<br>Innovation and<br>Development,<br>BCC, Dhaka        | 01737878927    | <a href="mailto:abdur.rouf@bcc.gov.bd">abdur.rouf@bcc.gov.bd</a>               |
| 102    | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)                | Network Operation<br>Centre, BCC, Dhaka                         | 01770465664    | <a href="mailto:kazi.pasha@bcc.gov.bd">kazi.pasha@bcc.gov.bd</a>               |
| 103    | Mr. Mofizul Islam<br>Assistant Manager (Purchasing<br>and Supply) | Human Resources<br>and Services, ,<br>BCC, Dhaka                | 01957552175    | <a href="mailto:mofizul.islam@bcc.gov.bd">mofizul.islam@bcc.gov.bd</a>         |
| 104    | Mr. Md. Akmal Hossain<br>Associate (Documentaion)                 | Testing, quality<br>control and<br>certification, BCC,<br>Dhaka | 01680358860    | <a href="mailto:akmal.hossain@bcc.gov.bd">akmal.hossain@bcc.gov.bd</a>         |
| 105    | Mr. Md. Deloar Hossain<br>Assistant Programmer                    | Testing, quality<br>control and<br>certification, BCC,<br>Dhaka | 01765436702    | <a href="mailto:deloar.hossain@bcc.gov.bd">deloar.hossain@bcc.gov.bd</a>       |
| 106    | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer             | Regional Office,<br>Sylhet, Rangpur                             | 01602055770    | <a href="mailto:elias.ahmed@bcc.gov.bd">elias.ahmed@bcc.gov.bd</a>             |
| 107    | Ms. Nafisa Tasnim<br>Assistant Controller of<br>Examinations      | Regional Office,<br>Sylhet                                      | 01521473900    | <a href="mailto:nafisa.tasnim@bcc.gov.bd">nafisa.tasnim@bcc.gov.bd</a>         |
| 108    | Mrs. Sabikun Nahar<br>Assistant Maintenance<br>Engineering        | Testing, quality<br>control and<br>certification, BCC,<br>Dhaka | 01535751282    | <a href="mailto:sabikun.nahar@bcc.gov.bd">sabikun.nahar@bcc.gov.bd</a>         |
| 109    | Mr. Subrota Sourov Das<br>Assistant Network Engineer              | National Data<br>Center                                         | 01758897861    | <a href="mailto:subrota.sourovdas@bcc.gov.bd">subrota.sourovdas@bcc.gov.bd</a> |
| 110    | Mr. Md. Noyan Ali<br>Assistant Programmer                         | National Data<br>Center, BCC, Dhaka                             | 01783247357    | <a href="mailto:noyan.ali@bcc.gov.bd">noyan.ali@bcc.gov.bd</a>                 |



| S.L No | Name and Designation                                                   | Current Posting Place                           | Contact Number   | ইমেইল                      |
|--------|------------------------------------------------------------------------|-------------------------------------------------|------------------|----------------------------|
| 111    | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                     | CA Operations and Security, BCC, Dhaka          | 0198048479<br>1  | sourab.hossen@bcc.gov.bd   |
| 112    | Mr. Susmoy Barman<br>Coordinator (Service Relationship)                | Regional Office, Rajshahi                       | 0180466803<br>0  | susmoy.barman@bcc.gov.bd   |
| 113    | Mr. Md. Ahosanullah<br>Associate (Operation)                           | National Data Center, BCC, Dhaka                | 0182265341<br>2  | ahosanullah@bcc.gov.bd     |
| 114    | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)          | National Data Center, BCC, Dhaka                | 0173879902<br>7  | zenarul.islam@bcc.gov.bd   |
| 115    | Mr. S.M Riaz Uddin<br>Associate (CA)                                   | National Data Center, BCC, Dhaka                | *0160948625<br>4 | riaz.uddin@bcc.gov.bd      |
| 116    | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                         | Research Innovation and Development, BCC, Dhaka | 0157174909<br>4  | abu.rayhan@bcc.gov.bd      |
| 117    | Mr. Muhammad Ahad Ul Alam<br>Technical Writer                          |                                                 |                  |                            |
| 118    | Mr. Md. Md. Atikur Rahman<br>Assistant Engineer (Facilities Operation) | National Data Center, BCC, Dhaka                | 0173258831<br>7  | atikur.rahman@bcc.gov.bd   |
| 119    | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)               | National Data Center, BCC, Dhaka                | 01794252731      | mohammad.saidur@bcc.gov.bd |
| 120    | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)          | Policies, strategies and plans, BCC, Dhaka      | 0175129378<br>9  | md.rezaul@bcc.gov.bd       |
| 121    | Mr. Md. Kalam Hossain<br>Associate (Marketing)                         | BKIICT                                          |                  |                            |

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা  
www.bpatc.gov.bd  
পিপিআর অনুবিভাগ

নং-০৫.০১.২৬৭২.১৩৩.২৫.০৫১.১৯.৫৭২

তারিখ: ২১ জ্যৈষ্ঠ ১৪৩২  
০৪ জুন ২০২৫

বিষয়: বাংলাদেশ কম্পিউটার কাউন্সিলের কর্মকর্তাদের জন্য বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সের মেয়াদ পুনঃনির্ধারণ।

সূত্র-১: স্মারক নং- ৫৬.০১.০০০০.০০৭.০১.০০১.২৩-৪২; তারিখ: ০৪/১১/২০২৪ খ্রি।

সূত্র-২: স্মারক নং-০৫.০১.২৬৭২.১৩৩.২৫.০৫১.১৯.২৪৯ তারিখ: ২৪/১১/২৪ খ্রি।

সূত্র-৩: স্মারক নং-০৫.০১.২৬৭২.১৩৩.২৫.০৫১.১৯.৫৭৩ তারিখ: ০৬/০৫/২৫ খ্রি

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে বাংলাদেশ কম্পিউটার কাউন্সিলের প্রতিষ্ঠানটির ২০ জন কর্মকর্তার জন্য ২ মাস মেয়াদি বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স আয়োজনের অনুরোধ জানানোর প্রেক্ষিতে জানানো যাচ্ছে যে, বিপিএটিসি নিম্নোক্ত পুনঃনির্ধারিত সময়সূচি ও শর্তানুসারে প্রস্তাবিত কোর্সটি আয়োজনে সম্মতি জ্ঞাপন করছে:

| ক্রম | প্রতিষ্ঠান ও কোর্সের নাম                                          | কোর্সের প্রস্তাবিত মেয়াদ                                                                 | প্রশিক্ষণার্থীর সংখ্যা | প্রস্তাবিত বাজেট                                             |
|------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
| ১.   | ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বাংলাদেশ কম্পিউটার কাউন্সিল) | ২৯/০৬/২০২৫ (রবিবার) -<br>২৮/০৮/২০২৫ (বৃহস্পতিবার) = ৬০ দিন<br>(৬ জুলাই আশুরা ছুটি ব্যতীত) | ২০ জন                  | ৪৯,৭৯,০৮০/-<br>(উনপঞ্চাশ লক্ষ<br>উনত্রিশ হাজার<br>আশি মাত্র) |

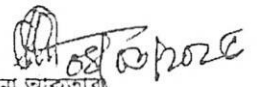
০২। উল্লেখ্য, কোর্স বাজেটের বর্ণিত অর্থ হতে সরকারি বিধি মোতাবেক ভ্যাট ও উৎসে কর কর্তন এবং সরকারি কোষাগারে চালানের মাধ্যমে জমা দেয়া হবে।

০৩। বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রের মূল্যায়ন নীতিমালা অনুসরণপূর্বক কোর্সটি পরিচালিত হবে।

০৪। এ অবস্থায়, বাংলাদেশ কম্পিউটার কাউন্সিলের প্রস্তাবিত প্রশিক্ষণ কোর্সটি পরিচালনার জন্য প্রশিক্ষণার্থী মনোনয়ন ও কোর্স পরিচালনার বাজেটের অর্থ কোর্স শুরুর পূর্বে 'রেস্টার বিপিএটিসি বিবিধ আয়' হিসাব নং-১৬৩২৯০২০০০৫২৩, সোনালী ব্যাংক লিঃ, পিএটিসি শাখা এর অনুকূলে চেক প্রদান বা অর্থ ছাড়করণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। EFT করার ক্ষেত্রে পত্র মারফত প্রয়োজনীয় তথ্য প্রেরণের জন্য অনুরোধ করা হলো।

সংযুক্তি: অনুমোদিত বাজেট-১ পাতা।

নির্বাহী পরিচালক  
বাংলাদেশ কম্পিউটার কাউন্সিল  
আগারগাঁও, ঢাকা।

  
(এলিনা আবত্বার)  
উপপরিচালক (পিপিআর)  
ফোন: ৪১৩০  
e-mail: ppr.bpatc@gmail.com

অনুলিপি (সদয় অবগতি ও প্রয়োজ্য ক্ষেত্রে কার্যার্থে):

- ১। এমডিএস (পিএন্ডএস), বিপিএটিসি, সাভার, ঢাকা
- ২। পরিচালক (প্রশাসন/পিপিআর), বিপিএটিসি, সাভার, ঢাকা
- ৩। কোর্স পরিচালক (২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা
- ৩। পিএ টু রেস্টার, বিপিএটিসি, সাভার, ঢাকা (রেস্টার মহোদয়ের সদয় অবগতির জন্য)
- ৪। সংশ্লিষ্ট নথি।

# বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স  
(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৪

তারিখ: -----

১৭ আগস্ট ২০২৫

## অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে চলমান বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স এর শিক্ষা সফর আগামী ২০-২১ আগস্ট ২০২৫ মেয়াদে কক্সবাজারে অনুষ্ঠিত হবে। উক্ত শিক্ষাসফরে নিম্নবর্ণিত প্রশিক্ষণার্থী কর্মকর্তাগণ অংশগ্রহণ করবেন:

| ক্র.নং | কর্মকর্তার নাম ও পদবি                                             | কার্যালয়ের নাম                           | মোবাইল নম্বর | ইমেইল                        |
|--------|-------------------------------------------------------------------|-------------------------------------------|--------------|------------------------------|
| ১।     | জনাব মো: আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                         | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৭৩৭৮৭৮৯২৭  | abdur.rouf@bcc.gov.bd        |
| ২।     | জনাব কাজী নাহাজ পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)            | নেটওয়ার্ক অপারেশন<br>সেন্টার             | ০১৭৭০৪৬৫৬৬৪  | kazi.pasha@bcc.gov.bd        |
| ৩।     | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ক্রয় ও সরবরাহ)            | মানব সম্পদ ও সেবা                         | ০১৯৫৭৫৫২১৭৫  | mofizul.islam@bcc.gov.bd     |
| ৪।     | জনাব মো: আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)                 | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৬৮০৩৫৮৮৬০  | akmal.hossain@bcc.gov.bd     |
| ৫।     | জনাব মো: দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার                     | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৭৬৫৪৩৬৭০২  | deloar.hossain@bcc.gov.bd    |
| ৬।     | জনাব মো: ইলিয়াস আহমেদ<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার        | আঞ্চলিক কার্যালয়, রংপুর                  | ০১৬০২০৫৫৭৭০  | elias.ahmed@bcc.gov.bd       |
| ৭।     | জনাব নাফিসা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক                   | আঞ্চলিক কার্যালয়, সিলেট                  | ০১৫২১৪৭৩৯০০  | nafisa.tasnim@bcc.gov.bd     |
| ৮।     | জনাব সাবিকুন নাহার<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ারিং          | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৫৩৫৭৫১২৮২  | sabikun.nahar@bcc.gov.bd     |
| ৯।     | জনাব সুব্রত সৌরভ দাস<br>সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার             | জাতীয় ডাটা সেন্টার                       | ০১৭৫৮৮৯৭৮৬১  | subrota.sourovdas@bcc.gov.bd |
| ১০।    | জনাব মো: নয়ন আলী<br>সহকারী প্রোগ্রামার                           | জাতীয় ডাটা সেন্টার                       | ০১৭৮৩২৪৭৩৫৭  | noyan.al@bcc.gov.bd          |
| ১১।    | জনাব সৌরভ হোসেন<br>কোঅর্ডিনেটর (আইটিইএস কোর্স)                    | সি এ অপারেশন ও<br>নিরাপত্তা               | ০১৯৮০৪৮৪৭৯১  | sourab.hossen@bcc.gov.bd     |
| ১২।    | জনাব সুস্ময় বর্মন<br>কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ)            | আঞ্চলিক কার্যালয়,<br>রাজশাহী             | ০১৮০৪৬৬৮০৩০  | susmoy.barman@bcc.gov.bd     |
| ১৩।    | জনাব মো: আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                    | জাতীয় ডাটা সেন্টার                       | ০১৮২২৬৫৩৪১২  | ahosanullah@bcc.gov.bd       |
| ১৪।    | জনাব মোহা: জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা)     | জাতীয় ডাটা সেন্টার                       | ০১৭৩৮৭৯৯০২৭  | zenarul.islam@bcc.gov.bd     |
| ১৫।    | জনাব এস. এম রিয়াজ উদ্দিন<br>অ্যাসোসিয়েট (সিএ)                   | জাতীয় ডাটা সেন্টার                       | ০১৬০৯৪৮৬২৫৪  | riaz.uddin@bcc.gov.bd        |
| ১৬।    | জনাব আবু রায়হান মিয়া<br>কোঅর্ডিনেটর (আইসিটি কোর্স)              | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৫৭১৭৪৯০৯৪  | abu.rayhan@bcc.gov.bd        |
| ১৭।    | জনাব মুহাম্মদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার                    | সিএ অপারেশন ও<br>নিরাপত্তা                | ০১৮২১৮১৯০৩৬  | muhammad.ahad@bcc.gov.bd     |
| ১৮।    | জনাব মো: আতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন) | জাতীয় ডাটা সেন্টার                       | ০১৭৩২৫৮৮৩১৭  | atikur.rahman@bcc.gov.bd     |
| ১৯।    | জনাব মোহাম্মদ সাইদুর রহমান আকন্দ                                  | জাতীয় ডাটা সেন্টার                       | ০১৭৯৪২৫২৭৩১  | mohammad.saidur@gmail.com    |

|     |                                                               |                        |             |                          |
|-----|---------------------------------------------------------------|------------------------|-------------|--------------------------|
|     | অ্যাসোসিয়েট (টেক্টিং)                                        |                        |             |                          |
| ২০। | জনাব মো: রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন) | নীতি, কৌশল ও পরিকল্পনা | ০১৭৫১২৯৩৭৮৯ | md.rezaul@bcc.gov.bd     |
| ২১। | জনাব মো: কালাম হোসেন<br>অ্যাসোসিয়েট (মার্কেটিং)              | বিকেআইআইসিটি           | ০১৫৩৫১০১০৯৭ | kalam.hossain@bcc.gov.bd |

- ০২। প্রশিক্ষণার্থীগণ সংযুক্তি কার্যক্রম হতে প্রয়োজনীয় তথ্যাবলী সংগ্রহ করবেন যা পরবর্তীতে সংশ্লিষ্ট মডিউলসমূহের দলীয়/একক প্রতিবেদন প্রস্তুতে সহায়ক হবে।
- ০৩। এ শিক্ষাসফরের ব্যয় কোর্সের অন্তর্ভুক্ত বাজেট হতে সংকুলান করা হবে এবং বিধি মোতাবেক প্রশিক্ষণ ভাতা প্রাপ্য হবেন।
- ০৪। যথাযথ কর্তৃপক্ষের অনুমোদন ও নির্দেশক্রমে এ আদেশ জারি করা হলো।

(মোহাঃ রফিকুল ইসলাম)

কোর্স পরিচালক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৪

তারিখ: -----

১৭ আগস্ট ২০২৫

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- এমডিএস (প্রকল্প ও উন্নয়ন) ও কোর্স উপদেষ্টা, বিসিসি কর্মকর্তাগণের জন্য ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- জেলা প্রশাসক, কক্সবাজার।
- পরিচালক (প্রশাসন/পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা।
- সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- সচিব, বাংলাদেশ কম্পিউটার কাউন্সিল।
- উপ-পরিচালক (সেবা/অর্থ/মূল্যায়ন/পিপিআর/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা।
- পিএস টু রেজিস্টার, বিপিএটিসি, সাভার, ঢাকা (রেজিস্টার মহোদয়ের সদয় অবগতির জন্য)।
- সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- প্রশিক্ষণার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ক্যাফেটেরিয়া ম্যানেজার, বিপিএটিসি, সাভার, ঢাকা।
- সংশ্লিষ্ট নথি।

(মোঃ মোতাহের হোসাইন)

কোর্স সমন্বয়ক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

## বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স

(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৫

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

তারিখ: -----

১৭ আগস্ট ২০২৫

### অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে চলমান বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স এর শিক্ষা সফর আগামী ২০-২১ আগস্ট ২০২৫ মেয়াদে কক্সবাজারে অনুষ্ঠিত হবে। উক্ত কার্যক্রমে কোর্স ব্যবস্থাপনা টিমের সদস্য ও প্রশিক্ষার্থীদের সহায়তা প্রদানের জন্য নিম্নবর্ণিত সহায়ক কর্মচারী সংযুক্ত থাকবেন।

| ক্র. নং | নাম                       | পদবী                               |
|---------|---------------------------|------------------------------------|
| ১.      | জনাব মোহাম্মদ জাকির হোসেন | সাঁট-লিপিকার কাম কম্পিউটার অপারেটর |
| ২.      | জনাব মোঃ আল মুনসুর        | অফিস সহায়ক                        |

০২। ভ্রমণকারী কর্মচারীগণ বিধি মোতাবেক টিএ/ডিএ প্রাপ্য হবেন।

০৩। যথাযথ কর্তৃপক্ষের অনুমোদন ও নির্দেশক্রমে এ আদেশ জারী করা হলো।

১৭.০৮/২৫  
(মোহাঃ রফিকুল ইসলাম)

কোর্স পরিচালক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

বিপিএটিসি, সাভার, ঢাকা

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৫

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ

তারিখ: -----

১৭ আগস্ট ২০২৫

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ১। কোর্স উপদেষ্টা, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ২। পরিচালক (প্রশাসন/পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা।
- ৩। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৪। সচিব, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৫। উপ-পরিচালক (সেবা/অর্থ/মূল্যায়ন/পিপিআর/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা।
- ৬। পিএস টু রেজিস্ট্রার, বিপিএটিসি, সাভার, ঢাকা (রেজিস্ট্রার মহোদয়ের সদয় অবগতির জন্য)।
- ৭। সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- ৮। প্রশিক্ষার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৯। ক্যাফেটেরিয়া ম্যানেজার, বিপিএটিসি, সাভার, ঢাকা।
- ১০। সংশ্লিষ্ট নথি।

১৭/৮/২৫  
(মোঃ মোতাহের হোসাইন)

কোর্স সমন্বয়ক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

# বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

অফিস আদেশ নং- ০৫.০১.২৬৭২.৭২.০২১.১৮.৩৭২.২২৫-০৮

১৫ আষাঢ় ১৪৩২ বঙ্গাব্দ

তারিখ: -----

২৯ জুন ২০২৫ খ্রি.

## অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র কর্তৃক বাংলাদেশ কম্পিউটার কাউন্সিলের কর্মকর্তাদের জন্য পরিচালিত ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে অংশগ্রহণকারী প্রশিক্ষার্থীদের সমন্বয়ে নিম্নরূপভাবে মেস কমিটি গঠন করা হলো:

## মেস কমিটি

১ম মেস কমিটি (২৯ জুন হতে ২৮ জুলাই ২০২৫ পর্যন্ত)

| ক্রমিক নং | নাম ও পদবী                                                    | রোল নং | কমিটিতে পদবী |
|-----------|---------------------------------------------------------------|--------|--------------|
| ১.        | জনাব মো: আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                | ১১৩    | পিএমসি       |
| ২.        | জনাব কাজী নাহাজ পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)        | ১০২    | সদস্য        |
| ৩.        | জনাব মো: আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                     | ১০১    | সদস্য        |
| ৪.        | জনাব মোহা: জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা) | ১১৪    | সদস্য-সচিব   |

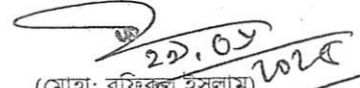
২য় মেস কমিটি (২৯ জুলাই হতে ২৮ আগস্ট ২০২৫ পর্যন্ত)

| ক্রমিক নং | নাম ও পদবী                                                        | রোল নং | কমিটিতে পদবী |
|-----------|-------------------------------------------------------------------|--------|--------------|
| ১.        | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ফ্রয় ও সরবরাহ)            | ১০৩    | পিএমসি       |
| ২.        | জনাব মো: রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন)     | ১২০    | সদস্য        |
| ৩.        | জনাব মো: কালাম হোসেন<br>অ্যাসোসিয়েট (মার্কেটিং)                  | ১২১    | সদস্য        |
| ৪.        | জনাব মো: আতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন) | ১১৮    | সদস্য-সচিব   |

মেস কমিটির কার্যাবলী:

- অংশগ্রহণকারী প্রশিক্ষণার্থীদের খাবার ব্যবস্থাপনার সার্বিক দায়িত্ব পালন করা এবং নির্ধারিত বাজেট বরাদ্দের মধ্যে সন্তোষজনক মানের খাবার পরিবেশন নিশ্চিত করা;
- স্টোর রুমের চাবি কমিটির সভাপতির নিকট সংরক্ষণ করা;
- অংশগ্রহণকারী প্রশিক্ষণার্থীর সাথে আলোচনাক্রমে খাদ্য তালিকা প্রণয়ন এবং প্রণীত তালিকা অনুযায়ী ক্যাফেটেরিয়া স্টাফদের সহযোগিতায় বাজার ও আনুষঙ্গিক কার্য সম্পাদন করা;
- মেস কমিটির মধ্য থেকে ২-৩ জন পর্যায়ক্রমিকভাবে বাজারে যাওয়া;
- নির্ধারিত সময়সূচি অনুযায়ী সুশৃঙ্খলভাবে খাবার পরিবেশন/গ্রহণ নিশ্চিত করা;
- সাশ্রয়কৃত অর্থ থেকে কোর্স প্রশাসন এর সঙ্গে আলোচনাক্রমে মেস রজনীর আয়োজন করা;
- ব্যয় নিয়ন্ত্রণ, ব্যয়ের হিসাব সংরক্ষণ এবং বাজার শেষে প্রত্যাখ্যাত ভাউচার রেজিস্টারে অন্তর্ভুক্তির জন্য ক্যাফেটেরিয়ার দায়িত্বে নিয়োজিত সহকারী পরিচালক (ডরমিটরি) এর নিকট প্রতিদিন জমা প্রদান করা করা;
- মেস ব্যবস্থাপনা উন্নয়নের জন্য কোর্স প্রশাসন কর্তৃক অর্পিত অপরাপর দায়িত্ব সুষ্ঠুভাবে পালন করা; এবং

০২। উপর্যুক্ত কার্যাবলী সুষ্ঠুভাবে সম্পাদনে কোর্স সমন্বয়ক জনাব মো: মোতাহের হোসাইন এর নির্দেশনা ও প্রয়োজনীয় পরামর্শ প্রদান করবে।

  
(মোহা: রফিকুল ইসলাম)  
পরিচালক (প্রশাসন)

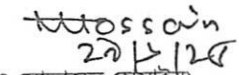
ও  
কোর্স পরিচালক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা

অফিস আদেশ নং- ০৫.০১.২৬৭২.৭২..০২১.১৮.৩৭২.২২৫-০৮

১৫ আষাঢ় ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
২৯ জুন ২০২৫ খ্রি.

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে:

- ১। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ২। উপ-পরিচালক (অর্থ/সেবা), বিপিএটিসি, সাভার, ঢাকা।
- ৩। পিএস টু রেক্টর (রেক্টর মহোদয়ের সদয় অবগতির জন্য), বিপিএটিসি, সাভার, ঢাকা।
- ৪। সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- ৫। সকল প্রশিক্ষণার্থী, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৬। ক্যাফেটেরিয়া ম্যানেজার/সুপারভাইজার, বিপিএটিসি, সাভার, ঢাকা।
- ৭। অফিস কপি/অমনিবাস।

  
(মোঃ মোতাহের হোসাইন)  
উপপরিচালক ও কোর্স সমন্বয়ক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা



# বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

অফিস আদেশ নং- ০৫.০১.২৬৭২.৭২..০২১.১৮.৩৭২.২২৫-০৯

১৫ আষাঢ় ১৪৩২ বঙ্গাব্দ

তারিখ: -----

২৯ জুন ২০২৫ খ্রি.

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র কর্তৃক বাংলাদেশ কম্পিউটার কাউন্সিলের কর্মকর্তাদের জন্য পরিচালিত ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে অংশগ্রহণকারী প্রশিক্ষণার্থীদের সমন্বয়ে নিম্নরূপভাবে সাংস্কৃতিক কমিটি গঠন করা হলো:

## সাংস্কৃতিক কমিটি

| ক্রমিক নং | নাম ও পদবী                                                 | রোল নং | কমিটিতে পদবী |
|-----------|------------------------------------------------------------|--------|--------------|
| ১.        | জনাব সুস্ময় বর্মন<br>কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ)     | ১১২    | সভাপতি       |
| ২.        | জনাব মো: দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার              | ১০৫    | সদস্য        |
| ৩.        | জনাব নাফিসা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক            | ১০৭    | সদস্য        |
| ৪.        | জনাব মো: ইলিয়াস আহমেদ<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার | ১০৬    | সদস্য-সচিব   |

## সাংস্কৃতিক কমিটির কার্যাবলী:

- কেন্দ্রে অবস্থানকালে অংশগ্রহণকারী প্রশিক্ষণার্থীদের সাংস্কৃতিক প্রতিভা ও সৃজনশীলতার বিকাশ সাধনে সহায়তা প্রদান।
- মেস রজনী ও অতিথি রজনীতে সাংস্কৃতিক অনুষ্ঠানের আয়োজন করা এবং;
- কোর্স প্রশাসন কর্তৃক অর্পিত সংস্কৃতি বিষয়ক অপরাপর দায়িত্ব পালন।

০২। উপর্যুক্ত কার্যাবলী সুষ্ঠুভাবে সম্পাদনে কোর্স সমন্বয়ক জনাব মো: আলতাফ হোসেন কমিটিকে নির্দেশনা ও প্রয়োজনীয় পরামর্শ প্রদান করবে।



(মোহা: রফিকুল ইসলাম)

পরিচালক (প্রশাসন)

ও

কোর্স পরিচালক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

বিপিএটিসি, সাভার, ঢাকা



# বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

অফিস আদেশ নং- ০৫.০১.২৬৭২.৭২.০২১.১৮.৩৭২.২২৫-১১

১৫ আষাঢ় ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
২৯ জুন ২০২৫ খ্রি.

## অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র কর্তৃক বাংলাদেশ কম্পিউটার কাউন্সিলের কর্মকর্তাদের জন্য পরিচালিত ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে অংশগ্রহণকারী প্রশিক্ষণার্থীদের সমন্বয়ে নিম্নরূপভাবে খেলাধুলা কমিটি গঠন করা হলো:

## খেলাধুলা কমিটি

| ক্রমিক নং | নাম ও পদবী                                           | রোল নং | কমিটিতে পদবী |
|-----------|------------------------------------------------------|--------|--------------|
| ১.        | জনাব মো: আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)    | ১০৪    | সভাপতি       |
| ২.        | জনাব আবু রায়হান মিয়া<br>কোঅর্ডিনেটর (আইসিটি কোর্স) | ১১৬    | সদস্য        |
| ৩.        | জনাব মো: নয়ন আলী<br>সহকারী প্রোগ্রামার              | ১১০    | সদস্য        |
| ৪.        | জনাব মুহাম্মদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার       | ১১৭    | সদস্য        |
| ৫.        | জনাব মো: দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার        | ১০৫    | সদস্য-সচিব   |

## স্পোর্টস কমিটির কার্যাবলী:

- খেলাধুলা সম্পর্কিত যাবতীয় দায়িত্ব পালন করবেন।
- কোর্স প্রশাসন কর্তৃক অর্পিত অন্যান্য দায়িত্ব পালন করা।

০২। উপর্যুক্ত কার্যাবলী সুষ্ঠুভাবে সম্পাদনে কোর্স সমন্বয়ক জনাব মোঃ মোতাহের হোসাইন নির্দেশনা ও প্রয়োজনীয় পরামর্শ প্রদান করবে

  
(মোহা: রফিকুল ইসলাম)  
পরিচালক (প্রশাসন)

ও

কোর্স পরিচালক

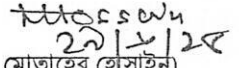
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা

অফিস আদেশ নং- ০৫.০১.২৬৭২.৭২..০২১.১৮.৩৭২.২২৫-১১

১৫ আষাঢ় ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
২৯ জুন ২০২৫ খ্রি.

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে:

- ১। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ২। পিএস টু রেক্টর (রেক্টর মহোদয়ের সদয় অবগতির জন্য), বিপিএটিসি, সাভার, ঢাকা।
- ৩। সকল প্রশিক্ষণার্থী, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৪। অফিস কপি/অমনিবাস।

  
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## Contact Details of Module Director/s

| Module No and Name                                                   | Faculty Name and Designation<br>(not seniority-based) | Cell Number and<br>Email Address        |
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| 2. Behavioral Governance                                             | BM Benojir Ahmed<br>Director                          | 01733797252<br>drbenojir@gmail.com      |
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| 6. Public Management and<br>Governance                               | Dr. Mohammad Rezaul Karim<br>Deputy Director          | 01554339166<br>rezapatc@gmail.com       |
| 7. Service Rules and Administrative<br>Procedures                    | Alina Aktar<br>Deputy Director                        | 01712877676<br>alinaaktarbc30@gmail.com |
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| 9. Public Procurement                                                | Mst. Tahmina Akter<br>Deputy Director                 | 01716994817<br>tahminaa7@gmail.com      |
| 10 Economics and Economic<br>Development                             | Robiul Awal Robin<br>Assistant Director               | 01617048885<br>rarobin54@gmail.com      |
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| 12. Project Management                                               | Abdullah Al Mamun<br>Deputy Director                  | 01719403292<br>mamun162@yahoo.com       |
| 13. English Language Skill<br>Development                            | Tanzina Akhter<br>Assistant Director                  | 01553571149<br>tanzina.bpatc@gmail.com  |
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| 15. Basics of Research                                               | Mohammad Sohrab Hoshen<br>Assistant Director          | 01710842740<br>sohrab.hoshen@gmail.com  |
| 16. Issues on Issues Related to<br>Bangladesh Computer Council (BCC) | Mohammad Masum Rahman<br>Assistant Programmer         | 01833340452<br>masum.bpatc@gmail.com    |
| 17. Field Attachments and Report<br>Writing                          | A.M. Shahrior Alam<br>Assistant Director              | 01531982181<br>shahanshahrior@gmail.com |

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

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২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

(২৯ জুন - ২৮ আগস্ট ২০২৫)

অফিস আদেশ নং- ০৫.০১.২৬৭২.০২১.১৮.০৮৬.০৩৭২.২৫-৩১

০১ শ্রাবন ১৪৩২ বঙ্গাব্দ

তারিখ: -----

১৬ জুলাই ২০২৫ খ্রি.

অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র কর্তৃক বাংলাদেশ কম্পিউটার কাউন্সিল (বিসিসি) এর ৯ম গ্রেডের ২১জন কর্মকর্তাদের জন্য চলমান ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে অংশগ্রহণকারী প্রশিক্ষণার্থীদের মডিউল নং-১৭ বাস্তবায়নের নিমিত্ত মাঠ সংযুক্তি কার্যক্রম আগামী ২৯ জুলাই ২০২৫ থেকে ৩১ জুলাই ২০২৫ খ্রি. তারিখ মেয়াদে অনুষ্ঠিত হবে। মাঠ সংযুক্তিকালীন প্রশিক্ষণার্থীগণ সংশ্লিষ্ট জেলা প্রশাসনের তত্ত্বাবধানে বিপিএটিসি হতে নির্দেশিত দায়িত্ব পালন করবেন। মাঠ সংযুক্তি কার্যক্রমে অংশগ্রহণের জন্য প্রশিক্ষণার্থীদেরকে নিম্নবর্ণিত পঁচটি জেলায় সংযুক্ত করা হলো:

| রোল নং | কর্মকর্তার নাম      | পদবি                              | সংযুক্তি জেলা |
|--------|---------------------|-----------------------------------|---------------|
| ১০১    | মোঃ আব্দুর রউফ      | অ্যাসোসিয়েট (সিএ)                | রাজশাহী       |
| ১০২    | কাজী নাহাজ পাশা     | অ্যাসোসিয়েট (অডিট অড্যুটরীং)     |               |
| ১০৩    | মফিজুল ইসলাম        | সহকারী ম্যানেজার (ক্রয় ও সরবরাহ) |               |
| ১০৪    | মোঃ আকমল হোসেন      | অ্যাসোসিয়েট (ডকুমেন্টেশন)        |               |
| ১০৫    | মোঃ দেলোয়ার হোসেন  | সহকারী প্রোগ্রামার                | সিলেট         |
| ১০৬    | মোঃ ইলিয়াস আহমেদ   | সহকারী রক্ষণাবেক্ষণ প্রকৌশলী      |               |
| ১০৭    | নাফিসা তাসনিম       | সহকারী পরীক্ষা নিয়ন্ত্রক         |               |
| ১০৮    | সাবিকুন নাহার       | সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার  |               |
| ১০৯    | সুব্রত সৌরভ দাস     | সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার     | খুলনা         |
| ১১০    | মোঃ নয়ন আলী        | সহকারী প্রোগ্রামার                |               |
| ১১১    | মোঃ সৌরভ হোসেন      | কো-অর্ডিনেটর (আইটিইএস কোর্স)      |               |
| ১১২    | সুস্ময় বর্মণ       | কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ)  |               |
| ১১৩    | মোঃ আহসানউল্লাহ     | অ্যাসোসিয়েট(অপারেশন)             | চট্টগ্রাম     |
| ১১৪    | মোহাঃ জেনাবুল ইসলাম | অ্যাসোসিয়েট (সেমিনার ও প্রচারণা) |               |
| ১১৫    | এস এম রিয়াজ উদ্দিন | অ্যাসোসিয়েট (সিএ)                |               |
| ১১৬    | আবু রায়হান মিয়া   | কো-অর্ডিনেটর (আইসিটি কোর্স)       |               |

| রোল নং | কর্মকর্তার নাম                 | পদবি                                        | সংযুক্তি জেলা |
|--------|--------------------------------|---------------------------------------------|---------------|
| ১১৭    | মুহাম্মদ আহাদ উল<br>আলাম       | টেকনিক্যাল রাইটার                           |               |
| ১১৮    | মোঃ আতিকুর রহমান               | সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিজ<br>অপারেশন) | পিরোজপুর      |
| ১১৯    | মোহাম্মদ সাইদুর<br>রহমান আকন্দ | অ্যাসোসিয়েট (টেক্সটিং)                     |               |
| ১২০    | মোঃ রেজাউল ইসলাম               | অ্যাসোসিয়েট (পরিবীক্ষণ ও<br>মূল্যায়ন)     |               |
| ১২১    | মো: কালাম হোসেন                | অ্যাসোসিয়েট (মার্কেটিং)                    |               |

- ২। মাঠ সংযুক্তি কার্যক্রমে অংশগ্রহণের জন্য প্রশিক্ষণার্থী কর্মকর্তাগণ সংযুক্ত জেলার জেলা প্রশাসক বা জেলা প্রশাসকের প্রতিনিধির নিকট আগামী ২৯ জুলাই ২০২৫ খ্রি. তারিখ সকাল ০৯.০০ ঘটিকার মধ্যে রিপোর্ট করবেন। প্রশিক্ষণার্থীগণ সংযুক্ত জেলার জেলা প্রশাসনের তত্ত্বাবধানে বিপিএটিসি হতে নির্দেশিত কার্যাবলী সম্পাদনের লক্ষ্যে আগামী ২৯ জুলাই ২০২৫ হতে ৩১ জুলাই ২০২৫ তারিখ পর্যন্ত (তিন দিন) উপজেলা পর্যায়সহ সংশ্লিষ্ট অফিস পরিদর্শন ও তথ্য-সংগ্রহ করবেন। মাঠ সংযুক্তির সকল কার্যক্রম সম্পন্ন করে ৩১ জুলাই ২০২৫ তারিখ অপরাহ্নে সংশ্লিষ্ট কার্যালয় থেকে অবমুক্তিপত্র নিয়ে জেলা ত্যাগ করবেন। মাঠ সংযুক্তি সম্পর্কিত সার্বিক বিষয়ে কেন্দ্রের উপপরিচালক জনাব মো: মোতাহের হোসাইন, কোর্স সমন্বয়ক (মোবাইল-০১৮১৮১৮৬২৮৭) প্রয়োজনীয় মনিটরিং ও সমন্বয় সাধন করবেন।
- ৩। কোন প্রশিক্ষণার্থী কর্মকর্তা নির্ধারিত সময়ে মাঠ সংযুক্তি কার্যক্রমে অংশগ্রহণ করতে ব্যর্থ হলে কিংবা যথাযথ কর্তৃপক্ষের অনুমতি ব্যতিরেকে সংযুক্ত জেলা/প্রতিষ্ঠান ত্যাগ করলে তিনি মাঠ সংযুক্তি কার্যক্রমে অকৃতকার্য হয়েছেন বলে গণ্য হবেন।
- ৪। প্রশিক্ষণার্থী কর্মকর্তাগণ তাঁদের যাতায়াত, আহার ও আবাসনের ব্যয় নিজে বহন করবেন। উক্ত সময়ের জন্য প্রশিক্ষণার্থীদের ৬০০/- (ছয়শত) টাকা হারে প্রশিক্ষণ ভাতা প্রদান করা হবে। মাঠ সংযুক্তি কার্যক্রমে অংশগ্রহণের নিমিত্ত প্রশিক্ষণার্থী কর্মকর্তাগণ নিজ নিজ দপ্তর থেকে কোর্স ব্যবস্থাপনা টিম কর্তৃক অনুমোদিত ভ্রমণ বিবরণীর মাধ্যমে বিধি মোতাবেক ভ্রমণ ভাতা উত্তোলন করবেন।
- ৫। কোর্স ব্যবস্থাপনা টিমের সদস্যবৃন্দ এবং যথাযথ কর্তৃপক্ষের অনুমতিক্রমে অন্যান্য অনুষদবর্গ মাঠ সংযুক্তি কার্যক্রম মনিটরিং এর জন্য সংযুক্ত জেলা/জেলাসমূহ ভ্রমণ করতে পারবেন এবং এজন্য বিধি মোতাবেক ভ্রমণ ভাতাদি প্রাপ্য হবেন।
- ৬। যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ আদেশ জারি করা হলো।

২৬.০৭  
(মোহাঃ রফিকুল ইসলাম)  
পরিচালক (প্রশাসন)

ও  
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অফিস আদেশ নং- ০৫.০১.২৬৭২.০২১.১৮.৭৮৬.০৩৭২.২৫-৩১

০১ শ্রাবন ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
১৬ জুলাই ২০২৫ খ্রি.

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ১। নির্বাহী পরিচালক, বাংলাদেশ কম্পিউটার কাউন্সিলের(বিসিসি), ঢাকা
- ২। কোর্স উপদেষ্টা, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা
- ৩। জেলা প্রশাসক, চট্টগ্রাম/রাজশাহী/খুলনা/সিলেট/পিরোজপুর (মাঠ সংযুক্তি কার্যক্রম বাস্তবায়নে প্রশিক্ষণার্থীদের প্রয়োজনীয় প্রশাসনিক সহায়তা প্রদানের অনুরোধসহ সংযুক্তি কার্যক্রমটি নিবিড়ভাবে তত্ত্বাবধান করার জন্য বিশেষ ভাবে অনুরোধ করা হলো)
- ৪। পরিচালক (পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা
- ৫। উপপরিচালক, আরপিএটিসি, চট্টগ্রাম/রাজশাহী/খুলনা (আবাসনের ব্যবস্থা গ্রহণের অনুরোধসহ)
- ৬। উপ-পরিচালক (সেবা/অর্থ/মূল্যায়ন/পিপিআর/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা
- ৭। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা
- ৮। পিএস টু রেক্টর, বিপিএটিসি, সাভার, ঢাকা (রেক্টর মহোদয়ের সদয় অবগতির জন্য)
- ৯। প্রশিক্ষণার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা
- ১০। সংশ্লিষ্ট নথি।

  
(মোহঃ রফিকুল ইসলাম)  
পরিচালক (প্রশাসন)

ও

কোর্স পরিচালক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা  
ই-মেইলঃ [uzzal.7040@yahoo.com](mailto:uzzal.7040@yahoo.com)



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

The Course Management Team of 2<sup>nd</sup> Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC) cordially invites you to the Cultural Soiree followed by Dinner scheduled at 7:30 p.m on 27 August 2025 (Wednesday) at the ITC Auditorium of the Centre.

**Mr. Sayeed Mahbub Khan**, Rector, Bangladesh Public Administration Training Centre has kindly consented to grace the occasion as the Chief Guest.

Your kind presence will be highly appreciated.

**Md. Rafiqul Islam**

Course Director

2<sup>nd</sup> SFTC for BCC Officials

Dress: Formal



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

The Course Management Team of 2<sup>nd</sup> Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC) cordially invites you to the **Certificate Awarding Ceremony** scheduled at 12:30 p.m on 28 August 2025 (Thursday) at the ITC Auditorium of the Centre.

**Mr. Sayeed Mahbub Khan**, Rector, Bangladesh Public Administration Training Centre has kindly consented to grace the occasion as the Chief Guest.

**Mr. Md. Abu Sayed**, Executive Director, BCC would attend the occasion as the Special Guest.

**Mr. M. Arifur Rahman PhD**, MDS and Course Adviser, 2<sup>nd</sup> SFTC for BCC Officials will Chair the Ceremony.

Your kind presence will be highly appreciated.

Dress: Formal  
(Programme overleaf)

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**Md. Rafiqul Islam**  
Course Director  
2<sup>nd</sup> SFTC for BCC Officials



*Colt W*

*[Signature]* *[Signature]*

**2<sup>nd</sup> SFTC  
for the  
Officials of BCC**



*Certificate  
Awarding Ceremony*

*[Signature]*

*[Signature]*

**Programme**

- 12:20 : Participants take their seats
- 12:25 : Faculty Members & Guests take their seats
- 12:28 : Arrival of the Chief Guest & Special Guest
- 12:30 : Recitation from the Holy Quran
- 12:35 : Course Overview by the Course Director
- 12:40 : Knowledge sharing by the participants
- 12:45 : Speech of the Special Guest
- 12:50 : Awarding Certificate to the Participants  
by the Chief Guest
- 13:00 : Closing Remarks by the Chief Guest
- 13:10 : Speech by the Course Adviser
- 13:15 : Lunch (Cafeteria)

28 AUG 2025



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

The Sports Committee of the 2<sup>nd</sup> Special Foundation Training Course for the Officials of Bangladesh Computer Council (BCC) cordially invites you to enjoy the **Friendly Volleyball Match** between the Participants of the course and the Faculty Members of BPATC to be held at 03:30 p.m. on Tuesday, 26 August 2025 at Indoor Games Hall of BPATC.

**Mr. Sayeed Mahbub Khan**, Rector, Bangladesh Public Administration Training Centre has kindly consented to grace the occasion as the Chief Guest.

Your kind presence will be highly appreciated.

Programme Overleaf



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**Name**  
President  
Sports Committee  
2<sup>nd</sup> SFTC for BCC Officials

## Programme



03:45 : Participants take their seats



03:55 : Faculty Members take their seats

04:00 : Arrival of the Chief Guest



04:02 : Introducing Players

04:05 : Friendly Volleyball Match

04:40 : Distribution of Prize

04:55 : Speech by the Chief Guest

05:00 : Vote of thanks by the President of Sports Committee

05:10 : Refreshment at ACAD Dining (ITC ground floor)



বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা  
www.bpatc.gov.bd  
বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স  
(২৯ জুন-২৮ আগস্ট ২০২৫)

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৫

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
১৭ আগস্ট ২০২৫

অফিস আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে চলমান বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স এর শিক্ষা সফর আগামী ২০-২১ আগস্ট ২০২৫ মেয়াদে রুস্তাবাজারে অনুষ্ঠিত হবে। উক্ত কার্যক্রমে প্রশিক্ষণার্থীদের নিবিড়ভাবে পর্যবেক্ষণ ও সফলভাবে বাস্তবায়নের জন্য নিম্নবর্ণিত কর্মকর্তাগণ গমন করবেন:

| ক্র. নং | নাম ও পদবী                                    | কোর্সে দায়িত্ব |
|---------|-----------------------------------------------|-----------------|
| ১.      | ড. এম. আরিফুর রহমান, এমডিএস                   | কোর্স উপদেষ্টা  |
| ২.      | জনাব মোহাঃ রফিকুল ইসলাম, পরিচালক              | কোর্স পরিচালক   |
| ৩.      | জনাব মোঃ মোতাহের হোসাইন, উপপরিচালক            | কোর্স সমন্বয়ক  |
| ৪.      | জনাব মোহাম্মদ আলতাফ হোসেন, সহকারী প্রোগ্রামার | কোর্স সমন্বয়ক  |

০২। ভ্রমণকারী কর্মকর্তাগণ কোর্স বাজেটে বরাদ্দ হতে বিধি মোতাবেক টিএ/ডিএ প্রাপ্য হবেন।

০৩। যথাযথ কর্তৃপক্ষের অনুমোদন ও নির্দেশক্রমে এ আদেশ জারী করা হলো।

  
(মোহাঃ রফিকুল ইসলাম)  
কোর্স পরিচালক

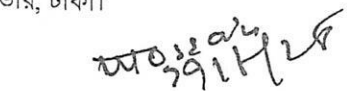
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
বিপিএটিসি, সাভার, ঢাকা

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৫৫

০২ ভাদ্র ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
১৭ আগস্ট ২০২৫

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ১। এমডিএস (প্রকল্প ও উন্নয়ন) ও কোর্স উপদেষ্টা, বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- ২। পরিচালক (প্রশাসন/পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা।
- ৩। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, বিসিসি কর্মকর্তাগণের ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স, বিপিএটিসি, সাভার, ঢাকা।
- ৪। সচিব, বাংলাদেশ কম্পিউটার কাউন্সিল।
- ৫। উপ-পরিচালক (সেবা/অর্থ/মূল্যায়ন/পিপিআর/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা।
- ৬। পিএস টু রেজিস্ট্রার, বিপিএটিসি, সাভার, ঢাকা (রেজিস্ট্রার মহোদয়ের সদয় অবগতির জন্য)।
- ৭। সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- ৮। প্রশিক্ষণার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৯। ক্যাফেটেরিয়া ম্যানেজার, বিপিএটিসি, সাভার, ঢাকা।
- ১০। সংশ্লিষ্ট নথি।

  
(মোঃ মোতাহের হোসাইন)  
কোর্স সমন্বয়ক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)



বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা-১৩৪৩, বাংলাদেশ  
www.bpatc.gov.bd

নম্বর-০৫.০১.২৬৭২.০২১.৭২.০২১.১৮.৩৭২.২৫-০৩

তারিখ: ১০ আষাঢ় ১৪৩২ বঙ্গাব্দ  
২৪ জুন ২০২৫ খ্রিস্টাব্দ

**বিষয়: কোর্স প্রশাসন ও প্রশিক্ষণার্থী কর্তৃক জাতীয় স্মৃতিসৌধে পুষ্পস্তবক অর্পণ।**

উপরিউক্ত বিষয়ের পরিপ্রেক্ষিতে অবহিত করা যাচ্ছে যে, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে বাংলাদেশ কম্পিউটার কাউন্সিল(বিসিসি) এর কর্মকর্তাদের অংশগ্রহণে আগামী ২৯ জুন ২০২৫ থেকে ২৮ আগষ্ট ২০২৫ মেয়াদে ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স অনুষ্ঠিত হবে। কোর্সটিতে উক্ত অধিদপ্তরের মোট ২০ (বিশ) জন প্রশিক্ষণার্থী কর্মকর্তা অংশগ্রহণ করবেন। কেন্দ্রের তথা প্রশিক্ষণটির অপরিহার্য অনুষ্ণ হিঁসেবে উদ্বোধনী দিনে সংশ্লিষ্ট কোর্স প্রশাসন এবং প্রশিক্ষণার্থগিঁ জাতীয় স্মৃতিসৌধ, সাভার পুষ্পস্তবক অর্পণ করবেন। কেন্দ্রের অনুসদ সদস্য এবং প্রশিক্ষণার্থীসহ আনুমানিক ২৫ জন কর্মকর্তা নিম্নোক্ত সময়সূচি অনুযায়ী সাভার জাতীয় স্মৃতিসৌধে পুষ্পস্তবক অর্পণ করবেন।

| অংশগ্রহণকারীর সংখ্যা | তারিখ       | সময়            |
|----------------------|-------------|-----------------|
| প্রায় ২৫ জন         | ২৯ জুন ২০২৫ | সকাল ৯:৪৫ ঘটিকা |

০২। এমতাবস্থায় পুষ্পস্তবক অর্পণ পর্বটি সুষ্ঠুভাবে সম্পন্ন করার লক্ষ্যে প্রয়োজনীয় সহযোগিতা প্রদানের জন্য এবং সংশ্লিষ্ট বিষয়ে দায়িত্বপ্রাপ্ত কর্মকর্তাকে প্রয়োজনীয় নির্দেশনা প্রদানের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

মো: মোতাহের হোসাইন  
উপ পরিচালক

ও  
কোর্স সমন্বয়ক  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
মোবাইল: ০১৮১৮১৮৬২৮৭  
e-mail: mmanik164@gmail.com

নির্বাহী প্রকৌশলী  
সাভার গণপূর্ত বিভাগ  
শের-ই-বাংলা নগর, ঢাকা।

(দৃষ্টি আকর্ষণ: উপ-বিভাগীয় প্রকৌশলী, জাতীয় স্মৃতিসৌধ, সাভার, ঢাকা)

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা-১৩৪৩  
(www.bpatc.gov.bd)  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
(২৯ জুন- ২৮ আগস্ট ২০২৫ খ্রি.)

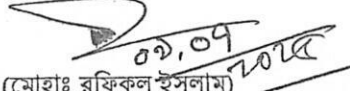
নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-২৯

২৫ শ্রাবন ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
০৯ জুলাই ২০২৫

বিষয়: বিপিএটিসিতে বাংলাদেশ কম্পিউটার কাউন্সিল (বিসিসি) এর কর্মকর্তাগণের জন্য আয়োজিত ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সের প্রশিক্ষার্থীদের গাড়ীচালনা প্রশিক্ষণ আয়োজন প্রসঙ্গে।

উপর্যুক্ত বিষয়ে জানানো যাচ্ছে যে, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে গত ২৯ জুন ২০২৫ হতে দুই মাস মেয়াদি ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স শুরু হয়েছে। উক্ত কোর্সে বাংলাদেশ কম্পিউটার কাউন্সিলের ৯ম গ্রেডের ২১ জন নবীন কর্মকর্তা অংশগ্রহণ করছেন। বুনিয়াদি প্রশিক্ষণের একটি অন্যতম অনুষ্ঠান হলো Car Driving Programme-যা প্রশিক্ষার্থীদের গাড়ীচালনা বিষয়ে বাস্তব জ্ঞান ও অভিজ্ঞতা অর্জনে সহায়ক হয়।

০২। এমতাবস্থায়, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সের প্রশিক্ষার্থীদের জন্য আগামী ০৯ জুলাই ২০২৫ হতে Car Driving Programme শুরু করার বিষয়ে কার্যক্রম গ্রহণ করার জন্য অনুরোধ করা হলো।

  
(মোহাঃ রফিকুল ইসলাম)  
কোর্স পরিচালক (উপসচিব)

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
মোবাইল: ০১৭১৬৩৬৪৯৫২  
E-mail: uzzal.7040@yahoo.com

জেনারেল ম্যানেজার (ট্রেনিং)  
বিআরটিসি কেন্দ্রীয় প্রশিক্ষণ ইনস্টিটিউট  
গাজীপুর।

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-২৯

২৫ শ্রাবন ১৪৩২ বঙ্গাব্দ  
তারিখ: -----  
০৯ জুলাই ২০২৫

সদয় অবগতি/অবগতি ও কার্যার্থে প্রেরণ করা হলো:

- ১। কোর্স উপদেষ্টা, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স(বিসিসি), বিপিএটিসি, সাভার, ঢাকা;
- ২। পরিচালক (প্রশাসন/পিপিআর), বিপিএটিসি, সাভার, ঢাকা;
- ৩। পিএস টু রেক্টর (রেক্টর মহোদয়ের সদয় অবগতির জন্য), বিপিএটিসি, সাভার, ঢাকা;
- ৪। অফিস কপি।

(মো: মোতাহের হোসাইন)  
কোর্স সমন্বয়ক (সাধারণ ও অর্থ)  
২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)  
মোবাইল: ০১৮১৮১৮৬২৮৭  
E-mail: mmanik164@gmail.com

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

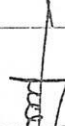
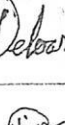
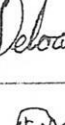
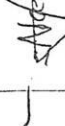
[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: **28-08-25**

Day: **Thursday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session                                                                      |                                                                                     |              |                                                                                     |                 |                        |                 |  |
|----------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|--|
|          |                                                                 | 08:30-09:30                                                                         | 09:40-10:40                                                                         | 10:40-11:05  | 11:05-12:05                                                                         | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                                 | 1 <sup>st</sup>                                                                     | 2 <sup>nd</sup>                                                                     |              | 3 <sup>rd</sup>                                                                     | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                            |    |    | Health Break |    |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)              |   |   |              |   |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |  |  |              |  |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)            |  |  |              |  |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |  |  |              |  |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |  |  |              |  |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |  |  |              |  |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |  |  |              |  |                 |                        |                 |  |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session                 |                                |             |                                |                                |             |                                |  |
|----------|---------------------------------------------------------------------|--------------------------------|--------------------------------|-------------|--------------------------------|--------------------------------|-------------|--------------------------------|--|
|          |                                                                     | 08:30-09:30<br>1 <sup>st</sup> | 09:40-10:40<br>2 <sup>nd</sup> | 10:40-11:05 | 11:05-12:05<br>3 <sup>rd</sup> | 12:15-13:15<br>4 <sup>th</sup> | 13:15-14:15 | 14:15-15:15<br>5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Subrota</i>                 | <i>Subrota</i>                 |             | <i>Subrota</i>                 |                                |             |                                |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>                   | <i>Noyan</i>                   |             | <i>Noyan</i>                   |                                |             |                                |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>                      | <i>SH</i>                      |             | <i>SH</i>                      | <i>SH</i>                      |             |                                |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>                  | <i>Susmoy</i>                  |             | <i>Susmoy</i>                  | <i>Susmoy</i>                  |             |                                |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>Ahosa</i>                   | <i>Ahosa</i>                   |             | <i>Ahosa</i>                   |                                |             |                                |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>                 | <i>Zenarul</i>                 |             | <i>Zenarul</i>                 |                                |             |                                |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>                    | <i>Riaz</i>                    |             | <i>Riaz</i>                    |                                |             |                                |  |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>Abu Rayhan</i>              | <i>Abu Rayhan</i>              |             | <i>Abu Rayhan</i>              | <i>Abu Rayhan</i>              |             |                                |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>                    | <i>Ahad</i>                    |             | <i>Ahad</i>                    | <i>Ahad</i>                    |             |                                |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>                  | <i>Atikur</i>                  |             | <i>Atikur</i>                  | <i>Atikur</i>                  |             |                                |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>Saidur</i>                  | <i>Saidur</i>                  |             | <i>Saidur</i>                  |                                |             |                                |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>                  | <i>Rezaul</i>                  |             | <i>Rezaul</i>                  |                                |             |                                |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>                   | <i>Kalam</i>                   |             | <i>Kalam</i>                   | <i>Kalam</i>                   |             |                                |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

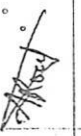
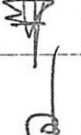
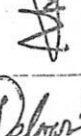
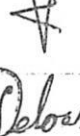
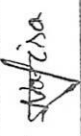
[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 27-08-25

Day: Wednesday

| Roll No.          | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session                                                                      |                                                                                     |             |                                                                                      |                                                                                       |             |                 |  |
|-------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|-----------------|--|
|                   |                                                                 | 08:30-09:30                                                                         | 09:40-10:40                                                                         | 10:40-11:05 | 11:05-12:05                                                                          | 12:15-13:15                                                                           | 13:15-14:15 | 14:15-15:15     |  |
|                   |                                                                 | 1 <sup>st</sup>                                                                     | 2 <sup>nd</sup>                                                                     |             | 3 <sup>rd</sup>                                                                      | 4 <sup>th</sup>                                                                       |             | 5 <sup>th</sup> |  |
| 101 <sup>st</sup> | Mr. Md. Abdur Rouf<br>Associate (CA)                            |    |    |             |    |    |             |                 |  |
| 102               | Mr. Kazi Nahaz Pasha<br>Associatate (Audit Internal)            |   |   |             |   |   |             |                 |  |
| 103               | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |  |  |             |  |  |             |                 |  |
| 104               | Mr. Md. Akmal Hossain<br>Associatate<br>(Documentaion)          |  |  |             |  |  |             |                 |  |
| 105               | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |  |  |             |  |  |             |                 |  |
| 106               | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |  |  |             |  |  |             |                 |  |
| 107               | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |  |  |             |  |  |             |                 |  |
| 108               | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |  |  |             |  |  |             |                 |  |

Health Break

Lunch and Prayer Brea

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahasanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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12

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 26-08-25

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session     |                    |             |                    |                    |             |                    |                    |
|----------|---------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|--------------------|--------------------|
|          |                                                                     | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-15:15        |                    |
|          |                                                                     | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup>    |                    |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> |                    |

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: **25-08-25**

Day: **Monday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-16:15     | 7:15-9:15       |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-16:15     | 7:15-9:15       |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |                 |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |                 |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |                 |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     |                 |                 |             |                 |                 |             |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |                 |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |                 |

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 24-08-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:15-16:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session     |                    |             |                    |                    |             |                    |                    |
|----------|---------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|--------------------|--------------------|
|          |                                                                     | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-15:15        | 15:15-16:15        |
|          |                                                                     | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup>    | 6 <sup>th</sup>    |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



**2<sup>nd</sup> Special Foundation Training Course**  
**For The Bangladesh Computer Council Officials**  
(29 June 2025 to 28 August 2025)

**Attendance Sheet**

Date: **19-08-25**

Day: **Tuesday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|-----------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                                 | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                            |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)              |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)            |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session    |                   |             |                   |                   |             |                 |  |
|----------|---------------------------------------------------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30       | 09:40-10:40       | 10:40-11:05 | 11:05-12:05       | 12:15-13:15       | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup>   | 2 <sup>nd</sup>   |             | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Subrota</i>    | <i>Subrota</i>    |             | <i>Subrota</i>    | <i>Subrota</i>    |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      | <i>Noyan</i>      |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>Sourav</i>     | <i>Sourav</i>     |             | <i>Sourav</i>     | <i>Sourav</i>     |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     | <i>Susmoy</i>     |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>Ahosa</i>      | <i>Ahosa</i>      |             | <i>Ahosa</i>      | <i>Ahosa</i>      |             |                 |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    | <i>Zenarul</i>    |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       | <i>Riaz</i>       |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       | <i>Ahad</i>       |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     | <i>Atikur</i>     |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     | <i>Saidur</i>     |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     | <i>Rezaul</i>     |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      | <i>Kalam</i>      |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

**2<sup>nd</sup> Special Foundation Training Course**  
**For The Bangladesh Computer Council Officials**  
**(29 June 2025 to 28 August 2025)**

**Attendance Sheet**

Date: **18-08-25**

Day: **Monday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session                 |                                |             |                                |                                |             |                                |                              |
|----------|---------------------------------------------------------------|--------------------------------|--------------------------------|-------------|--------------------------------|--------------------------------|-------------|--------------------------------|------------------------------|
|          |                                                               | 08:30-09:30<br>1 <sup>st</sup> | 09:40-10:40<br>2 <sup>nd</sup> | 10:40-11:05 | 11:05-12:05<br>3 <sup>rd</sup> | 12:15-13:15<br>4 <sup>th</sup> | 13:15-14:15 | 14:15-16:15<br>5 <sup>th</sup> | 7:30-9:30<br>6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                                |                                |             |                                |                                |             |                                |                              |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                                |                                |             |                                |                                |             |                                |                              |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                                |                                |             |                                |                                |             |                                |                              |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                                |                                |             |                                |                                |             |                                |                              |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                                |                                |             |                                |                                |             |                                |                              |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                                |                                |             |                                |                                |             |                                |                              |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                                |                                |             |                                |                                |             |                                |                              |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                                |                                |             |                                |                                |             |                                |                              |

Health Break

Lunch and Prayer Brea

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-16:15     | 7:30-9:30       |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |                 |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |                 |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |                 |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     |                 |                 |             |                 |                 |             |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |                 |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |                 |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 17-08-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:15-16:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 |             |                 |                 |             |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |             |                 |                 |             |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |             |                 |                 |             |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |             |                 |                 |             |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |             |                 |                 |             |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |             |                 |                 |             |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |             |                 |                 |             |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |             |                 |                 |             |                 |                 |

Health Break

Lunch and Prayer Brea



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session     |                    |             |                    |                    |             |                    |                    |
|----------|---------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|--------------------|--------------------|
|          |                                                                     | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-16:15        | 19:15-20:15        |
|          |                                                                     | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup>    | 6 <sup>th</sup>    |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 112      | Mr. <u>Susmoy</u> Barman<br>Coordinator (Service Relationship)      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 118      | Mr. Md. Atikur Rahman.<br>Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 119      | Mr. Mohammad Saidur Rahman-Akanda<br>Associate (Testing)            | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 14-08-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:45     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 |             |                 |                 |             |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |             |                 |                 |             |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |             |                 |                 |             |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |             |                 |                 |             |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |             |                 |                 |             |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |             |                 |                 |             |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |             |                 |                 |             |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session #  |                   |             |                   |                   |             |                   |  |
|----------|---------------------------------------------------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------|-------------------|--|
|          |                                                                     | 08:30-09:30       | 09:40-10:40       | 10:40-11:05 | 11:05-12:05       | 12:15-13:15       | 13:15-14:15 | 14:15-15:45       |  |
|          |                                                                     | 1 <sup>st</sup>   | 2 <sup>nd</sup>   |             | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |             | 5 <sup>th</sup>   |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Subrota</i>    | <i>Subrota</i>    |             | <i>Subrota</i>    | <i>Subrota</i>    |             | <i>Subrota</i>    |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>Ahosa</i>      | <i>Ahosa</i>      |             | <i>Ahosa</i>      | <i>Ahosa</i>      |             | <i>Ahosa</i>      |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     |  |
| 119      | Mr. Mohammad Saidur<br>Rahman Akanda<br>Associate (Testing)         | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.  
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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 13-08-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:20-16:20     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |                  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|------------------|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 03:25 PM-4:25 PM |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |                  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>     |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>     |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>        |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>    |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>     |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>   |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>      |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>       |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>      |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>    |
| 119      | Mr. Mohammad Saidur Rahman-Akanda<br>Associate (Testing)            | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>    |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>    |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>     |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 12-08-25

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session                 |                                |              |                                |                                |                        |                                |                                |                                |  |
|----------|-----------------------------------------------------------------|--------------------------------|--------------------------------|--------------|--------------------------------|--------------------------------|------------------------|--------------------------------|--------------------------------|--------------------------------|--|
|          |                                                                 | 08:30-09:30<br>1 <sup>st</sup> | 09:40-10:40<br>2 <sup>nd</sup> | 10:40-11:05  | 11:05-12:05<br>3 <sup>rd</sup> | 12:15-13:15<br>4 <sup>th</sup> | 13:15-14:15            | 14:15-15:15<br>5 <sup>th</sup> | 15:15-16:15<br>6 <sup>th</sup> | 16:15-17:15<br>7 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                            |                                |                                | Health Break |                                |                                | Lunch and Prayer Break |                                |                                |                                |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)              |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)            |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |                                |                                |              |                                |                                |                        |                                |                                |                                |  |
| 108      | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |                                |                                |              |                                |                                |                        |                                |                                |                                |  |

Health Break

Lunch and Prayer Break

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session    |                   |             |                   |                   |             |                   |                   |                   |             |
|----------|---------------------------------------------------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|-------------|
|          |                                                                     | 08:30-09:30       | 09:40-10:40       | 10:40-11:05 | 11:05-12:05       | 12:15-13:15       | 13:15-14:15 | 14:15-15:15       | 15:15-20:15       | 20:15-21:15       | 21:15-21:30 |
|          |                                                                     | 1 <sup>st</sup>   | 2 <sup>nd</sup>   |             | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |             | 5 <sup>th</sup>   | 6 <sup>th</sup>   | 7 <sup>th</sup>   |             |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Subrota</i>    | <i>Subrota</i>    |             | <i>Subrota</i>    | <i>Subrota</i>    |             | <i>Subrota</i>    | <i>Subrota</i>    | <i>Subrota</i>    |             |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      | <i>Noyan</i>      | <i>Noyan</i>      |             |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITIS Course)                  | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         | <i>SH</i>         | <i>SH</i>         |             |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     | <i>Susmoy</i>     | <i>Susmoy</i>     |             |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>Ahosa</i>      | <i>Ahosa</i>      |             | <i>Ahosa</i>      | <i>Ahosa</i>      |             | <i>Ahosa</i>      | <i>Ahosa</i>      | <i>Ahosa</i>      |             |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    | <i>Zenarul</i>    | <i>Zenarul</i>    |             |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       | <i>Riaz</i>       | <i>Riaz</i>       |             |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       | <i>Ahad</i>       | <i>Ahad</i>       |             |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     | <i>Atikur</i>     | <i>Atikur</i>     |             |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     | <i>Saidur</i>     | <i>Saidur</i>     |             |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     | <i>Rezaul</i>     | <i>Rezaul</i>     |             |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      | <i>Kalam</i>      | <i>Kalam</i>      |             |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



**Bangladesh Public Administration Training Centre**  
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**2<sup>nd</sup> Special Foundation Training Course**  
**For The Bangladesh Computer Council Officials**  
(29 June 2025 to 28 August 2025)

**Attendance Sheet**

Date: **11-08-25**

Day: **Monday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:25     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:25-16:25     |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |                 |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |                 |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |                 |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |                 |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |                 |

Course Coordinator

Course Director



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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: **10-08-25**

Day: **Sunday**

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|-----------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                 | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                            |                 |                 |             |                 |                 |             |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)              |                 |                 |             |                 |                 |             |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |                 |                 |             |                 |                 |             |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)            |                 |                 |             |                 |                 |             |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |                 |                 |             |                 |                 |             |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |                 |                 |             |                 |                 |             |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |                 |                 |             |                 |                 |             |                 |  |
| 108      | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |                 |                 |             |                 |                 |             |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Bmtra</i>    | <i>Bmtra</i>    |             | <i>Bmtra</i>    | <i>Bmtra</i>    |             | <i>Bmtra</i>    |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>S</i>        | <i>S</i>        |             | <i>S</i>        | <i>S</i>        |             | <i>S</i>        |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |  |
| 119      | Mr. Mohammad Saidur Rahman-Akanda<br>Associate (Testing)            | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 07-08-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                       |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15           | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                       | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 |              |                 |                 |                       |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                       |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                       |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 | Health Break |                 |                 | Lunch and Prayer Brea |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                       |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                       |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                       |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                       |                 |  |

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| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session    |                   |             |                   |                   |             |                   |  |
|----------|---------------------------------------------------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------|-------------------|--|
|          |                                                                     | 08:30-09:30       | 09:40-10:40       | 10:40-11:05 | 11:05-12:05       | 12:15-13:15       | 13:15-14:15 | 14:15-15:15       |  |
|          |                                                                     | 1 <sup>st</sup>   | 2 <sup>nd</sup>   |             | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |             | 5 <sup>th</sup>   |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Banta</i>      | <i>Banta</i>      |             | <i>Banta</i>      | <i>Banta</i>      |             | <i>Banta</i>      |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      | <i>Noyan</i>      |             | <i>Noyan</i>      |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         | <i>SH</i>         |             | <i>SH</i>         |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     | <i>Susmoy</i>     |             | <i>Susmoy</i>     |  |
| 113      | Mr. Md. Ahasanullah<br>Associate (Operation)                        | <i>Ahasan</i>     | <i>Ahasan</i>     |             | <i>Ahasan</i>     | <i>Ahasan</i>     |             | <i>Ahasan</i>     |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    | <i>Zenarul</i>    |             | <i>Zenarul</i>    |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       | <i>Riaz</i>       |             | <i>Riaz</i>       |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |             | <i>Abu Rayhan</i> |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       | <i>Ahad</i>       |             | <i>Ahad</i>       |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     | <i>Atikur</i>     |             | <i>Atikur</i>     |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     | <i>Saidur</i>     |             | <i>Saidur</i>     |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     | <i>Rezaul</i>     |             | <i>Rezaul</i>     |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      | <i>Kalam</i>      |             | <i>Kalam</i>      |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 06-08-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session     |                    |             |                    |                    |             |                 |  |
|----------|---------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 04-08-25

Day: Monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:20-16:15     | 16:15-17:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |                 |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session    |                   |                     |                   |                   |                               |                   |                   |                   |  |
|----------|---------------------------------------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------------------|-------------------|-------------------|-------------------|--|
|          |                                                                     | 08:30-09:30       | 09:40-10:40       | 10:40-11:05         | 11:05-12:05       | 12:15-13:15       | 13:15-14:15                   | 14:15-15:15       | 15:20-16:15       | 16:20-17:15       |  |
|          |                                                                     | 1 <sup>st</sup>   | 2 <sup>nd</sup>   |                     | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |                               | 5 <sup>th</sup>   | 6 <sup>th</sup>   | 7 <sup>th</sup>   |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                | <i>Banta</i>      | <i>Banta</i>      | <i>Health Break</i> | <i>Banta</i>      | <i>Banta</i>      | <i>Lunch and Prayer Break</i> | <i>Banta</i>      | <i>Banta</i>      | <i>Banta</i>      |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           | <i>Noyan</i>      | <i>Noyan</i>      |                     | <i>Noyan</i>      | <i>Noyan</i>      |                               | <i>Noyan</i>      | <i>Noyan</i>      | <i>Noyan</i>      |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  | <i>SH</i>         | <i>SH</i>         |                     | <i>SH</i>         | <i>SH</i>         |                               | <i>SH</i>         | <i>SH</i>         | <i>SH</i>         |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             | <i>Susmoy</i>     | <i>Susmoy</i>     |                     | <i>Susmoy</i>     | <i>Susmoy</i>     |                               | <i>Susmoy</i>     | <i>Susmoy</i>     | <i>Susmoy</i>     |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         | <i>Ahsan</i>      | <i>Ahsan</i>      |                     | <i>Ahsan</i>      | <i>Ahsan</i>      |                               | <i>Ahsan</i>      | <i>Ahsan</i>      | <i>Ahsan</i>      |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       | <i>Zenarul</i>    | <i>Zenarul</i>    |                     | <i>Zenarul</i>    | <i>Zenarul</i>    |                               | <i>Zenarul</i>    | <i>Zenarul</i>    | <i>Zenarul</i>    |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                | <i>Riaz</i>       | <i>Riaz</i>       | <i>Health Break</i> | <i>Riaz</i>       | <i>Riaz</i>       | <i>Lunch and Prayer Break</i> | <i>Riaz</i>       | <i>Riaz</i>       | <i>Riaz</i>       |  |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |                     | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |                               | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> | <i>Abu Rayhan</i> |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>       | <i>Ahad</i>       |                     | <i>Ahad</i>       | <i>Ahad</i>       |                               | <i>Ahad</i>       | <i>Ahad</i>       | <i>Ahad</i>       |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) | <i>Atikur</i>     | <i>Atikur</i>     |                     | <i>Atikur</i>     | <i>Atikur</i>     |                               | <i>Atikur</i>     | <i>Atikur</i>     | <i>Atikur</i>     |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            | <i>Saidur</i>     | <i>Saidur</i>     |                     | <i>Saidur</i>     | <i>Saidur</i>     |                               | <i>Saidur</i>     | <i>Saidur</i>     | <i>Saidur</i>     |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       | <i>Rezaul</i>     | <i>Rezaul</i>     |                     | <i>Rezaul</i>     | <i>Rezaul</i>     |                               | <i>Rezaul</i>     | <i>Rezaul</i>     | <i>Rezaul</i>     |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      | <i>Kalam</i>      | <i>Kalam</i>      |                     | <i>Kalam</i>      | <i>Kalam</i>      |                               | <i>Kalam</i>      | <i>Kalam</i>      | <i>Kalam</i>      |  |

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 02-08-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                       |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15           | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                       | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Brea |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                       |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                       |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                       |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                       |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                       |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                       |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                       |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                     |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 28-07-25

Day: Monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)             |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 27-07-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. <u>Susmoy Barman</u><br>Coordinator (Service Relationship)      |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                        |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 24-07-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)   | Time & Session  |                 |              |                 |                 |                       |                 |  |
|----------|-----------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|-----------------|--|
|          |                                                                 | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15           | 14:15-15:15     |  |
|          |                                                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                       | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                            |                 |                 | Health Break |                 |                 | Lunch and Prayer Brea |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associatate (Audit Internal)            |                 |                 |              |                 |                 |                       |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchase and Supply) |                 |                 |              |                 |                 |                       |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associatate<br>(Documentaion)          |                 |                 |              |                 |                 |                       |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                  |                 |                 |              |                 |                 |                       |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer           |                 |                 |              |                 |                 |                       |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations       |                 |                 |              |                 |                 |                       |                 |  |
| 108      | Ms. Sabikun Nahar<br>Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                       |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)       | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                     | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                     | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                           |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                  |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. <u>Susmoy Barman</u><br>Coordinator (Service Relationship)      |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)       |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                         |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Atikur Rahman,<br>Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)            |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)       |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                      |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 23-07-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:15-16:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session     |                    |             |                    |                    |             |                    |                    |
|----------|----------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|--------------------|--------------------|
|          |                                                                      | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-15:15        | 15:15-16:15        |
|          |                                                                      | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup>    | 6 <sup>th</sup>    |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             |                    |                    |
| 112      | Mr. Şuşmoy Barman<br>Coordinator (Service Relationship)              | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                          | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 117      | Mr. Muhammad.Ahad UI Alam, Technical Writer                          | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 22-07-25

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:25-16:15     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |                 |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |                 |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | X               | X               |             | X               | X               |             |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |                 |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       |                 |                 |             |                 |                 |             |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |                 |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |                 |

Health Break

Lunch and Prayer Break

Course Coordinator

120

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 21-07-25

Day: monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:25     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |                 |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:25     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |              |                 |                 |                        |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |              |                 |                 |                        |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |              |                 |                 |                        |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |              |                 |                 |                        |                 |                 |
| 113      | Mr. Md. Ahasanullah<br>Associate (Operation)                         |                 |                 |              |                 |                 |                        |                 |                 |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |              |                 |                 |                        |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |              |                 |                 |                        |                 |                 |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      |                 |                 |              |                 |                 |                        |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |              |                 |                 |                        |                 |                 |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |              |                 |                 |                        |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |              |                 |                 |                        |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |              |                 |                 |                        |                 |                 |

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 20-07-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:30     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)    | Time & Session     |                    |             |                    |                    |             |                    |                    |
|----------|------------------------------------------------------------------|--------------------|--------------------|-------------|--------------------|--------------------|-------------|--------------------|--------------------|
|          |                                                                  | 08:30-09:30        | 09:40-10:40        | 10:40-11:05 | 11:05-12:05        | 12:15-13:15        | 13:15-14:15 | 14:15-15:15        | 15:25-16:30        |
|          |                                                                  | 1 <sup>st</sup>    | 2 <sup>nd</sup>    |             | 3 <sup>rd</sup>    | 4 <sup>th</sup>    |             | 5 <sup>th</sup>    | 6 <sup>th</sup>    |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                        | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)               | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)          | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                     | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)    | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                   | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                      | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 118      | Mr. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)         | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)    | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                   | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |             | <i>[Signature]</i> | <i>[Signature]</i> |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 17-07-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |             |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15 | 13:15-14:15            | 14:15-15:15     | 15:15-16:15     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> |             |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |             | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |             |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)     |                 |                 |              |                 |             |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |             |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |             |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |             |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |             |                        |                 |                 |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering           |                 |                 |              |                 |             |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:15-16:15     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>S</i>        | <i>S</i>        |             | <i>S</i>        | <i>S</i>        |             | <i>S</i>        | <i>S</i>        |
| 113      | Mr. Md. Ahasanullah<br>Associate (Operation)                         | <i>Asad</i>     | <i>Asad</i>     |             | <i>Asad</i>     | <i>Asad</i>     |             | <i>Asad</i>     | <i>Asad</i>     |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |
| 117      | Mr. Muhammad. Ahad Ul Alam, Technical Writer                         | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |

Health Break

Lunch and Prayer Break

Course Coordinator

126

Course Director



# Bangladesh Public Administration Training Centre .

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 16-07-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)  | Time & Session  |                 |              |                 |                 |                        |                 |             |
|----------|----------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-------------|
|          |                                                                | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 07:15-09:25 |
|          |                                                                | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |             |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                              |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |             |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal Internal) Audit |                 |                 |              |                 |                 |                        |                 |             |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchase and Supply)      |                 |                 |              |                 |                 |                        |                 |             |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                 |                 |                 |              |                 |                 |                        |                 |             |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                    |                 |                 |              |                 |                 |                        |                 |             |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer             |                 |                 |              |                 |                 |                        |                 |             |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations         |                 |                 |              |                 |                 |                        |                 |             |
| 108      | Ms. Sabikun Nahar Assistant Maintenance Engineering            |                 |                 |              |                 |                 |                        |                 |             |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:15-21:25     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |                 |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |                 |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |                 |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |                 |
| 113      | Mr. Md. Ahasanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |                 |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |                 |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |                 |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |                 |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |                 |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |                 |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |                 |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |                 |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |                 |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 15-07-25

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)                        | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|--------------------------------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:15-16:25     |
|          |                                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                                                 |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)                                   |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchasing and Supply)<br><i>Purchase</i> |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)                                 |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                                       |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer                                |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations                            |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Mrs. Sabikun Nahar<br>Assistant Maintenance Engineering                              |                 |                 |              |                 |                 |                        |                 |                 |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:25-16:25     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    | <i>Ahosa</i>    |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 14-07-25

Day: Monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)     | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|-------------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                                   | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:30-16:00     |  |
|          |                                                                   | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                              |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)                |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchasing and Supply) |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)              |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                    |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer             |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations         |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar<br>Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:25-15:45     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 13-07-25

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |                 |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-----------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:45     | 15:45-16:25     |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |                 |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |                 |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |                 |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |                 |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |                 |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |                 |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |                 |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |                 |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |                 |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:25-16:25     |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> | 6 <sup>th</sup> |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  | <i>Subrota</i>  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    | <i>Ahosa</i>    |
| 114      | Mr.-Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 10-07-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Miah<br>Coordinator (ICT Course)                      |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 09-07-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |             |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|-------------|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     | 15:25-16:25 |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |             |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |             |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |             |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |             |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |             |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |             |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |             |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |             |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |             |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |             |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     | 15:25-16:25 |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |             |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |             |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |             |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |             |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |             |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |             |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |             |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |             |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       |                 |                 |             |                 |                 |             |                 |             |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |             |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |             |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |             |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |             |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |             |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 08-07-2025

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-16:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:25     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahoṣanullah<br>Associate (Operation)                         |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 07-07-25

Day: Monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:45     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 |                 |                 |             |                 |                 |             |                 |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            |                 |                 |             |                 |                 |             |                 |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   |                 |                 |             |                 |                 |             |                 |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              |                 |                 |             |                 |                 |             |                 |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                          |                 |                 |             |                 |                 |             |                 |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        |                 |                 |             |                 |                 |             |                 |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 |                 |                 |             |                 |                 |             |                 |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       |                 |                 |             |                 |                 |             |                 |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          |                 |                 |             |                 |                 |             |                 |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) |                 |                 |             |                 |                 |             |                 |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             |                 |                 |             |                 |                 |             |                 |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        |                 |                 |             |                 |                 |             |                 |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       |                 |                 |             |                 |                 |             |                 |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 03-07-25

Day: Thursday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>SB</i>       | <i>SB</i>       |             | <i>SB</i>       | <i>SB</i>       |             | <i>SB</i>       |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         | <i>Asghar</i>   | <i>Asghar</i>   |             | <i>Asghar</i>   | <i>Asghar</i>   |             | <i>Asghar</i>   |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 02-07-25

Day: Wednesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)     | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|-------------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                                   | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                                   | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf<br>Associate (CA)                              |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha<br>Associate (Audit Internal)                |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam<br>Assistant Manager<br>(Purchasing and Supply) |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain<br>Associate<br>(Documentaion)              |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain<br>Assistant Programmer                    |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed<br>Assistant Maintenance Engineer             |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim<br>Assistant Controller of Examinations         |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar<br>Assistant Maintenance Engineering           |                 |                 |              |                 |                 |                        |                 |  |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>Sourav</i>   | <i>Sourav</i>   |             | <i>Sourav</i>   | <i>Sourav</i>   |             | <i>Sourav</i>   |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                          | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 01/07/2025

Day: Tuesday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                        |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15            | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                        | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 | Health Break |                 |                 | Lunch and Prayer Break |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                        |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                        |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 |              |                 |                 |                        |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                        |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                        |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                        |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                        |                 |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   |  |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    | <i>Ahosa</i>    |             | <i>Ahosa</i>    |  |
| 114      | Mr, Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda Associate (Testing)                | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |  |
| 120      | Mr. Md. Rezaul Islam Associate (Monitoring and Evaluation)           | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   |  |
| 121      | Mr. Md. Kalam Hossain Associate (Marketing)                          | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

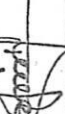
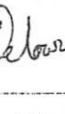
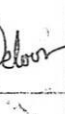
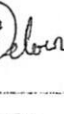
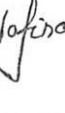
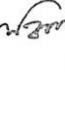
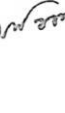
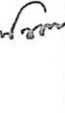
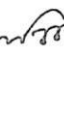
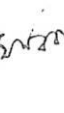
Savar, Dhaka.  
[www.bpatc.org.bd](http://www.bpatc.org.bd)

## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 30.06.2025

Day: Monday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session                                                                      |                                                                                     |              |                                                                                     |                                                                                       |                       |                                                                                       |  |
|----------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------|--|
|          |                                                               | 08:30-09:30                                                                         | 09:40-10:40                                                                         | 10:40-11:05  | 11:05-12:05                                                                         | 12:15-13:15                                                                           | 13:15-14:15           | 14:15-15:15                                                                           |  |
|          |                                                               | 1 <sup>st</sup>                                                                     | 2 <sup>nd</sup>                                                                     |              | 3 <sup>rd</sup>                                                                     | 4 <sup>th</sup>                                                                       |                       | 5 <sup>th</sup>                                                                       |  |
| 101      | Mr., Md. Abdur Rouf Associate (CA)                            |    |    |              |    |    |                       |    |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |   |   |              |   |   |                       |   |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |  |  |              |  |  |                       |  |  |
| 104      | Mr., Md. Akmal Hossain Associate (Documentaion)               |  |  | Health Break |  |  | Lunch and Prayer Brea |  |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |  |  |              |  |  |                       |  |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |  |  |              |  |  |                       |  |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |  |  |              |  |  |                       |  |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |  |  |              |  |  |                       |  |  |

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |               |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|---------------|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |               |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |               |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    | <i>Banta</i>    |             | <i>Banta</i>    |               |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |               |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       |               |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   |               |
| 113      | Mr. Md. Ahosanullah<br>Associate (Operation)                         | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    |               |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |               |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |               |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |               |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |               |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |               |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |               |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i> |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |               |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director

# Bangladesh Public Administration Training Centre

Savar, Dhaka.

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## 2<sup>nd</sup> Special Foundation Training Course For The Bangladesh Computer Council Officials (29 June 2025 to 28 August 2025)

### Attendance Sheet

Date: 29.06.2025

Day: Sunday

| Roll No. | Name, ID Number & Designation<br>(Not according to seniority) | Time & Session  |                 |              |                 |                 |                       |                 |  |
|----------|---------------------------------------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|-----------------|--|
|          |                                                               | 08:30-09:30     | 09:40-10:40     | 10:40-11:05  | 11:05-12:05     | 12:15-13:15     | 13:15-14:15           | 14:15-15:15     |  |
|          |                                                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |              | 3 <sup>rd</sup> | 4 <sup>th</sup> |                       | 5 <sup>th</sup> |  |
| 101      | Mr. Md. Abdur Rouf Associate (CA)                             |                 |                 |              |                 |                 |                       |                 |  |
| 102      | Mr. Kazi Nahaz Pasha Associate (Audit Internal)               |                 |                 |              |                 |                 |                       |                 |  |
| 103      | Mr. Mofizul Islam Assistant Manager (Purchasing and Supply)   |                 |                 |              |                 |                 |                       |                 |  |
| 104      | Mr. Md. Akmal Hossain Associate (Documentaion)                |                 |                 | Health Break |                 |                 | Lunch and Prayer Brea |                 |  |
| 105      | Mr. Md. Deloar Hossain Assistant Programmer                   |                 |                 |              |                 |                 |                       |                 |  |
| 106      | Mr. Md. Elias Ahmed Assistant Maintenance Engineer            |                 |                 |              |                 |                 |                       |                 |  |
| 107      | Ms. Nafisa Tasnim Assistant Controller of Examinations        |                 |                 |              |                 |                 |                       |                 |  |
| 108      | Mrs. Sabikun Nahar Assistant Maintenance Engineering          |                 |                 |              |                 |                 |                       |                 |  |



| Roll No. | Name, ID Number & Designation<br>(Not according to seniority)        | Time & Session  |                 |             |                 |                 |             |                 |  |
|----------|----------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|--|
|          |                                                                      | 08:30-09:30     | 09:40-10:40     | 10:40-11:05 | 11:05-12:05     | 12:15-13:15     | 13:15-14:15 | 14:15-15:15     |  |
|          |                                                                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |             | 3 <sup>rd</sup> | 4 <sup>th</sup> |             | 5 <sup>th</sup> |  |
| 109      | Mr. Subrota Sourov Das<br>Assistant Network Engineer                 | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  | <i>Subrota</i>  |             | <i>Subrota</i>  |  |
| 110      | Mr. Md. Noyan Ali<br>Assistant Programmer                            | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    | <i>Noyan</i>    |             | <i>Noyan</i>    |  |
| 111      | Mr. Md. Sourav Hossen<br>Coordinator (ITES Course)                   | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       | <i>SH</i>       |             | <i>SH</i>       |  |
| 112      | Mr. Susmoy Barman<br>Coordinator (Service Relationship)              | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   | <i>Susmoy</i>   |             | <i>Susmoy</i>   |  |
| 113      | Mr. Md. Ahsanullah<br>Associate (Operation)                          | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    | <i>Ahsan</i>    |             | <i>Ahsan</i>    |  |
| 114      | Mr. Md. Zenarul Islam<br>Associate (Seminars and Publication)        | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  | <i>Zenarul</i>  |             | <i>Zenarul</i>  |  |
| 115      | Mr. S.M Riaz Uddin<br>Associate (CA)                                 | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     | <i>Riaz</i>     |             | <i>Riaz</i>     |  |
| 116      | Mr. Abu Rayhan Mia<br>Coordinator (ICT Course)                       | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      | <i>Abu</i>      |             | <i>Abu</i>      |  |
| 117      | Mr. Muhammad.Ahad Ul Alam, Technical Writer                          | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     | <i>Ahad</i>     |             | <i>Ahad</i>     |  |
| 118      | Mr. Md. Md. Atikur Rahman, Assistant Engineer (Facilities Operation) | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   | <i>Atikur</i>   |             | <i>Atikur</i>   |  |
| 119      | Mr. Mohammad Saidur Rahman Akanda<br>Associate (Testing)             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   | <i>Saidur</i>   |             | <i>Saidur</i>   |  |
| 120      | Mr. Md. Rezaul Islam<br>Associate (Monitoring and Evaluation)        | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   | <i>Rezaul</i>   |             | <i>Rezaul</i>   |  |
| 121      | Mr. Md. Kalam Hossain<br>Associate (Marketing)                       | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    | <i>Kalam</i>    |             | <i>Kalam</i>    |  |

Health Break

Lunch and Prayer Break

Course Coordinator

Course Director



# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

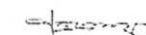
Date: 28/08/2025

Day : Thursday

| Time               | Section | Code | Event                                     | Speaker & Institution  | Venue                    |
|--------------------|---------|------|-------------------------------------------|------------------------|--------------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                | Sports Department      | Basket Ball Ground       |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                 | AD (Dormitory)         | Dining Joba              |
| 8:30 am -9:30 am   | A       | -    | Post Training & End of Course Evaluation  | Evaluation Department  | Academic Bhaban (AB)-303 |
| 9:40 am -10:40 am  | A       | -    | Session with Course Coordinator           | CMT                    | Academic Bhaban (AB)-303 |
| 10:40 am -11:05 am | A       | -    | Health Break                              | AD (Dormitory)         | Dining Joba              |
| 11:05 am -12:05 pm | A       | -    | Session with Course Coordinator           | CMT                    | Academic Bhaban (AB)-303 |
| 12:15 pm -1:15 pm  | A       | -    | Certificate Awarding and Closing Ceremony | Participants & Faculty | ITC Mini Auditorium      |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                            | AD (Dormitory)         | Dining Joba              |

### Distribution

1. All MDS, BPATC, Savar, Dhaka
2. Course Advisor/Course Director/ Course Coordinator (ongoing all courses), BPATC, Savar, Dhaka.
3. Director, (Administration, Evaluation, PPR),BPATC, Savar, Dhaka
4. Deputy Director (Service, Evaluation, MIS)BPATC, Savar, Dhaka
5. Mr. ....
6. PS to Rector, BPATC, Savar, Dhaka (for information of Rector)
7. Technical Supervisor (TS)/Care-Taker-1, Café Manager, BPATC, Savar, Dhaka.
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka.
10. Class Room/All Notice Boards/Office/Omnibus Copy



**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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Class Schedule

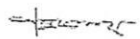
2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)  
(29/06/2025 - 28/08/2025)

Date: 27/08/2025

| Time               | Section | Code  | Event                                               | Speaker & Institution                                                                          | Day : Wednesday | Venue                |
|--------------------|---------|-------|-----------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                          | Sports Department                                                                              |                 | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                           | AD (Dormitory)                                                                                 |                 | Dining Joba          |
| 8:30 am -10:40 am  | A       | EL    | Reform initiatives in Bangladesh                    | M. Arifur Rahman PhD (MDS (P&D))                                                               |                 | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                        | AD (Dormitory)                                                                                 |                 | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 16.08 | IT Infrastructure and ICT Development in Bangladesh | Md. Zafurul Alam Khan (Director (Training and Development) - GS ), Bangladesh Computer Council |                 | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                      | AD (Dormitory)                                                                                 |                 | Dining Joba & Mosque |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                       | Sports Department                                                                              |                 | Basket Ball Ground   |
| 7:30 pm -8:30 pm   | A       | -     | Guest Night                                         | Participants & Faculty                                                                         |                 | ITC Mini Auditorium  |

## Distribution

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2. Course Advisor/Course Director/ Course Coordinator (ongoing all courses), BPATC, Savar, Dhaka.
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4. Deputy Director (Service, Evaluation, MIS) BPATC, Savar, Dhaka
5. Mr. ....
6. PS to Rector, BPATC, Savar, Dhaka (for information of Rector)
7. Technical Supervisor (TS)/Care-Taker-1, Café Manager, BPATC, Savar, Dhaka.
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka.
10. Class Room/All Notice Boards/Office/Omnibus Copy

  
Mohammad Altab Hossain  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 26/08/2025

Day : Tuesday

| Time               | Section | Code  | Event                        | Speaker & Institution                   | Venue                |
|--------------------|---------|-------|------------------------------|-----------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                   | Sports Department                       | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                    | AD (Dormitory)                          | Dining Joba          |
| 8:30 am -9:30 am   | A       | EL    | Open Discussion              | Md. Rafiqul Islam(Director (Admin))     | ITC-206              |
| 9:40 am -10:40 am  | A       | EL    | Open Discussion              | Sayeed Mahbub Khan (Rector)             | ITC-206              |
| 10:40 am -11:05 am | A       | -     | Health Break                 | AD (Dormitory)                          | Dining Joba          |
| 11:05 am -12:05 pm | A       | EL    | Open Discussion              | Sayeed Mahbub Khan (Rector)             | ITC-206              |
| 12:15 pm -1:15 pm  | A       | EL    | Open Discussion              | Md. Rafiqul Islam(Director (Admin))     | ITC-206              |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer               | AD (Dormitory)                          | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 18.02 | Sustainable Renewable Energy | Md. Shohidul Islam (Assistant Director) | AB-303               |
| 4:00 pm -5:00 pm   | A       | -     | Friendly Volleyball Match    | Participants & Faculty                  | Indoor Games Hall    |

### Distribution

1. All MDS, BPATC, Savar, Dhaka
2. Course Advisor/Course Director/ Course Coordinator (ongoing all courses), BPATC, Savar, Dhaka.
3. Director, (Administration, Evaluation, PPR),BPATC, Savar, Dhaka
4. Deputy Director (Service, Evaluation, MIS)BPATC, Savar, Dhaka
5. Mr. ....
6. PS to Rector, BPATC, Savar, Dhaka (for information of Rector)
7. Technical Supervisor (TS)/Care-Taker-1, Café Manager, BPATC, Savar, Dhaka.
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka.
10. Class Room/All Notice Boards/Office/Omnibus Copy

**Mohammad Altab Hossain**  
Course Coordinator  
01717316623



# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 25/08/2025

Day : Monday

| Time               | Section | Code  | Event                                                                                                                  | Speaker & Institution                                                                                | Venue                    |
|--------------------|---------|-------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                             | Sports Department                                                                                    | Basket Ball Ground       |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                              | AD (Dormitory)                                                                                       | Dining Joba              |
| 8:30 am -10:40 am  | A       | 4.04  | 4IR & its Implications in Bangladesh                                                                                   | Oliulla Ahmmmed (Programmer and Deputy Manager (Human Resources) - GS ), Bangladesh Computer Council | AB-303                   |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                           | AD (Dormitory)                                                                                       | Dining Joba              |
| 11:05 am -1:15 pm  | A       | 16.07 | IT Industries of Bangladesh and Trade Bodies (BASIS, BACCO, BCS, e-CAB, ISPAB) & Other Govt and Non Govt Organization. | Md. Zafurul Alam Khan (Director (Training and Development) - GS ), Bangladesh Computer Council       | AB-303                   |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                         | AD (Dormitory)                                                                                       | Dining Joba              |
| 2:15 pm -4:15 pm   | A       | -     | Written Exam on Module-16                                                                                              | Mohammad Altab Hossain(Assistant Programmer) &Sadia Bulbul(Evaluation Officer)                       | Academic Bhaban (AB)-303 |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                                                          | Sports Department                                                                                    | Basket Ball Ground       |
| 7:15 pm -9:15 pm   | A       | 9.07  | Electronic Government Procurement (E-GP)                                                                               | Md. Masud Ahmed (Deputy Director)                                                                    | AB-303                   |

### Distribution

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**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 24/08/2025

Day : Sunday

| Time               | Section | Code  | Event                                                                 | Speaker & Institution                                                                   | Venue              |
|--------------------|---------|-------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                            | Sports Department                                                                       | Basket Ball Ground |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                             | AD (Dormitory)                                                                          | Dining Joba        |
| 8:30 am -10:40 am  | A       | 11.07 | IBAS++                                                                | Dr. Mst. Sheren Shobnom (Deputy Secretary - GS ), Finance Division, Ministry of Finance | AB-303             |
| 10:40 am -11:05 am | A       | -     | Health Break                                                          | AD (Dormitory)                                                                          | Dining Joba        |
| 11:05 am -1:15 pm  | A       | 11.08 | Income Tax Rules and Income Tax Return Preparation                    | Md. Mahadi Masud Faisal (Joint Commissioner - GS ), Taxes                               | AB-303             |
| 2:15 pm -4:15 pm   | A       | 18.07 | An Overview of Key Reform Initiatives by different Reform Commissions | Dr Md Jahid Hossain Panir (MDS)                                                         | AB-303             |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                         | Sports Department                                                                       | Basket Ball Ground |

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**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

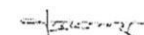
Date: 19/08/2025

Day : Tuesday

| Time               | Section | Code  | Event                                                       | Speaker*& Institution                                                   | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------|-------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                  | Sports Department                                                       | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                   | AD (Dormitory)                                                          | Dining Joba          |
| 8:30 am -10:40 am  | A       | 18.09 | প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার          | Tariq Manzoor (Professor - GS ), Department of Bangla, Dhaka University | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                | AD (Dormitory)                                                          | Dining Joba          |
| 11:05 am -12:05 pm | A       | 5.07  | Performance Management and Annual Confidential Report (ACR) | Muhsia Tabassum (Deputy Director)                                       | AB-303               |
| 12:15 pm -1:15 pm  | A       | 15.05 | Writing Research Report                                     | Dr. Md. Roushon Jamal (Director)                                        | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                              | AD (Dormitory)                                                          | Dining Joba & Mosque |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                               | Sports Department                                                       | Basket Ball Ground   |

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(29/06/2025 - 28/08/2025)

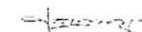
Date: 18/08/2025

Day : Monday

| Time               | Section | Code  | Event                                                                                    | Speaker & Institution                                                                | Venue                |
|--------------------|---------|-------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                               | Sports Department                                                                    | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                | AD (Dormitory)                                                                       | Dining Joba          |
| 8:30 am -10:40 am  | A       | 10.06 | Budgeting in Bangladesh: Legal Basis, Preparation and MTBF                               | Nahid Sultana (Senior Assistant Secretary - GS ), Budget 6                           | AB-303               |
| 10:40 am -11:05 am | A       | -     | Hcalth Break                                                                             | AD (Dormitory)                                                                       | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 9.06  | Request for Quotation Method (RFQM) PG-1 and DPM                                         | Mst. Tahmina Akter (Deputy Director)                                                 | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                           | AD (Dormitory)                                                                       | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 16.06 | Software System related services of BCC: i) SHQTC ii) BNDA iii) CERT iv) ICT Consultancy | Engr. Most. Aktar Zahan (Analyst (Certification) - GS ), Bangladesh Computer Council | AB-303               |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                            | Sports Department                                                                    | Basket Ball Ground   |
| 7:30 pm -9:30 pm   | A       | EL    | Open Discussion                                                                          | Mr. Faruk Wasif, DG, PIB                                                             | Auditorium, BPATC    |

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(29/06/2025 - 28/08/2025)

Date: 17/08/2025

Day : Sunday

| Time               | Section | Code  | Event                                                                                    | Speaker & Institution                                                         | Venue                |
|--------------------|---------|-------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                               | Sports Department                                                             | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                | AD (Dormitory)                                                                | Dining Joba          |
| 8:30 am -10:40 am  | A       | 11.04 | Delegation of Power: Financial and Administrative                                        | Dr. Md Mohoshin Ali (MDS)                                                     | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                             | AD (Dormitory)                                                                | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 7.08  | Conducting Meeting, Writing Working Paper and Minutes                                    | Md. Abul Bashor (Director)                                                    | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                           | AD (Dormitory)                                                                | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 16.06 | Software System related services of BCC: i) SHQTC ii) BNDA iii) CERT iv) ICT Consultancy | Md. Hossain Bin Amin (Manager (Operation) - GS ), Bangladesh Computer Council | AB-303               |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                            | Sports Department                                                             | Basket Ball Ground   |
| 7:15 pm -8:15 pm   | A       | 18.04 | SMEs and Startups for Development                                                        | Mostak Ahmed (Deputy Secretary - GS ), Finance Division, Ministry of Finance  | LT-B                 |

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(29/06/2025 - 28/08/2025)

Date: 14/08/2025

Day : Thursday

| Time               | Section | Code  | Event                                                          | Speaker & Institution                                                        | Venue                |
|--------------------|---------|-------|----------------------------------------------------------------|------------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                     | Sports Department                                                            | Basket Ball Ground   |
| 7:30 am -8.15 am   | A       | -     | Breakfast                                                      | AD (Dormitory)                                                               | Dining Joba          |
| 8:30 am -10:40 am  | A       | 11.05 | Audit Objections and its Disposal Procedure                    | A.T.M. Mahfuzar Rahman (Director - GS ),<br>Audit & Accounts Department      | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                   | AD (Dormitory)                                                               | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 10.05 | Monetary Policy and Fiscal Policy: Dimensions and Implications | Robiul Awal Robin (Assistant Director), Md.<br>Masud Ahmed (Deputy Director) | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                 | AD (Dormitory)                                                               | Dining Joba & Mosque |
| 2:15 pm -3:45 pm   | A       | -     | Written Exam on Module-07                                      | Mohammad Saiful Islam(Programmer)                                            | LT-B                 |

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### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 13/08/2025

Day : Wednesday

| Time               | Section | Code  | Event                                                            | Speaker & Institution                                 | Venue                |
|--------------------|---------|-------|------------------------------------------------------------------|-------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                       | Sports Department                                     | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                        | AD (Dormitory)                                        | Dining Joba          |
| 8:30 am -10:40 am  | A       | 12.02 | Log Frame and Results Based Management (RBM)                     | Abdullah Al Mamun (Deputy Director)                   | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                     | AD (Dormitory)                                        | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 18.03 | Demographic Transformation, Dividend, Opportunity and Challenges | Dr. Md Mohoshin Ali (MDS)                             | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                   | AD (Dormitory)                                        | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 19.01 | Introduction to Vehicles                                         | Muhammad Mosiuzzaman (Manager (Training) - GS ), BRTC | LT-B                 |
| 3:20 pm -4:20 pm   | A       | 19.02 | Traffic Rules, Signals                                           | Muhammad Mosiuzzaman (Manager (Training) - GS ), BRTC | LT-B                 |
| 5:40 pm -6:40 pm   | A.A     | -     | Evening Games                                                    | Sports Department                                     | Basket Ball Ground   |

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(29/06/2025 - 28/08/2025)

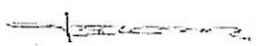
Date: 12/08/2025

| Time               | Section | Code  | Event                                                                  | Speaker & Institution                                                    | Day : Tu<br>Venue   |
|--------------------|---------|-------|------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                             | Sports Department                                                        | Basket B<br>Ground  |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                              | AD (Dormitory)                                                           | Dining Jc           |
| 8:30 am -9:30 am   | A       | 9.03  | Annual Procurement Plan                                                | Afroza Parvin (Deputy Secretary - GS ),<br>BPAA, IMED                    | LT-B                |
| 9:40 am -10:40 am  | A       | 9.04  | Preparation of Technical Specification<br>and Official Cost Estimation | Afroza Parvin (Deputy Secretary - GS ),<br>BPAA, IMED                    | LT-B                |
| 10:40 am -11:05 am | A       | -     | Health Break                                                           | AD (Dormitory)                                                           | Dining Jc           |
| 11:05 am -12:05 pm | A       | 11.06 | TA & DA Rules                                                          | A. M. Shahrir Alam (Assistant Director)                                  | LT-B                |
| 12:15 pm -1:15 pm  | A       | 11.09 | Laws & Practice of VAT                                                 | Md Ahasan Ullah (Second Secretary - GS<br>, Customs & VAT Administration | LT-B                |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                         | AD (Dormitory)                                                           | Dining Jc<br>Mosque |
| 2:15 pm -3:15 pm   | A       | 12.04 | Project Monitoring and Evaluation                                      | Parimal Kumar Roy (Deputy Director)                                      | LT-B                |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                          | Sports Department                                                        | Basket B<br>Ground  |
| 7:15 pm -9:15 pm   | A       | 12.05 | Public Private Partnership (PPP); in<br>Bangladesh Context             | Dr. Najmus Sayadat (Joint Secretary - GS<br>, PPP, Finance Division      | LT-B                |

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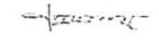
Date: 11/08/2025

Day : Monday

| Time               | Section | Code  | Event                                                                                                             | Speaker & Institution                                                           | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                        | Sports Department                                                               | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                         | AD (Dormitory)                                                                  | Dining Joba          |
| 8:30 am -9:30 am   | A       | -     | Written Exam on Module-03                                                                                         | Md. Atikullah Zaman, Assistant Director (Sports)                                | LT-B                 |
| 9:40 am -10:40 am  | A       | 18.08 | Gender and Development: women in leadership for equal future                                                      | Rokeya Fahmida PhD (Director)                                                   | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                      | AD (Dormitory)                                                                  | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 4.05  | Cyber Security: Related Acts & Issues                                                                             | Md. Hossain Bin Amin (Manager (Operation) - GS ), Bangladesh Computer Council   | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                    | AD (Dormitory)                                                                  | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 16.05 | Infrastructure related services of BCC: i) Data Center ii) CA iii) NOC iv) Training Facilities v) Exam Management | Mohammad Manirul Islam (Manager (Operation) - GS ), Bangladesh Computer Council | LT-B                 |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                                                     | Sports Department                                                               | Basket Ball Ground   |

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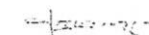
Date: 10/08/2025

Day : Sunday

| Time               | Section | Code  | Event                                                                                                                      | Speaker & Institution                                                    | Venue                |
|--------------------|---------|-------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                                 | Sports Department                                                        | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                                  | AD (Dormitory)                                                           | Dining Joba          |
| 8:30 am -10:40 am  | A       | 16.05 | Infrastructure related services of BCC:<br>i) Data Center ii) CA iii) NOC iv)<br>Training Facilities v) Exam<br>Management | Madho Sudun Chanda<br>(Guest Speaker),<br>Bangladesh Computer<br>Council | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                               | AD (Dormitory)                                                           | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 11.03 | Duties and Responsibilities of Drawing<br>and Disbursing Officer                                                           | S. M. Mehedi Hasan<br>(Director)                                         | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                             | AD (Dormitory)                                                           | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | -     | Presentation on Field Attachment<br>Report                                                                                 | CMT                                                                      | LT-B                 |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                                                              | Sports Department                                                        | Basket Ball Ground   |

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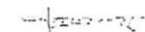
Date: 07/08/2025

Day : Thursday

| Time               | Section | Code  | Event                                         | Speaker & Institution                                      | Venue              |
|--------------------|---------|-------|-----------------------------------------------|------------------------------------------------------------|--------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                    | Sports Department                                          | Basket Ball Ground |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                     | AD (Dormitory)                                             | Dining Joba        |
| 8:30 am -9:30 am   | A       | 11.01 | General Financial Rules (GFR)                 | Dr. Mohammed Amjed Hossain (Guest Speaker), Power Division | LT-B               |
| 9:40 am -10:40 am  | A       | 11.02 | Financial Rules & Regulations: BSR Part 1 & 2 | Dr. Mohammed Amjed Hossain (Guest Speaker), Power Division | LT-B               |
| 10:40 am -11:05 am | A       | -     | Health Break                                  | AD (Dormitory)                                             | Dining Joba        |
| 11:05 am -1:15 pm  | A       | 13.03 | Common Grammatical Mistakes in English        | Hasan Murtaza Masum (Director)                             | LT-B               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                | AD (Dormitory)                                             | Dining Joba        |
| 2:15 pm -3:15 pm   | A       | -     | Class Test on Module-13                       | Tanzina Akhter (Assistant Director)                        | LT-B               |

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**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 04/08/2025

Day : Monday

| Time                | Section | Code | Event                                                                                                             | Speaker & Institution             | Venue                |
|---------------------|---------|------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------|
| 5:50 am - 6:50 am   | A.      | -    | Morning PT.                                                                                                       | Sports Department                 | Basket Ball Ground   |
| 7:30 am - 8:15 am   | A       | -    | Breakfast                                                                                                         | AD (Dormitory)                    | Dining Joba          |
| 8:30 am - 10:40 am  | A       | 7.03 | The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing                    | Sanjida Shahnaz (Deputy Director) | LT-B                 |
| 10:40 am - 11:15 am | A.      | -    | Health Break                                                                                                      | AD (Dormitory)                    | Dining Joba          |
| 11:00 am - 1:15 pm  | A       | 8.04 | Implementation of SDGs: Peace, Justice & Strong Institutions (Goal 16), and, Partnerships for the Goals (Goal 17) | Md. Atikuzzaman (MDS)             | LT-B                 |
| 1:15 pm - 2:15 pm   | A       | -    | Lunch & Prayer                                                                                                    | AD (Dormitory)                    | Dining Joba & Mosque |
| 2:15 pm - 3:15 pm   | A       | 7.03 | The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing                    | Muhsia Tabassum (Deputy Director) | LT-B                 |
| 3:15 pm - 4:15 pm   | A       | -    | <del>Field Attachment Report Preparation</del> English                                                            | CMT Shami: Adnan                  |                      |
| 4:15 pm - 5:15 pm   | A       | -    | জুলাই পুনর্জাগরণ (ডকুমেন্টারি ভিডিও)                                                                              | CMT                               | LA-B                 |
| 5:40 pm - 6:40 pm   | A       | -    | Evening Games                                                                                                     | AD (Dormitory)                    | Basket Ball Ground   |

Note: Please Evaluate Your Resource Person Daily

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Class Schedule

2<sup>nd</sup> SPIC for the Officials of Bangladesh Computer Council (BCC)  
(29/03/2025 - 28/08/2025)

|              |                                                                        |                                                             |                    |  | Day : Sunday |
|--------------|------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|--|--------------|
| Section Code | Event                                                                  | Speaker & Institution                                       | Venue              |  |              |
|              | Morning PT                                                             | Sports Department                                           | Basket Ball Ground |  |              |
|              | Breakfast                                                              | AD (Dormitory)                                              | Dining Joba        |  |              |
|              | 10.01 Role of BCC in Building a Knowledge Based, ICT Driven Bangladesh | Md. Abu Sayed (Guest Speaker), Bangladesh Computer Council  | LT-B               |  |              |
|              | 10.04 Role of BCC's officials Activities                               | Md. Abu Sayed (Guest Speaker), Bangladesh Computer Council  | LT-B               |  |              |
|              | Health Break                                                           | AD (Dormitory)                                              | Dining Joba        |  |              |
|              | 2.04 Constitutional Reforms & Recent Development                       | Firoz Ahmed (Guest Speaker), Constitution Reform Commission | LT-B               |  |              |
|              | Lunch & Prayer                                                         | AD (Dormitory)                                              | Dining Joba        |  |              |
|              | 10.02 Macroeconomics: Some Conceptual Issues and Indicators            | Maimuna Bintay Masud (Research Officer )                    | LT-B               |  |              |
|              | Evening Games                                                          | Sports Department                                           | Basket Ball Ground |  |              |

1. For Resource Person Daily

2. For Resource Person Daily

3. For Resource Person Daily (ongoing all courses), BPATC, Savar,

4. For Resource Person Daily (ongoing all courses), BPATC, Savar, Dhaka

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 28/07/2025

Day : Monday

| Time                | Section | Code | Event                                            | Speaker & Institution                                                | Venue                |
|---------------------|---------|------|--------------------------------------------------|----------------------------------------------------------------------|----------------------|
| 5:50 am - 6:50 am   | A       | -    | Morning PT                                       | Sports Department                                                    | Basket Ball Ground   |
| 7:30 am - 8:15 am   | A       | -    | Breakfast                                        | AD (Dormitory)                                                       | Dining Joba          |
| 8:30 am - 10:40 am  | A       | 4.03 | D-Nothi and its Practical Usage                  | Mohammad Altab Hossain (Assistant Programmer)                        | ITC-LAB              |
| 10:40 am - 11:05 am | A       | -    | Health Break                                     | AD (Dormitory)                                                       | Dining Joba          |
| 11:05 am - 1:15 pm  | A       | 9.05 | Tender Opening & Evaluation, Approval & Awarding | Md. Siddiquir Rahman (Guest Speaker), Budget Management Branch, MOPA | AB-303               |
| 1:15 pm - 2:15 pm   | A       | -    | Lunch & Prayer                                   | AD (Dormitory)                                                       | Dining Joba & Mosque |

\*Note: Please Evaluate Your Resource Person Daily

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

ate: 27/07/2025

Day : Sund

| Time               | Section | Code | Event                                                                  | Speaker & Institution                                              | Venue                |
|--------------------|---------|------|------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                                             | Sports Department                                                  | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                              | AD (Dormitory)                                                     | Dining Joba          |
| 8:30 am -9:30 am   | A       | 9.01 | Overview of PPA 2006 and PPR 2008                                      | Dr. Mohammad Abdul Salam (Guest Speaker), Public Security Division | AB-303               |
| 9:40 am -10:40 am  | A       | 5.08 | Decision Making and Problem Solving                                    | Dr. Mohammad Abdul Salam (Guest Speaker), Public Security Division | AB-303               |
| 10:40 am -11:05 am | A       | -    | Health Break                                                           | AD (Dormitory)                                                     | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 9.02 | Overview of Different Procurement Methods of Goods, Works and Services | Md. Rafiqul Islam (Director)                                       | AB-303               |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                                                         | AD (Dormitory)                                                     | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 7.10 | Office Inspection & Use of Different Registers                         | Alina Aktar (Deputy Director)                                      | AB-303               |
| 5:40 pm -6:40 pm   | A       | -    | Evening Games                                                          | Sports Department                                                  | Basket Ball Ground   |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

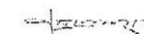
Date: 24/07/2025

Day : Thursday

| Time               | Section | Code  | Event                                               | Speaker & Institution                                             | Venue                |
|--------------------|---------|-------|-----------------------------------------------------|-------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                          | Sports Department                                                 | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                           | AD (Dormitory)                                                    | Dining Joba          |
| 8:30 am -10:40 am  | A       | 16.02 | BCC Employee Service Regulations 2019               | Dr. Ashoke Kumer Roy (Guest Speaker), Bangladesh Computer Council | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                        | AD (Dormitory)                                                    | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 16.02 | BCC Employee Service Regulations 2019               | Dr. Ashoke Kumer Roy (Guest Speaker), Bangladesh Computer Council | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                      | AD (Dormitory)                                                    | Dining Joba & Mosque |
| 2:00 pm -3:00 pm   | A       | 17.01 | Briefing on Field Visit and Field Attachment Report | A. M. Shahrior Alam (Assistant Director)                          | AB-303               |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 23/07/2025

Day : Wednesday

| Time                 | Section | Code  | Event                                                                                           | Speaker & Institution       | Venue                |
|----------------------|---------|-------|-------------------------------------------------------------------------------------------------|-----------------------------|----------------------|
| 5:50 am -6:50 am     | A       | -     | Morning PT                                                                                      | Sports Department           | Basket Ball Ground   |
| 7:30 am -8:15 am     | A       | -     | Breakfast                                                                                       | AD (Dormitory)              | Dining Joba          |
| 8:30 am -9:30 am     | A       | 10.03 | Economic System, Market Failure and Government Intervention                                     | Numeri Zaman (MDS)          | LT-B                 |
| ✓ 9:40 am -10:40 am  | A       | 10.07 | Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies | Numeri Zaman (MDS)          | LT-B                 |
| ✓ 10:40 am -11:05 am | A       | -     | Health Break                                                                                    | AD (Dormitory)              | Dining Joba          |
| 11:05 am -1:15 pm    | A       | 18.01 | Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh                            | Md. Atikuzzaman (MDS)       | LT-B                 |
| 1:15 pm -2:15 pm     | A       | -     | Lunch & Prayer                                                                                  | AD (Dormitory)              | Dining Joba & Mosque |
| 2:15 pm -4:15 pm     | A       | 15.04 | Data Analysis and Tabulation                                                                    | Dr. Md. Zohurul Islam (MDS) | LT-B                 |
| 5:40 pm -6:40 pm     | A       | -     | Evening Games                                                                                   | Sports Department           | Basket Ball Ground   |

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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 22/07/2025

Day : Tuesday

| Time               | Section | Code  | Event                                                                    | Speaker & Institution                                                | Venue                |
|--------------------|---------|-------|--------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                               | Sports Department                                                    | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                | AD (Dormitory)                                                       | Dining Joba          |
| 8:30 am -9:30 am   | A       | 18.05 | Disaster Management and Disaster Risk Reduction Programmes in Bangladesh | DR. ABU NASAR MOHAMMAD ABDULLAH (Guest Speaker)                      | LT-B                 |
| 9:40 am -10:40 am  | A       | 12.01 | Introduction to Project Cycle Management                                 | Alina Aktar (Deputy Director)                                        | LT-B                 |
| 10:40 am -11:05 am | A       | -     | Health Break                                                             | AD (Dormitory)                                                       | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 16.01 | BCC Act 1990                                                             | Md. Zakir Hossain Baccu (Guest Speaker), Bangladesh Computer Council | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                           | AD (Dormitory)                                                       | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 6.04  | Change Management in Public Service                                      | Hasan Murtaza Masum (Director)                                       | LT-B                 |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                            | Sports Department                                                    | Basket Ball Ground   |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 21/07/2025

Day : Monday

| Time               | Section | Code         | Event                                                 | Speaker & Institution                       | Venue                |
|--------------------|---------|--------------|-------------------------------------------------------|---------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -            | Morning Pt                                            | Sports Department                           | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -            | Breakfast                                             | AD (Dormitory)                              | Dining Joba          |
| 8:30 am -10:40 am  | A       | 15.02        | Writing Research Proposal                             | Afia Rahman Mukta (Senior Research Officer) | LT-B                 |
| 10:40 am -11:05 am | A       | -            | Health Break                                          | AD (Dormitory)                              | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 6.05         | Introduction to Public Policy & Policy Making Process | Dr. Md Mohoshin Ali (MDS)                   | LT-B                 |
| 1:15 pm -2:15 pm   | A       | -            | Lunch & Prayer                                        | AD (Dormitory)                              | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 6.04<br>1203 | Change Management in Public Service                   | Hasan Murtaza Masum (Director)              | LT-B                 |
| 5:40 pm -6:40 pm   | A       | -            | Evening Games                                         | Sports Department                           | Basket Ball Ground   |

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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 20/07/2025

| Time                | Section | Code  | Event                                                                                                                     | Speaker & Institution                       | Day : Sund | Venue                |
|---------------------|---------|-------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------|----------------------|
| 5:50 am -6:50 am    | A       | -     | Morning PT                                                                                                                | Sports Department                           |            | Basket Ball Ground   |
| 7:30 am -8:15 am    | A       | -     | Breakfast                                                                                                                 | AD (Dormitory)                              |            | Dining Joba          |
| 8:30 am -10:40 am   | A       | 10.04 | Concepts and Issues in Economic Development with reference to Planning in Bangladesh (Five Year Plans, Perspective Plans) | Md. Masud Ahmed (Deputy Director)           |            | AB-303               |
| 10:40 am -11:05 am  | A       | -     | Health Break                                                                                                              | AD (Dormitory)                              |            | Dining Joba          |
| ✓ 11:05 am -1:15 pm | A       | 7.09  | Forms of Written Communications                                                                                           | Rumana Tanjin Antara (Deputy Director)      |            | AB-303 ✓             |
| 1:15 pm -2:15 pm    | A       | -     | Lunch & Prayer                                                                                                            | AD (Dormitory)                              |            | Dining Joba & Mosque |
| ✓ 2:15 pm -4:30 pm  | A       | 13.02 | Extempore Speech/ Debate                                                                                                  | Mohammad Sohrab Hoshen (Assistant Director) |            | AB-303 ✓             |
| 5:40 pm -6:40 pm    | A       | -     | Evening Games                                                                                                             | Sports Department                           |            | Basket Ball Ground   |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)  
(29/06/2025 - 28/08/2025)

Date: 17/07/2025

Day : Thursday

| Time               | Section | Code  | Event                                                   | Speaker & Institution                                                          | Venue                     |
|--------------------|---------|-------|---------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                              | Sports Department                                                              | Basket Ball Ground        |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                               | AD (Dormitory)                                                                 | Dining Joba               |
| 8:30 am -9:30 am   | A       | 1.03  | The Spirit and Aspirations of July Uprising, 2024       | Md. Alshahria Hossain (Assistant Director)                                     | AB-303                    |
| 9:40 am -10:40 am  | A       | 10.01 | Microeconomics: Some Conceptual Issues and Indicators   | Iasma Tamanna Rifa (Assistant Director)                                        | AB-303                    |
| 10:40 am -11:05 am | A       | -     | Health Break                                            | AD (Dormitory)                                                                 | Dining Joba               |
| 11:05 am -12:05 pm | A       | 4.02  | Use of ICT and AI for Efficient Public Service Delivery | Md. Mamunur Rashid Bhuiyan (Guest Speaker), Additional Secretary, ICT Division | AB-303                    |
| 12:15 pm -1:15 pm  | A       | -     | Lunch & Prayer                                          | AD (Dormitory)                                                                 | Dining Joba               |
| 2:15 pm -4:15 pm   | A       | -     | Scientific Lifestyle                                    | Quantum Foundation                                                             | Quantum Foundation, Dhaka |

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2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

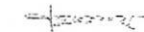
Date: 16/07/2025

Day : Wednesday

| Time               | Section | Code | Event                                                                   | Speaker & Institution                                                 | Venue                |
|--------------------|---------|------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                                              | Sports Department                                                     | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                               | AD (Dormitory)                                                        | Dining Joba          |
| 8:30 am -9:30 am   | A       | 8.02 | Evolution of SDGs in the International Policy Framework for Development | Shamim Hosen (Deputy Director)                                        | AB-303               |
| 9:40 am -10:40 am  | A       | 8.03 | Localization of SDGs and Local Level Planning                           | Shamim Hosen (Deputy Director)                                        | AB-303               |
| 10:40 am -11:05 am | A       | -    | Health Break                                                            | AD (Dormitory)                                                        | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 7.07 | Writing Notes and Preparation of Drafts                                 | SHABBIR AHMMAD (Director)                                             | AB-303               |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                                                          | AD (Dormitory)                                                        | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 5.06 | Art of Communication                                                    | Rokeya Fahmida PhD (Director)                                         | AB-303               |
| 5:40 pm -6:40 pm   | A       | -    | Evening Games                                                           | Sports Department                                                     | Basket Ball Ground   |
| 7:15 pm -9:15 pm   | A       | 7.04 | সরকারি চাকির আইন, ২০১৮                                                  | A N M Moinul Islam (Guest Speaker), Additional Secretaries Wing, MoPA | AB-303               |

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**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 15/07/2025

Day : Tuesday

| Time               | Section | Code  | Event                                | Speaker & Institution                                           | Venue                |
|--------------------|---------|-------|--------------------------------------|-----------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                           | Sports Department                                               | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                            | AD (Dormitory)                                                  | Dining Joba          |
| 8:30 am -10:40 am  | A       | 7.06  | Pension and Universal Pension Scheme | Md. Moin Uddin (Director)                                       | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                         | AD (Dormitory)                                                  | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 5.05  | Leadership in Public Organization    | SHABBIR AHMMAD (Director)                                       | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                       | AD (Dormitory)                                                  | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 13.02 | Extempore Speech/ Debate             | Mohammad Sohrab Hoshen (Assistant Director)                     | AB-303               |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                        | Sports Department                                               | Basket Ball Ground   |
| 7:15 pm -9:15 pm   | A       | -     | Open Discussion                      | Dr. Mohammad Abdul Momen (Chairman, Anti-Corruption Commission) | Mini Auditorium, ITC |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

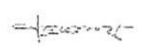
Date: 14/07/2025

Day : Monday

| Time               | Section | Code  | Event                                                                                                                                           | Speaker & Institution                              | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                                                      | Sports Department                                  | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                                                       | AD (Dormitory)                                     | Dining Joba          |
| 8:30 am -9:30 am   | A       | 7.02  | The Government Servants (Conduct) Rules, 1979                                                                                                   | Md. Masud Alam (Deputy Director)                   | AB-303               |
| 9:40 am -10:40 am  | A       | 8.01  | Basics of SDGs (with reference to MDGs)                                                                                                         | Nasrin Akter (Deputy Director)                     | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                                                    | AD (Dormitory)                                     | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 7.05  | Rules related to Leave & Seniority                                                                                                              | Md. Anamul Haque (Guest Speaker), Finance Division | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                                                  | AD (Dormitory)                                     | Dining Joba & Mosque |
| 2:15 pm -3:45 pm   | A       | 13.01 | Improving Listening Skill Improving Speaking Skill Reading Skill: Reading techniques Writing skill: Descriptive writing & argumentative writing | Mst. Tahmina Akter (Deputy Director)               | AB-303               |
| 5:40 pm -6:40 pm   | A       | -     | Evening Games                                                                                                                                   | Sports Department                                  | Basket Ball Ground   |

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## Class Schedule

**2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)**

(29/06/2025 - 28/08/2025)

Date: 13/07/2025

Day : Sunday

| Time               | Section | Code  | Event                                                                                                                                           | Speaker & Institution                       | Venue                    |
|--------------------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                                                      | Sports Department                           | Basket Ball Ground       |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                                                       | AD (Dormitory)                              | Dining Joba              |
| 8:30 am -9:30 am   | A       | -     | Written Exam on Module-14                                                                                                                       | Mohammad Masum Rahman(Assistant Programmer) | Academic Bhaban (AB)-303 |
| 9:40 am -10:40 am  | A       | 6.06  | Local Government System in Bangladesh                                                                                                           | Md. Rafiqul Islam (Director)                | AB-303                   |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                                                    | AD (Dormitory)                              | Dining Joba              |
| 11:05 am -12:05 pm | A       | 6.06  | Local Government System in Bangladesh                                                                                                           | Md. Rafiqul Islam (Director)                | AB-303                   |
| 12:15 pm -1:15 pm  | A       | 6.07  | Media Relations                                                                                                                                 | A. M. Shahriar Alam (Assistant Director)    | AB-303                   |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                                                  | AD (Dormitory)                              | Dining Joba & Mosque     |
| 2:15 pm -3:45 pm   | A       | 13.01 | Improving Listening Skill Improving Speaking Skill Reading Skill: Reading techniques Writing skill: Descriptive writing & argumentative writing | Samiana Sultana (Evaluation Officer)        | AB-303                   |
| 5:30 pm -6:30 pm   | A       | -     | Evening Games                                                                                                                                   | Sports Department                           | Basket Ball Ground       |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 10/07/2025

Day : Thursday

| Time               | Section | Code | Event                                                                              | Speaker & Institution                     | Venue                |
|--------------------|---------|------|------------------------------------------------------------------------------------|-------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                                                         | Sports Department                         | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                                          | AD (Dormitory)                            | Dining Joba          |
| 8:30 am -9:30 am   | A       | 3.01 | Constitutional Obligations for the Public Servants                                 | K. M. Abdul Kader (Director)              | AB-303               |
| 9:40 am -10:40 am  | A       | 3.02 | Structure and functions of three organs of the state and the constitutional bodies | K. M. Abdul Kader (Director)              | AB-303               |
| 10:40 am -11:05 am | A       | -    | Health Break                                                                       | AD (Dormitory)                            | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 5.04 | Total Quality Management (TQM)                                                     | Md. Abul Basher (Director)                | AB-303               |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                                                                     | AD (Dormitory)                            | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 7.11 | Equipment, Store & Stationary Management in Organization                           | Mohammad Abdul Kader (Assistant Director) | AB-303               |

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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 09/07/2025

Day : Wednesday

| Time               | Section | Code  | Event                                                                                                                                           | Speaker & Institution                 | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                                                      | Sports Department                     | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                                                       | AD (Dormitory)                        | Dining Joba          |
| 8:30 am -10:40 am  | A       | 7.01  | Overview of Secretariat Instructions 2024, Rules of Business, Rules of Procedure                                                                | Md. Motaher Hossain (Deputy Director) | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                                                    | AD (Dormitory)                        | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 13.01 | Improving Listening Skill Improving Speaking Skill Reading Skill: Reading techniques Writing skill: Descriptive writing & argumentative writing | Shamim Adnan (Deputy Director)        | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                                                  | AD (Dormitory)                        | Dining Joba & Mosque |
| 2:15 pm -4:25 pm   | A       | 5.03  | Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis                             | Mehedi Masud, PhD (Director)          | AB-303               |
| 5:30 pm -6:15 pm   | A       | -     | Evening Games                                                                                                                                   | Sports Department                     | Basket Ball Ground   |

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)  
(29/06/2025 - 28/08/2025)

Date: 08/07/2025

| Time               | Section | Code | Event                                                                   | Speaker & Institution                                                                 | Day : Tuesday | Venue                |
|--------------------|---------|------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|----------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                                              | Sports Department                                                                     |               | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                               | AD (Dormitory)                                                                        |               | Dining Joba          |
| 8:30 am -9:30 am   | A       | 3.03 | Rights and Obligations of Public Servants and Constitutional Provisions | Md Nazim Uddin (Assistant Director)                                                   |               | AB-303               |
| 9:40 am -10:40 am  | A       | 5.01 | Concept of Organization, and HRM & HRD Practices in Public Sector       | Mehedi Masud, PhD (Director)                                                          |               | AB-303               |
| 10:05 am -11:05 am | A       | -    | Health Break                                                            | AD (Dormitory)                                                                        |               | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 5.02 | Team Building                                                           | Mohammad Mamun (Senior Research Officer), Mohammad Rezaul Karim PhD (Deputy Director) |               | AB-303               |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                                                          | AD (Dormitory)                                                                        |               | Dining Joba & Mosque |
| 2:15 pm -4:15 pm   | A       | 6.03 | Social Accountability Tools (NIS, APA, Citizen Charter, RTI, GRS)       | M. Arifur Rahman, PhD (MDS)                                                           |               | AB-303               |
| 5:30 pm -6:15 pm   | A       | -    | Evening Games                                                           | Sports Department                                                                     |               | Basket Ball Ground   |

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2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 07/07/2025

Day : Monday

| Time               | Section | Code  | Event                                                                                                                                                 | Speaker & Institution                         | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                                                                                            | Sports Department                             | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                                                                                             | AD (Dormitory)                                | Dining Joba          |
| 8:30 am -9:30 am   | A       | 15.01 | Introduction to Social Research                                                                                                                       | Md. Morshed Alom, PhD<br>(Deputy Director)    | AB-303               |
| 9:40 am -10:40 am  | A       | 7.12  | Office Automation (ERP and other Applications)                                                                                                        | Mohammad Altab Hossain (Assistant Programmer) | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                                                                                          | AD (Dormitory)                                | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 15.03 | Introduction to Data and Variable, Sampling Techniques and Methods of Data Collection                                                                 | Mohammad Mamun<br>(Senior Research Officer)   | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                                                                                                        | AD (Dormitory)                                | Dining Joba & Mosque |
| 2:15 pm -3:45 pm   | A       | 13.01 | Improving Listening Skill Improving Speaking Skill<br>Reading Skill: Reading techniques Writing skill:<br>Descriptive writing & argumentative writing | Tanzina Akhter<br>(Assistant Director)        | AB-303               |
| 3:30 pm -6:15 pm   | A       | -     | Evening Games                                                                                                                                         | Sports Department                             | Basket Ball Ground   |

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Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 03/07/2025

Day : Thursday

| Time               | Section | Code  | Event                                           | Speaker & Institution                                                        | Venue                |
|--------------------|---------|-------|-------------------------------------------------|------------------------------------------------------------------------------|----------------------|
| 8:50 am -9:50 am   | A       | -     | Morning PT                                      | Sports Department                                                            | Basket Ball Ground   |
| 10:30 am -11:15 am | A       | -     | Breakfast                                       | AD (Dormitory)                                                               | Dining Joba          |
| 11:30 am -12:40 pm | A       | 6.02  | Good Governance: Concept, Issues and Challenges | Md. Sharif Hasan (Director)                                                  | AB-303               |
| 1:00 pm -1:45 pm   | A       | -     | Health Break                                    | AD (Dormitory)                                                               | Dining Joba          |
| 2:15 pm -3:15 pm   | A       | 4.01  | e-Governance: Concept and Application           | Dr. Mohammad Ziaul Islam (System Analyst)                                    | AB-303               |
| 3:45 pm -4:15 pm   | A       | -     | Lunch & Prayer                                  | AD (Dormitory)                                                               | Dining Joba & Mosque |
| 4:45 pm -5:15 pm   | A       | 14.03 | Occupational Pain and its Management            | Ratan Kumar Das (Guest Speaker), Guest Physiotherapist, BPATC Medical Centre | AB-303               |

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(29/06/2025 - 28/08/2025)

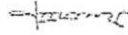
Date: 02/07/2025

Day : Wednesday

| Time               | Section | Code | Event                                                          | Speaker & Institution                                                                           | Venue                |
|--------------------|---------|------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -    | Morning PT                                                     | Sports Department                                                                               | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                      | AD (Dormitory)                                                                                  | Dining Joba          |
| 8:30 am -10:40 am  | A       | 2.04 | Combating Corruption: Challenges and Strategies                | Munir Choudhury Ex DG NMST (Guest Speaker), Bangladesh Regional Connectivity Project-1 (BRCP-1) | AB-303               |
| 10:40 am -11:05 am | A       | -    | Health Break                                                   | AD (Dormitory)                                                                                  | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 1.05 | Social Business & Cooperative Movement in Bangladesh           | Dr. Muhammad Mustafizur Rahaman (Guest Speaker), JS, Health Services Division, MoHFW            | AB-303               |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer                                                 | AD (Dormitory)                                                                                  | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 1.04 | Potential Resources of Bangladesh: Natural Resources & Tourism | Md. Abul Basher (Director)                                                                      | AB-303               |
| 5:30 pm -6:15 am   | A       | -    | Evening Games                                                  | Sports Department                                                                               | Basket Ball Ground   |

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(29/06/2025 - 28/08/2025)

Date: 01/07/2025

Day : Tuesday

| Time               | Section | Code  | Event                                                         | Speaker & Institution                  | Venue                |
|--------------------|---------|-------|---------------------------------------------------------------|----------------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                    | Sports Department                      | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                     | AD (Dormitory)                         | Dining Joba          |
| 8:30 am -9:30 am   | A       | 1.01  | Anthropological Background of the People of Bangladesh        | M. Arifur Rahman, PhD (MDS)            | AB-303               |
| 9:40 am -10:40 am  | A       | 1.02  | Social Structure and Cultural Heritage of Bangladesh          | M. Arifur Rahman, PhD (MDS)            | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                  | AD (Dormitory)                         | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 6.01  | Development Administration: Concepts, Issues and Expectations | Md. Sharif Hasan (Director)            | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer                                                | AD (Dormitory)                         | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 14.02 | Effects of Exercise on Different Organs                       | Rajib Kumar Dhali (Assistant Director) | AB-303               |
| 5:30 pm -6:15 pm   | A       | -     | Evening Games                                                 | Sports Department                      | Basket Ball Ground   |

## Distribution

1. All MDS, BPATC, Savar, Dhaka
2. Course Advisor/Course Director/ Course Coordinator (ongoing all courses), BPATC, Savar, Dhaka.
3. Director, (Administration, Evaluation, PPR),BPATC, Savar, Dhaka
4. Deputy Director (Service, Evaluation, MIS)BPATC, Savar, Dhaka
5. Mr. ....
6. PS to Rector, BPATC, Savar, Dhaka (for information of Rector)
7. Technical Supervisor (TS)/Care-Taker-1, Café Manager, BPATC, Savar, Dhaka.
8. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka.
10. Class Room/All Notice Boards/Office/Omnibus Copy

Signature

**Mohammad Altab Hossain**  
Course Coordinator  
01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

www.bpatc.gov.bd

## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

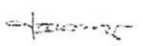
Date: 30/06/2025

Day : Monday

| Time               | Section | Code  | Event                                                                         | Speaker & Institution            | Venue                |
|--------------------|---------|-------|-------------------------------------------------------------------------------|----------------------------------|----------------------|
| 5:50 am -6:50 am   | A       | -     | Morning PT                                                                    | Sports Department                | Basket Ball Ground   |
| 7:30 am -8:15 am   | A       | -     | Breakfast                                                                     | -                                | Dining Joba          |
| 8:30 am -10:40 am  | A       | 2.02  | Changing Attitude & Mindset, and Empathy Building for better service delivery | BM Benojir Ahmed (Director)      | AB-303               |
| 10:40 am -11:05 am | A       | -     | Health Break                                                                  |                                  | Dining Joba          |
| 11:05 am -1:15 pm  | A       | 2.03  | Manners, Etiquettes and Dress Code for the Public Officials                   | Numeri Zaman (MDS)               | AB-303               |
| 1:15 pm -2:15 pm   | A       | -     | Lunch & Prayer Break                                                          |                                  | Dining Joba & Mosque |
| 2:15 pm -3:15 pm   | A       | 14.01 | Effects of Sedentary Lifestyle and Management                                 | Farjana Afrose (Deputy Director) | AB-303               |

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4. Deputy Director (Service, Evaluation, MIS)BPATC, Savar, Dhaka
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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 29/06/2025

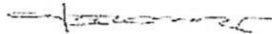
Day : Sunday

| Time               | Section | Code | Event                                                       | Speaker & Institution          | Venue                     |
|--------------------|---------|------|-------------------------------------------------------------|--------------------------------|---------------------------|
| 7:30 am -8:15 am   | A       | -    | Breakfast                                                   | -                              | Dining Joba               |
| 8:30 am -9:30 am   | A       | -    | Offering Floral Wreath to National Mausoleum                | CMT & Participants             | National Mausoleum, Savar |
| 9:40 am -10:40 am  | A       | -    | Briefing on Evaluation Policy and Pre-Test                  | Evaluation Department          | AB-303                    |
| 10:40 am -11:05 am | A       | -    | Health Break                                                |                                | Dining Joba               |
| 11:05 am -12:05 pm | A       | -    | Briefing of Service, Library, Medical, ICT & ERP Facilities | Different Departments of BPATC | AB-303                    |
| 12:15 pm -1:15 pm  | A       | -    | Inauguration Program followed by photo session with Rector  | Course Management Team (CMT)   | ITC Mini Auditorium       |
| 1:15 pm -2:15 pm   | A       | -    | Lunch & Prayer Break                                        |                                | ACAD Dining & Mosque      |
| 2:15 pm -3:15 pm   | A       | 2.01 | Importance of Ethics, Values, and Virtues in Public Service | M. Arifur Rahman, PhD (MDS)    | AB-303                    |
| 5:30 pm -6:15 pm   | A       | -    | Orientation on Games                                        | DD (Sports)                    | Basket Ball Ground        |
| 7:15 pm -8:00 pm   | A       | -    | Health Checkup                                              | Participants/CMT/Medical Team  | Medical Centre, BPATC     |
| 8:30 pm -9:30 pm   | A       | -    | Dinner                                                      | -                              | Dining Joba               |

\*Note:Please Evaluate Your Resource Person Daily

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Mohammad Altab Hossain  
Course Coordinator  
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# Bangladesh Public Administration Training Centre

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## Class Schedule

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 28/06/2025

Day : Saturday

| Time             | Section | Code | Event                                                 | Speaker & Institution        | Venue                               |
|------------------|---------|------|-------------------------------------------------------|------------------------------|-------------------------------------|
| 5:00 pm -5:30 pm | A       | -    | Reception of Participants                             | Course Management Team (CMT) | Ground Floor, 15 Storeyed Dormitory |
| 7:30 pm -8:30 pm | A       | -    | Course Briefing and Formation of Different Committees | Course Management Team (CMT) | Academic Bhaban (AB)-303            |
| 8:30 pm -9:30 pm | A       | -    | Dinner                                                |                              | Dining Joba                         |

\*Note: Please Evaluate Your Resource Person Daily

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Mohammad Altab Hossain  
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01717316623

# Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

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## Class Schedule

2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council (BCC)

(29/06/2025 - 28/08/2025)

Date: 28/06/2025

Day : Saturda

| Time             | Section | Code | Event                                                 | Speaker & Institution        | Venue                               |
|------------------|---------|------|-------------------------------------------------------|------------------------------|-------------------------------------|
| 5:00 pm -5:30 pm | A       | -    | Reception of Participants                             | Course Management Team (CMT) | Ground Floor, 15 Storeyed Dormitory |
| 7:30 pm -8:30 pm | A       | -    | Course Briefing and Formation of Different Committees | Course Management Team (CMT) | Academic Bhaban (AB)-303            |
| 8:30 pm -9:30 pm | A       | -    | Dinner                                                |                              | Dining Joba                         |

\*Note:Please Evaluate Your Resource Person Daily

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Course Coordinator  
01717316623

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

[www.bpatc.org.bd](http://www.bpatc.org.bd)

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

(২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫)

১৩ ভাদ্র ১৪৩২ বঙ্গাব্দ

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৬১

তারিখ: -----

২৮ আগস্ট ২০২৫

অবমুক্তি আদেশ

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে গত ২৯ জুন ২০২৫ – ২৮ আগস্ট ২০২৫ তারিখ মেয়াদে বাংলাদেশ কম্পিউটার কাউন্সিলের কর্মকর্তাদের জন্য ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি) অনুষ্ঠিত হয়। উক্ত কোর্সে ২১ (একুশ) জন কর্মকর্তা প্রশিক্ষণার্থী হিসেবে অংশগ্রহণ করেন। কোর্স সমাপনান্তে অংশগ্রহণকারী নিম্নবর্ণিত ২১ (একুশ) জন প্রশিক্ষণার্থীকে অদ্য ২৮ আগস্ট ২০২৫ খ্রি. তারিখ অপরাহ্নে কোর্স হতে অবমুক্ত করা হলো।

| ক্র.নং | কর্মকর্তার নাম ও পদবি                                         | কার্যালয়ের নাম                           | মোবাইল নম্বর | ইমেইল                        |
|--------|---------------------------------------------------------------|-------------------------------------------|--------------|------------------------------|
| ১।     | জনাব মো: আব্দুর রউফ<br>অ্যাসোসিয়েট (সিএ)                     | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৭৩৭৮৭৮৯২৭  | abdur.rouf@bcc.gov.bd        |
| ২।     | জনাব কাজী নাহাজ পাশা<br>অ্যাসোসিয়েট (অডিট অভ্যন্তরীণ)        | নেটওয়ার্ক অপারেশন<br>সেন্টার             | ০১৭৭০৪৬৫৬৬৪  | kazi.pasha@bcc.gov.bd        |
| ৩।     | জনাব মফিজুল ইসলাম<br>সহকারী ম্যানেজার (ক্রয় ও সরবরাহ)        | মানব সম্পদ ও সেবা                         | ০১৯৫৭৫৫২১৭৫  | mofizul.islam@bcc.gov.bd     |
| ৪।     | জনাব মো: আকমল হোসেন<br>অ্যাসোসিয়েট (ডকুমেন্টেশন)             | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৬৮০৩৫৮৮৬০  | akmal.hossain@bcc.gov.bd     |
| ৫।     | জনাব মো: দেলোয়ার হোসেন<br>সহকারী প্রোগ্রামার                 | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৭৬৫৪৩৬৭০২  | deloar.hossain@bcc.gov.bd    |
| ৬।     | জনাব মো: ইলিয়াস আহমেদ<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ার    | আঞ্চলিক কার্যালয়, রংপুর                  | ০১৬০২০৫৫৭৭০  | elias.ahmed@bcc.gov.bd       |
| ৭।     | জনাব নাসিমা তাসনিম<br>সহকারী পরীক্ষা নিয়ন্ত্রক               | আঞ্চলিক কার্যালয়, সিলেট                  | ০১৫২১৪৭৩৯০০  | nafisa.tasnim@bcc.gov.bd     |
| ৮।     | জনাব সাবিকুন নাহার<br>সহকারী মেইনটেন্যান্স ইঞ্জিনিয়ারিং      | টেক্সটিং, মাননিয়ন্ত্রণ ও<br>সার্টিফিকেশন | ০১৫৩৫৭৫১২৮২  | sabikun.nahar@bcc.gov.bd     |
| ৯।     | জনাব সুব্রত সৌরভ দাস<br>সহকারী নেটওয়ার্ক ইঞ্জিনিয়ার         | জাতীয় ডাটা সেন্টার                       | ০১৭৫৮৮৯৭৮৬১  | subrota.sourovdas@bcc.gov.bd |
| ১০।    | জনাব মো: নয়ন আলী<br>সহকারী প্রোগ্রামার                       | জাতীয় ডাটা সেন্টার                       | ০১৭৮৩২৪৭৩৫৭  | noyan.al@bcc.gov.bd          |
| ১১।    | জনাব সৌরভ হোসেন<br>কোঅর্ডিনেটর (আইটিইএস কোর্স)                | সি এ অপারেশন ও<br>নিরাপত্তা               | ০১৯৮০৪৮৪৭৯১  | sourab.hossen@bcc.gov.bd     |
| ১২।    | জনাব সুস্ময় বর্মণ<br>কো-অর্ডিনেটর (সার্ভিস রিলেশনশিপ)        | আঞ্চলিক কার্যালয়,<br>রাজশাহী             | ০১৮০৪৬৮০৩০   | susmoy.barman@bcc.gov.bd     |
| ১৩।    | জনাব মো: আহসানউল্লাহ<br>অ্যাসোসিয়েট (অপারেশন)                | জাতীয় ডাটা সেন্টার                       | ০১৮২২৬৫৩৪১২  | ahosanullah@bcc.gov.bd       |
| ১৪।    | জনাব মোহা: জেনারুল ইসলাম<br>অ্যাসোসিয়েট (সেমিনার ও প্রচারণা) | জাতীয় ডাটা সেন্টার                       | ০১৭৩৮৭৯৯০২৭  | zenarul.islam@bcc.gov.bd     |
| ১৫।    | জনাব এস. এম রিয়াজ উদ্দিন<br>অ্যাসোসিয়েট (সিএ)               | জাতীয় ডাটা সেন্টার                       | ০১৬০৯৪৮৬২৫৪  | riaz.uddin@bcc.gov.bd        |
| ১৬।    | জনাব আবু রায়হান মিয়া<br>কোঅর্ডিনেটর (আইসিটি কোর্স)          | গবেষণা, উদ্ভাবন ও উন্নয়ন                 | ০১৫৭১৭৪৯০৯৪  | abu.rayhan@bcc.gov.bd        |

|     |                                                                   |                            |             |                           |
|-----|-------------------------------------------------------------------|----------------------------|-------------|---------------------------|
| ১৭। | জনাব মুহাম্মদ আহাদ উল আলম<br>টেকনিক্যাল রাইটার                    | সিএ অপারেশন ও<br>নিরাপত্তা | ০১৮২১৮১৯০৩৬ | muhammad.ahad@bcc.gov.bd  |
| ১৮। | জনাব মো: আতিকুর রহমান<br>সহকারী ইঞ্জিনিয়ার (ফ্যাসিলিটিস অপারেশন) | জাতীয় ডাটা সেন্টার        | ০১৭৩২৫৮৮৩১৭ | atikur.rahman@bcc.gov.bd  |
| ১৯। | জনাব মোহাম্মদ সাইদুর রহমান আকন্দ<br>অ্যাসোসিয়েট (টেক্সটিং)       | জাতীয় ডাটা সেন্টার        | ০১৭৯৪২৫২৭৩১ | mohammad.saidur@gmail.com |
| ২০। | জনাব মো: রেজাউল ইসলাম<br>অ্যাসোসিয়েট (পরিবীক্ষণ ও মূল্যায়ন)     | নীতি, কৌশল ও পরিকল্পনা     | ০১৭৫১২৯৩৭৮৯ | md.rezaul@bcc.gov.bd      |
| ২১। | জনাব মো: কালাম হোসেন<br>অ্যাসোসিয়েট (মার্কেটিং)                  | বিকেআইআইসিটি               | ০১৫৩৫১০১০৯৭ | kalam.hossain@bcc.gov.bd  |

২। অংশগ্রহণকারী কর্মকর্তাদের কেন্দ্র হতে দৈনিক ৬০০/- (ছয়শত মাত্র) টাকা হারে প্রশিক্ষণ ভাতা প্রদান করা হয়েছে। তাঁরা নিজ নিজ কার্যালয় হতে বিধি মোতাবেক প্রযোজ্য ভ্রমণ ভাতা ও অন্যান্য ভাতা প্রাপ্য হবেন।

৩। যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে জনস্বার্থে এই আদেশ জারি করা হলো।

(মোহাঃ রফিকুল ইসলাম)

কোর্স পরিচালক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

বিপিএটিসি, সাভার, ঢাকা

নং- ০৫.০১.২৬৭২.০২১.১৮.৩৭২.২৪-৬১

১৩ ভাদ্র ১৪৩২ বঙ্গাব্দ

তারিখ: -----

২৮ আগস্ট ২০২৫

বিতরণ: সদয় অবগতি/অবগতি ও কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ১। সচিব, তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ, ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়।
- ২। কোর্স উপদেষ্টা, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৩। সচিব, বাংলাদেশ কম্পিউটার কাউন্সিল, আগারগাঁও, ঢাকা।
- ৪। পরিচালক (প্রশাসন/পিপিআর/মূল্যায়ন), বিপিএটিসি, সাভার, ঢাকা।
- ৫। উপ-পরিচালক (সেবা/অর্থ/খেলাধুলা), বিপিএটিসি, সাভার, ঢাকা।
- ৬। সকল সদস্য, কোর্স ব্যবস্থাপনা টিম, ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ৭। পিএস টু রেক্টর, বিপিএটিসি, সাভার, ঢাকা (রেক্টর মহোদয়ের সদয় অবগতির জন্য)।
- ৮। সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা।
- ৯। প্রশিক্ষণার্থী (সকল), ২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি), বিপিএটিসি, সাভার, ঢাকা।
- ১০। ক্যাফেটেরিয়া ম্যানেজার, বিপিএটিসি, সাভার, ঢাকা।
- ১১। সংশ্লিষ্ট নথি।

(মোঃ মোতাহের হোসাইন)

কোর্স সমন্বয়ক

২য় বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্স (বিসিসি)

বিপিএটিসি, সাভার, ঢাকা।

# **2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council**

**[29 June - 28 August 2025]**

## **CURRICULUM AND BROCHURE**

**“Building Capacity for Effective,  
Inclusive and Accountable  
Public Administration System”**



**Bangladesh Public Administration Training Centre**

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## 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council Course Management Team (CMT)



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## 1. Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of public officials need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain National Visions and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

### 1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation. :

## 1.2 Vision

BPATC becomes a Centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

## 1.3 Mission

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

## 1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

## 1.5 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

### a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

### b) Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

### c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

### d) Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

#### **e) Learning for results**

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

#### **f) Innovation**

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

#### **g) Team spirit**

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

## **1.6 Training Programmes of BPATC**

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

## **1.7 Other Activities of BPATC**

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

## **02. About Bangladesh Computer Council (BCC)**

Bangladesh Computer Council (BCC) is a statutory body under the Ministry of Posts, Telecommunications and Information Technology, Government of Bangladesh (GOB). It was established by Act No IX of 1990 passed by the Parliament. The main activities are (not limited to) encouraging and providing support for ICT related activities, formulating national ICT strategy and policy, creating standards and specifications of ICT tools for government organizations according to their necessity, working for human resource development in ICT sector. It has also established National Data Center for hosting all the government websites, e-mail services and web applications. It is the only TIER - 3 certified Government Data Center in Bangladesh. In the near future, it will act as the only Gateway to access internet services for all of the government organizations. BCC is continuing ICT infrastructure development of government through several development projects/programs to facilitate access to government services from root level. In this vision, BCC has organized workshops, seminars, training on subjects related to ICT and has established throughout the country UISC (Union Information and Service Center). The particular aims and objective of BCC are following:

- Promote the effective application & Expansion of ICT
- Develop Human Resource for effective use of ICT
- Formulate & Implement National Strategies and Policies regarding Computer & ICT
- Cooperate with the Government and other agencies to implement the Objectives of the National ICT plans
- Advise and Encourage the Government and other agencies for the use of Computer & ICT

## **03. Special Foundation Training Course for the Officials of BCC**

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organised by various cadre-oriented training institutes. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the foundation training course is equally applicable for all new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various



departments. This Special Foundation Training Course (SFTC) for the officials of BCC is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development of the country.

### **3.1 Objectives of the Course**

The general objective of this course is to develop professional competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

### **3.2 The Specific Objectives of the Course**

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

### **3.3 Requirements of the Course**

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the dress code properly;
- follow table manners during breakfast, lunch and dinner;

- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

### 3.4 Training Duration

The duration of the course is 60 days (excluding leave for Ashura), and this duration is distributed in the following manner:

| Sl. No. | Thematic Areas                                                                           | Days                      |
|---------|------------------------------------------------------------------------------------------|---------------------------|
| 1       | Inauguration, Course Briefing & Formation of Different Committees                        | 1                         |
| 2       | Days for Training Sessions                                                               | 36                        |
| 3       | Field Attachment Programme                                                               | 3                         |
| 4       | Study Tour                                                                               | 2                         |
| 5       | Domestic exposure Visit: Historical place/Govt. office/Parliament/ government initiative | 1                         |
| 6       | Certificate Awarding and Closing Ceremony                                                | 1                         |
| 7       | <b>Total Working Days</b>                                                                | <b>44<br/>(Tentative)</b> |
| 8       | <b>Weekends</b>                                                                          | <b>16</b>                 |
| 9       | <b>Total Days</b>                                                                        | <b>60</b>                 |

\*The following list of Public Holidays have been taken under consideration:

| Observation | Day    | Date        |
|-------------|--------|-------------|
| Ashura      | 01 day | 6 July 2025 |
| Total       | 01 day |             |



### 3.5 Tentative Daily Schedule

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

| Time          | Activity               |
|---------------|------------------------|
| 06:00 - 07:00 | Physical Exercise*     |
| 07:30-08:15   | Breakfast              |
| 08:30- 09:30  | 1st Session            |
| 09:40 - 10:40 | 2nd Session            |
| 10:40 - 11:05 | Health Break           |
| 11:05 - 12:05 | 3rd Session            |
| 12:15 - 13:15 | 4th Session            |
| 13:15 - 14:00 | Lunch and Prayer Break |
| 14:00 - 15:00 | 5th Session            |
| 15:05 - 16:05 | 6th Session            |
| 16:30 - 17:30 | Games & Sports*        |
| 18:00 - 20:00 | Extension Lecture*     |
| 20:15 - 21:15 | Dinner                 |

*\* Subject to sun rise and sun set*

## 4. About Training

### 4.1 Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

### 4.2 Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

### 4.3 Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

|                                                |                                                         |
|------------------------------------------------|---------------------------------------------------------|
| 1. Bangladesh Studies                          | 2. Behavioral Governance                                |
| 3. The Constitution of Bangladesh              | 4. ICT and e-Governance                                 |
| 5. Organizational Management and Leadership    | 6. Public Management and Governance                     |
| 7. Service Rules and Administrative Procedures | 8. Sustainable Development Goals                        |
| 9. Public Procurement                          | 10. Economics and Economic Development                  |
| 11. Public Financial Management                | 12. Project Management                                  |
| 13. English Language Skill Development         | 14. Physical Conditioning and Games                     |
| 15. Basics of Research                         | 16. Issues Related to Bangladesh Computer Council (BCC) |
| 17. Field Attachment and Report Writing        | 18. Contemporary Issues                                 |
| 19. Car Driving                                |                                                         |

Each module has several topics. The details of course contents are given from page 18.

#### **4.4 Field Study Programme**

A three-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

#### **4.5 Extension Lecture**

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

#### **4.6 Physical Training and Sports**

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

#### **4.7 Evaluation**

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

| Module No | Title of the Modules                                                                                                                                                                                | Evaluation Methods and Marks |       |       |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------|-------|
|           |                                                                                                                                                                                                     | Individual                   | Group | Total |
| 1.        | Bangladesh Studies                                                                                                                                                                                  | -                            | GR-25 | 25    |
| 2.        | Behavioral Governance                                                                                                                                                                               | IA-25                        | -     | 25    |
| 3.        | The Constitution of Bangladesh                                                                                                                                                                      | WE-50                        | -     | 50    |
| 4.        | ICT and e-Governance                                                                                                                                                                                | IR-50                        | -     | 50    |
| 5.        | Organizational Management and Leadership                                                                                                                                                            | -                            | GA-25 | 25    |
| 6.        | Public Management and Governance                                                                                                                                                                    | -                            | GR-50 | 50    |
| 7.        | Service Rules and Administrative Procedures                                                                                                                                                         | WE-75                        | -     | 75    |
| 8.        | Sustainable Development Goals                                                                                                                                                                       | -                            | GA-40 | 40    |
| 9.        | Public Procurement                                                                                                                                                                                  | -                            | GE-50 | 50    |
| 10.       | Economics and Economic Development                                                                                                                                                                  | IE-30                        | -     | 30    |
| 11.       | Public Financial Management                                                                                                                                                                         | IE-30                        | -     | 30    |
| 12.       | Project Management                                                                                                                                                                                  | -                            | GE-50 | 50    |
| 13.       | English Language Skill Development                                                                                                                                                                  | CT-50                        | -     | 50    |
| 14.       | Physical Conditioning and Games                                                                                                                                                                     | WE-25<br>IA-25               | -     | 50    |
| 15.       | Basics of Research                                                                                                                                                                                  | IA-50                        | -     | 50    |
| 16.       | Issues Related to Bangladesh Computer Council (BCC)                                                                                                                                                 | WE-75                        | -     | 75    |
| 17.       | Field Attachments and Report Writing                                                                                                                                                                | -                            | GR-20 | 20    |
| 18.       | Contemporary Issues                                                                                                                                                                                 | -                            | -     | -     |
| 19.       | Car Driving                                                                                                                                                                                         | -                            | -     | -     |
| 20.       | Evaluation by Evaluation Department<br>i. Attendance (20)<br>ii. Speaker Evaluation (10)                                                                                                            | 30                           | -     | 30    |
| 21.       | Evaluation by Course Management Team<br>i) Punctuality (5)<br>ii) Table Manners (5)<br>iii) Dress (5)<br>iv) Overall Conduct and Discipline (5)<br>v) Participation in co-curricular activities (5) | 25                           | -     | 25    |
|           | Total                                                                                                                                                                                               | 540                          | 260   | 800   |
|           | Grand Total                                                                                                                                                                                         |                              |       | 800   |

**Note:** CT- Class Test, GA- Group Assignment, GE- Group Exercise, GR- Group Report, IA- Individual Assignment, IE- Individual Exercise, IR- Individual Report, P- Presentation, WE- Written Examination

## 4.8 Group Work

Participants are required to carry out group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the group work amongst their group report.

## 4.9 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

| Sl. | Percentage of Marks | Grading          |
|-----|---------------------|------------------|
| 1   | 85 and above        | A+ (Outstanding) |
| 2   | 80 - <85            | A (Excellent)    |
| 3   | 70 - <80            | B+ (Good)        |
| 4   | 60 - <70            | B (Satisfactory) |
| 5   | 50 - <60            | C (Average)      |
| 6   | <50                 | Fail             |

## 4.10 Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

## 4.11 Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

## 4.12 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.

## 4.13 Dress Code

Participants must follow the prescribed dress code during training. A detailed dress code as approved by the National Training Council (NTC) is enclosed in Annexur 4.

## 4.14 Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.



## 4.15 Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory, Savar, Dhaka. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dining place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dining norms will be observed and evaluated.

### The 15-Storey Dormitory Building:

To enhance the accommodation capacity of BPATC a 15-Storey Dormitory Building has been built for trainees and officials attending training programs at the center. The dormitory offers modern amenities and facilities to ensure the comfort and convenience of the residents including living rooms, a day-care centre for the participants' children aged 1-3 years old with indoor playground and kitchen, common areas, dining facilities, recreational spaces, and conference rooms or classrooms for conducting sessions, workshops and seminars. It was inaugurated by the Honorable Prime Minister in October 2023. The building, covering an area of 35,512 square meters.

Different facilities included at the dormitory building are: leisure room with a large-screen TV at each floor, WiFi-internet connection and an automated management system, fire extinguisher system, one IP-based telephone, wooden wall cabinet, sofa, and two reading tables in each room, geyser arrangement for hot water supply, water filters, washing machines and fridges in common space, indoor games and gym facility at the basement, a computer lab, prayer rooms for male and female participants, etc. And last but not the least, there are 500 rooms capable of accommodating 1000 trainees, all are equipped with air conditioning and a private balcony.

## 4.16 Library Facility

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 1,25,000 books for circulation to the readers in its possession. Participants will have ready access to the reading facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.

## 4.17 Medical Facility

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers

medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises five medical officers, one dentist, two sub-assistant community medical officers (SACMO), two physiotherapists, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advice from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

Contact number of the Doctors:

| Name                     | Designation                   | Cell No.    | Timing      |
|--------------------------|-------------------------------|-------------|-------------|
| Dr. Bilkis Laila         | Medical Officer               | 01711073636 | Roster Duty |
| Dr. Shamima Akter        | Medical Officer               | 01711001084 |             |
| Dr. Syed Shamsul Arefin  | Medical Officer               | 01829673034 |             |
| Dr. S M Asaduzzaman      | Medical Officer               | 01719061247 |             |
| Dr. Faisal Rahman        | Medical Officer               | 01717878367 |             |
| Dr. Rinat Fowjia Chandni | Medical Officer (Dental Unit) | 01688904123 |             |

**Emergency Number for Medical Purpose: 01723966111**

Contact number of Physiotherapists

| Name            | Designation     | Cell No.    | Ext. Tel | Timing      |
|-----------------|-----------------|-------------|----------|-------------|
| Ratan Kumar Das | Physiotherapist | 01911574514 | 4318     | 3:30-6:30pm |
| Minara Akter    | Physiotherapist | 01677302243 | 4318     | 3:30-6:30pm |

## 4.18 Recreation

Since Foundation Course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with cable connection. Facilities for playing Table Tennis, Carom, Chess etc. are available in the dormitories and indoor games hall as well. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different places of interest.

## 4.19 Prayer Facility

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms or designated place of the dormitory.

## 4.20 Prohibitions

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

## 4.21 Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.



## 5. Course Content

### Module-01 : Bangladesh Studies

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Appraise the socio-political and cultural context of Bangladesh
- Describe the evolution of poverty alleviation strategies and their implication

Total Module Time : 06 hours

| Topic Code | Session Hour | Topics                                                         | Facilitator | Training Method |
|------------|--------------|----------------------------------------------------------------|-------------|-----------------|
| 1.01       | 01           | Anthropological Background of the People of Bangladesh         | FM/GS       | L&D             |
| 1.02       | 01           | Social Structure and Cultural Heritage of Bangladesh           | FM/GS       | L&D             |
| 1.03       | 01           | The Spirit and Aspirations of July Uprising, 2024              | FM/GS       | L&D             |
| 1.04       | 01           | Potential Resources of Bangladesh: Natural Resources & Tourism | FM/GS       | L&D             |
| 1.05       | 02           | Social Business & Cooperative Movement in Bangladesh           | FM/GS       | L&D             |

### Module-02 : Behavioral Governance

Total Marks : 25

Evaluation Method : Individual Assignment-25 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Apply appropriate skills, knowledge, experience and judgement in professional capacity
- Create public value in service delivery

Total Module Time : 08 hours

| Topic Code | Session Hour | Topics                                                                        | Facilitator | Training Method |
|------------|--------------|-------------------------------------------------------------------------------|-------------|-----------------|
| 2.01       | 02           | Importance of Ethics, Values, and Virtues in Public Service                   | FM/GS       | L&D             |
| 2.02       | 02           | Changing Attitude & Mindset, and Empathy Building for better service delivery | FM/GS       | L&E             |
| 2.03       | 02           | Manners, Etiquettes and Dress Code for the Public Officials                   | FM/GS       | L&D             |
| 2.04       | 02           | Combating Corruption: Challenges and Strategies                               | FM/GS       | L&D             |

**Module-03 : The Constitution of Bangladesh**

Total Marks : 50

Evaluation Method : Written Exam – 50

Module Objectives : The participants will be able to -

- Understand the functions of all three organs of a state
- Explain the basic feature of the Constitution of Bangladesh with regard to public service provisions

Total Module Time : 04 hours

| Topic Code | Session Hour | Topics                                                                             | Facilitator | Training Method |
|------------|--------------|------------------------------------------------------------------------------------|-------------|-----------------|
| 3.01       | 01           | Constitutional Obligations for the Public Servants                                 | FM/GS       | L&D             |
| 3.02       | 01           | Structure and functions of three organs of the state and the constitutional bodies | FM/GS       | L&D             |
| 3.03       | 01           | Rights and Obligations of Public Servants and Constitutional Provisions            | FM/GS       | L&D             |
| 3.04       | 01           | Constitutional Reforms & Recent Development                                        | FM/GS       | L&D             |

**Module-04 : ICT & e-Governance**

Total Marks : 50

Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to -

- Identify the key activities towards e-governance
- Apply different e-services in their respective offices

Total Module Time : 09 hours

| Topic Code | Session Hour | Topics                                                  | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------|-------------|-----------------|
| 4.01       | 02           | e-Governance: Concept and Application                   | Faculty/GS  | L, GD           |
| 4.02       | 01           | Use of ICT and AI for Efficient Public Service Delivery | GS          | L&P             |
| 4.03       | 02           | D-Nothi and its Practical Usage                         | Faculty/GS  | L, GD           |
| 4.04       | 02           | 4IR & its Implications in Bangladesh                    | Faculty/GS  | L, GD           |
| 4.05       | 02           | Cyber Security: Related Acts & Issues                   | Faculty/GS  | L, GD           |

**Module-05 : Organizational Management and Leadership**

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to -

- Identify the key issues in HRM and HRD in public sector organizations
- Develop leadership capability to achieve organizational goal

Total Module Time : 12 hours

| Topic Code | Session Hour | Topics                                                                                                              | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 5.01       | 01           | Concept of Organization, and HRM & HRD Practices in Public Sector                                                   | FM/GS       | L&D             |
| 5.02       | 02           | Team Building                                                                                                       | FM/GS       | L&E & Role Play |
| 5.03       | 02           | Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis | FM/GS       | L&E             |
| 5.04       | 02           | Total Quality Management (TQM)                                                                                      | FM/GS       | L, GD           |
| 5.05       | 02           | Leadership in Public Organization                                                                                   | FM/GS       | L, GD           |
| 5.06       | 01           | Art of Communication                                                                                                | FM/GS       | L, GD           |
| 5.07       | 01           | Performance Management and Annual Confidential Report (ACR)                                                         | FM/GS       | L&D             |
| 5.08       | 01           | Decision Making and Problem Solving                                                                                 | Faculty/GS  | L&E             |

**Module-06 : Public Management & Governance**

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800)

Module Objectives : The participants will be able to -

- Explain different concepts of public administration and governance
- Achieve organizational effectiveness by improving quality of service and by reducing corruption

Total Module Time : 13 hours

| Topic Code | Session Hour | Topics                                                            | Facilitator | Training Method |
|------------|--------------|-------------------------------------------------------------------|-------------|-----------------|
| 6.01       | 02           | Development Administration: Concepts, Issues and Expectations     | FM/GS       | L&D             |
| 6.02       | 02           | Good Governance: Concept, Issues and Challenges                   | FM/GS       | L&E             |
| 6.03       | 02           | Social Accountability Tools (NIS, APA, Citizen Charter, PTI, GRS) | FM/GS       | L&E             |
| 6.04       | 02           | Change Management in Public Service                               | FM/GS       | L, GD           |
| 6.05       | 02           | Introduction to Public Policy & Policy Making Process             | FM/GS       | L&D             |
| 6.06       | 02           | Local Government System in Bangladesh                             | FM/GS       | Workshop/L&D    |
| 6.07       | 01           | Media Relations                                                   | Faculty/GS  | L&D             |

**Module-07 : Service Rules and Administrative Procedures**

Total Marks : 75

Evaluation Method : Written Examination (Open Book) -75

Module Objective : The participants will be able to -

- Apply different service rules in a real-life situation
- Communicate effectively with vertical and horizontal organizations
- Conduct and organize meeting efficiently

Total Module Time : 20 hours

| Topic Code | Session Hour | Topics                                                                                         | Facilitator | Training Method        |
|------------|--------------|------------------------------------------------------------------------------------------------|-------------|------------------------|
| 7.01       | 02           | Overview of Secretariat Instructions 2024, Rules of Business, Rules of Procedure               | FFM/GS      | L&D<br>(Pre-reading)   |
| 7.02       | 01           | The Government Servants (Conduct) Rules, 1979                                                  | FM/GS       | L&GD                   |
| 7.03       | 02+01        | The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing | FM/GS       | L,GD&E<br>(Case Study) |
| 7.04       | 01           | সরকারি চাকরি আইন, ২০১৮                                                                         | FM/GS       | L&GD                   |
| 7.05       | 02           | Rules related to Leave & Seniority                                                             | FM/GS       | L&E                    |
| 7.06       | 02           | Pension and Universal Pension Scheme                                                           | FM/GS       | L&E                    |
| 7.07       | 02           | Writing Notes and Preparation of Drafts                                                        | FM/GS       | L&E                    |
| 7.08       | 02           | Conducting Meeting, Writing Working Paper and Minutes                                          | FM/GS       | L&Demonstration        |
| 7.09       | 02           | Forms of Written Communications                                                                | FM/GS       | L&E                    |
| 7.10       | 01           | Office Inspection & Use of Different Registers                                                 | FM/GS       | L&D                    |
| 7.11       | 01           | Equipment, Store & Stationary Management in Organization                                       | FM/GS       | L&P                    |
| 7.12       | 01           | Office Automation (ERP and other Applications)                                                 | FM/GS       | L&Demonstration        |

**Module-08 : Sustainable Development Goals**

Total Marks : 40

Evaluation Method : Group Assignment-40

Module Objectives : To enable the participants to:

- Acquaint the participants with the SDGs
- Analyze major issues underlying the implementation of SDGs

Total Module Time : 05 hours

| Topic Code | Hrs | Topic Title                                                                                                       | Facilitator | Training Method |
|------------|-----|-------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 8.01       | 01  | Basics of SDGs (with reference to MDGs)                                                                           | FM/GS       | L & D           |
| 8.02       | 01  | Evolution of SDGs in the International Policy Framework for Development                                           | FM/GS       | L & D           |
| 8.03       | 01  | Localization of SDGs and Local Level Planning                                                                     | FM/GS       | L & D           |
| 8.04       | 02  | Implementation of SDGs: Peace, Justice & Strong Institutions (Goal 16), and, Partnerships for the Goals (Goal 17) | FM/GS       | L & D           |

**Module-09 : Public Procurement**

Total Marks : 50

Evaluation Method : Group Exercise - 50

Module Objectives : The participants will be able to –

- Identify key issues in the public procurement
- Apply basic rules of PPR/PPA in procurement

Total Module Time : 11 hours

| Topic Code | Session Hour | Topics                                                                 | Facilitator | Training Method |
|------------|--------------|------------------------------------------------------------------------|-------------|-----------------|
| 9.01       | 01           | Overview of PPA 2006 and PPR 2008                                      | FM/GS       | L&D             |
| 9.02       | 02           | Overview of Different Procurement Methods of Goods, Works and Services | FM/GS       | L&E             |
| 9.03       | 01           | Annual Procurement Plan                                                | FM/GS       | L&E             |
| 9.04       | 01           | Preparation of Technical Specification and Official Cost Estimation    | FM/GS       | L&E             |
| 9.05       | 02           | Tender Opening & Evaluation, Approval & Awarding                       | FM/GS       |                 |
| 9.06       | 02           | Request for Quotation Method (RFQM) PG-1 and DPM                       | FM/GS       | L&E             |
| 9.07       | 02           | Electronic Government Procurement (E-GP)                               | FM/GS       | L&D             |

**Module-10 : Economics and Economic Development**

Total Marks : 30

Evaluation Method : Individual Exercise-30

Module Objectives : The participants will be able to -

- Be familiarize with fundamental issues of economics and economic development
- Understand the various aspects of economic management and national economy

Total Module Time : 10 hours

| Topic Code | Session Hour | Topics                                                                                                                    | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 10.01      | 01           | Microeconomics: Some Conceptual Issues and Indicators                                                                     | FM/GS       | L&D             |
| 10.02      | 01           | Macroeconomics: Some Conceptual Issues and Indicators                                                                     | FM/GS       | L&D             |
| 10.03      | 01           | Economic System, Market Failure and Government Intervention                                                               | FM/GS       | Case/L&D        |
| 10.04      | 02           | Concepts and Issues in Economic Development with reference to Planning in Bangladesh (Five Year Plans, Perspective Plans) | FM/GS       | L&D             |
| 10.05      | 02           | Monetary Policy and Fiscal Policy: Dimensions and Implications                                                            | FM/GS       | L&D             |
| 10.06      | 02           | Budgeting in Bangladesh: Legal Basis, Preparation and MTBF                                                                | FM/GS       | L&D             |
| 10.07      | 01           | Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies                           | FM/GS       | L&D             |



**Module-11 : Public Financial Management**

Total Marks : 30

Evaluation Method : Individual Exercise-30

Module Objectives : The participants will be able to -

- Understand and explain legal aspects of financial management system of Bangladesh
- Apply standard financial management practice in their day-to-day financial activity.

Total Module Time : 14 hours

| Topic Code | Session Hour | Topics                                                        | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------------|-------------|-----------------|
| 11.01      | 01           | General Financial Rules (GFR)                                 | FM/GS       | L&E             |
| 11.02      | 01           | Financial Rules & Regulations: BSR Part 1 & 2                 | FM/GS       | L&D             |
| 11.03      | 02           | Duties and Responsibilities of Drawing and Disbursing Officer | FM/GS       | L&D             |
| 11.04      | 02           | Delegation of Power: Financial and Administrative             | FM/GS       | L&P             |
| 11.05      | 02           | Audit Objections and its Disposal Procedure                   | FM/GS       | L&E             |
| 11.06      | 01           | TA & DA Rules                                                 | FM/GS       | L&E             |
| 11.07      | 02           | IBAS++                                                        | FM/GS       | L&Demonstration |
| 11.08      | 02           | Income Tax Rules and Income Tax Return Preparation            | FM/GS       | L&E             |
| 11.09      | 01           | Laws & Practice of VAT                                        | FM/GS       | L&GD/Ex         |

**Module -12 : Project Management**

Total Marks : 50

Evaluation Method : Group Exercise - 50

Module Objectives : The participants will be able to -

- Understand the different stages of project cycle
- Use different tools of project management

Total Module Time : 08 hours

| Topic Code | Session Hour | Topics                                                  | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------|-------------|-----------------|
| 12.01      | 01           | Introduction to Project Cycle Management                | FM/GS       | L&D             |
| 12.02      | 02           | Log Frame and Results Based Management (RBM)            | Faculty     | L&E             |
| 12.03      | 02           | Preparation and Approval Process of DPP, RDPP and e-DPP | GS          | L&E             |
| 12.04      | 01           | Project Monitoring and Evaluation                       | FM/GS       | L&D             |
| 12.05      | 02           | Public Private Partnership (PPP); in Bangladesh Context | GS          | L&D             |



**Module-13 : English Language Skill Development**

Total Marks : 50

Evaluation Method : Class Test-50

Module Objectives : The participants will be able to –

- Apply improved skills in different communicative situations
- Identify and rectify the common mistakes in everyday use of English

Total Module Time : 11 hours

| Topic Code | Session Hour | Topics                                                     | Facilitator | Training Method |
|------------|--------------|------------------------------------------------------------|-------------|-----------------|
| 13.01      | 06           | Improving Listening Skill                                  | FM/GS       | L&E             |
|            |              | Improving Speaking Skill                                   | FM/GS       | L&E             |
|            |              | Reading Skill: Reading techniques                          | FM/GS       | L&E             |
|            |              | Writing skill: Descriptive writing & argumentative writing | FM/GS       | L&E             |
| 13.02      | 02           | Extempore Speech/ Debate                                   | FM/GS       | Presentation    |
| 13.03      | 02           | Common Grammatical Mistakes in English                     | FM/GS       | L&E             |
| 13.04      | 01           | English at Workplace                                       | FM/GS       | L&E             |

**Module-14 : Physical Conditioning and Games**

Total Marks : 50

Evaluation Method : a) Written Examination – 25  
b) Individual Assessment – 25

Module Objectives : The participants will be able to –

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Total Module Time : 04 hours

| Topic Code | Session Hour | Topics                                                                                                               | Facilitator | Training Method |
|------------|--------------|----------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 14.01      | 1            | Effects of Sedentary Lifestyle and Management                                                                        | FM/GS       | L&D             |
| 14.02      | 1            | Effects of Exercise on Different Organs                                                                              | FM/GS       | L&D             |
| 14.03      | 2            | Occupational Pain and its Management                                                                                 | FM/GS       | L&Demonstration |
| 14.04      | -            | Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. | Faculty     | Exercise        |
|            |              | Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)          |             |                 |

**Module -15 : Basics of Research**

Total Marks : 50

Evaluation Method : Individual Assignment-50

Module Objectives : The participants will be able to –  
• Understand research methodology, prepare social research papers

Total Module Time : 08 hours

| Topic Code | Session Hour | Topics                                                                                | Facilitator | Training Method |
|------------|--------------|---------------------------------------------------------------------------------------|-------------|-----------------|
| 15.01      | 01           | Introduction to Social Research                                                       | FM/GS       | L&D             |
| 15.02      | 02           | Writing Research Proposal                                                             | FM/GS       | L&E             |
| 15.03      | 02           | Introduction to Data and Variable, Sampling Techniques and Methods of Data Collection | FM/GS       | L&E             |
| 15.04      | 02           | Data Analysis and Tabulation                                                          | FM/GS       | L&E             |
| 15.05      | 01           | Writing Research Report                                                               | FM/GS       | L&E             |

**Module 16 : Issues Related to Bangladesh Computer Council (BCC)**

Total Marks : 75

Evaluation Method : Written Examination -75

Objectives : The participants will be able to-  
• enhance a functional knowledge of the rules/regulations related to Bangladesh Computer Council,  
• use the departmental rules and regulations in an appropriate manner.

Total Module Time : 20 hours

**Module 16: Part A: Policies, Laws, Rules and Regulations related to BCC**

| Topic Code | Session Hour | Topics                                | Facilitator | Training Method |
|------------|--------------|---------------------------------------|-------------|-----------------|
| 16.01      | 02           | BCC Act 1990                          | Faculty/GS  | L&D             |
| 16.02      | 04           | BCC Employee Service Regulations 2019 | Faculty/GS  | L&D             |

**Module 16: Part B: Roles & Functions of BCC**

| Topic Code | Session Hour | Topics                                                                                                                           | Facilitator | Training Method |
|------------|--------------|----------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 16.03      | 01           | Role of BCC in Building a Knowledge-Based, ICT-Driven Bangladesh                                                                 | Faculty/GS  | L&D             |
| 16.04      | 01           | Role of BCC's officials Activities                                                                                               | Faculty/GS  | L&D             |
| 16.05      | 04           | Infrastructure related services of BCC:<br>i) Data Center<br>ii) CA<br>iii) NOC<br>iv) Training Facilities<br>v) Exam Management | Faculty/GS  | L&D             |
| 16.06      | 04           | Software System related services of BCC:<br>i) SHQTC<br>ii) BNDA<br>iii) CERT<br>iv) ICT Consultancy                             | Faculty/GS  | L&D             |

**Module 16: Part C: ICT Development**

| Topic Code | Session Hour | Topics                                                                                                                 | Facilitator | Training Method |
|------------|--------------|------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 16.07      | 02           | IT Industries of Bangladesh and Trade Bodies (BASIS, BACCO, BCS, e-CAB, ISPAB) & Other Govt and Non Govt Organization. | Faculty/GS  | L&D             |
| 16.08      | 02           | IT Infrastructure and ICT Development in Bangladesh                                                                    | Faculty/GS  | L&D             |

**Module -17 : Field Attachment and Report Writing**

Total Marks : 20

Evaluation Method : Group Report-20

Objectives : The participants will be able to -

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution.

Total Module Time : 02 hours

| Topic Code | Session Hour | Topics                                              | Facilitator | Training Method               |
|------------|--------------|-----------------------------------------------------|-------------|-------------------------------|
| 17.01      | 01           | Briefing on Field Visit and Field Attachment Report | Faculty     | Briefing                      |
| -          | -            | Field Visit/ Field Attachment                       | Faculty     | Study Visit/ Field Attachment |
| 17.02      | 01           | Presentation on Field Study Report/Field Attachment | Faculty     | Presentation                  |

**Module-18 : Contemporary Issues<sup>1</sup>**

- Module Objectives : The participants will be able to -
- Identify and analyse issues of national importance; and
  - Explore opportunities to apply new learning to practical life.

Total Module Time : 13 hours

| Topic Code | Session Hour | Topics                                                                   | Facilitator | Training Method |
|------------|--------------|--------------------------------------------------------------------------|-------------|-----------------|
| 18.01      | 02           | Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh     | FM/GS       | L&D             |
| 18.02      | 01           | Sustainable Renewable Energy                                             | FM/GS       | L&D             |
| 18.03      | 02           | Demographic Transformation, Dividend, Opportunity and Challenges         | FM/GS       | L&D             |
| 18.05      | 01           | SMEs and Startups for Development                                        | FM/GS       | L&D             |
| 18.06      | 01           | Disaster Management and Disaster Risk Reduction Programmes in Bangladesh | FM/GS       | L&D             |
| 18.07      | 01           | GO-NGO Relationship and Network Governance                               | FM/GS       | L&D             |
| 18.08      | 02           | An Overview of Key Reform Initiatives by different Reform Commissions    | FM/GS       | L&D             |
| 18.09      | 01           | Gender and Development: women in leadership for equal future             | FM/GS       | L&D             |
| 18.10      | 02           | প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার                       | FM/GS       | L&D             |

**Module-19 : Car Driving (optional for institutes)**

- Module Objectives : To make the participants to be able to drive light vehicles, be qualified to pass the driving license test and get the license and be able to understand the minor faults of engine and fix the problems.

Total Module Time : 02 hours

| Topic Code | Session Hour | Topics                   | Facilitator | Training Method |
|------------|--------------|--------------------------|-------------|-----------------|
| 19.01      | 1            | Introduction to Vehicles | L&P         | GS              |
| 19.02      | 1            | Traffic Rules, Signals   | L&E         | GS              |
| 19.03      | 18 days      | Driving Practice         | Practice    | BRTA Team       |

<sup>1</sup> This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

## Annexure-1

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council

#### Important Telephone Numbers

BPATC PABX: 0222444 2080-85, 02224445010-16

| Sl No                    | Name                   | Designation                                  | E-mail & Cell NO                                                          |
|--------------------------|------------------------|----------------------------------------------|---------------------------------------------------------------------------|
| <b>Course Management</b> |                        |                                              |                                                                           |
| 1.                       | Sayeed Mahbub Khan     | Rector<br>& Principal Advisor                | 02224445028 (Official)<br>Fax: 02224445029<br>E-mail: rector@bpatc.gov.bd |
| 2.                       | Dr. M. Arifur Rahman   | Member Directing Staff<br>& Course Advisor   | 01552468235<br>m.arifurrahman@yahoo.com                                   |
| 3.                       | Md. Rafiqul Islam      | Director<br>& Course Director                | 01716364952<br>uzzal7040@yahoo.com                                        |
| 4.                       | Md. Motaher Hossain    | Deputy Director<br>& Course Coordinator      | 01818186287<br>mmanik164@gmail.com                                        |
| 5.                       | Mohammad Altab Hossain | Assistant Programmer<br>& Course Coordinator | 01717316623<br>altafunic@gmail.com                                        |
| <b>Support Service</b>   |                        |                                              |                                                                           |
| 1.                       | Ms. Armita Moon        | Dormitory Supervisor                         | 01817621625                                                               |
| 2.                       | Md. Aminur Rahman      | Dormitory Supervisor                         | 01716610525                                                               |
| 3.                       | Md. Shahjahan          | Cafeteria Supervisor                         | 01723366721                                                               |
| 4.                       | Robi Lal               | Caretaker                                    | 01624236662                                                               |



## Annexure-2

### Contact Details of Module Director/s

| Module No and Name                                                | Faculty Name and Designation<br>(not seniority-based) | Cell Number and<br>Email Address        |
|-------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------|
| 1. Bangladesh Studies                                             | Md. Masud Alam<br>Deputy Director                     | 01716-041011<br>rony.patua@yahoo.com    |
| 2. Behavioral Governance                                          | BM Benojir Ahmed<br>Director                          | 01733797252<br>drbenojir@gmail.com      |
| 3. The Constitution of Bangladesh                                 | K. M. Abdul Kader<br>Director                         | 01718114448<br>kader_bpatc@yahoo.com    |
| 4. ICT and e-Governance                                           | Mohammad Altab Hossain<br>Assistant Programmer        | 01717316623<br>altafunic@gmail.com      |
| 5. Organizational Management and Leadership                       | Shabbir Ahmmad<br>Director                            | 01913043666<br>saraahmmad24@yahoo.com   |
| 6. Public Management and Governance                               | Dr. Mohammad Rezaul Karim<br>Deputy Director          | 01554339166<br>rezapac@gmail.com        |
| 7. Service Rules and Administrative Procedures                    | Alina Aktar<br>Deputy Director                        | 01712877676<br>alinaaktarbc30@gmail.com |
| 8. Sustainable Development Goals                                  | Shamim Hosen<br>Deputy Director                       | 01717563992<br>shamim.du207@gmail.com   |
| 9. Public Procurement                                             | Mst. Tahmina Akter<br>Deputy Director                 | 01716994817<br>tahminaa7@gmail.com      |
| 10 Economics and Economic Development                             | Robiul Awal Robin<br>Assistant Director               | 01617048885<br>rarobin54@gmail.com      |
| 11. Public Financial Management                                   | Mir Md. Taufiqul Islam<br>Deputy Director             | 01911121956<br>taufiqmgt_159@yahoo.com  |
| 12. Project Management                                            | Abdullah Al Mamun<br>Deputy Director                  | 01719403292<br>mamun162@yahoo.com       |
| 13. English Language Skill Development                            | Tanzina Akhter<br>Assistant Director                  | 01553571149<br>tanzina.bpatc@gmail.com  |
| 14. Physical Conditioning and Games                               | Razib Kumar Dhali<br>Assistant Director               | 01515661943<br>rajibdhali0@gmail.com    |
| 15. Basics of Research                                            | Mohammad Sohrab Hoshen<br>Assistant Director          | 01710842740<br>sohrab.hoshen@gmail.com  |
| 16. Issues on Issues Related to Bangladesh Computer Council (BCC) | Mohammad Masum Rahman<br>Assistant Programmer         | 01833340452<br>masum.bpatc@gmail.com    |
| 17. Field Attachments and Report Writing                          | A.M. Shahrior Alam<br>Assistant Director              | 01531982181<br>shahanshahrior@gmail.com |

## Bangladesh Public Administration Training Centre

Savar, Dhaka

### Do's and Don'ts for the Participants

#### Overall

##### Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

##### Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.



13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.
15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

## **Classroom**

### **Do's**

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

### **Don'ts**

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

## **Games and Physical Exercise**

### **Do's**

1. Come to the field putting on the designated costume.
2. Be on time in the field.

3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.
6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

#### **Don'ts**

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

#### **Library**

##### **Do's**

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

##### **Don'ts**

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

### **Personal Study**

##### **Do's**

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

### **Don'ts**

1. Don't study in a way that disturbs others.
2. Don't put off any work for future.
3. Don't use mobile phone in the library.

## **Evaluation**

### **Do's**

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

### **Don'ts**

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

## **Examination Hall**

### **Do's**

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

### **Don'ts**

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

## **Telephone**

### **Do's**

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

### **Don'ts**

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

## **Behaviour towards the Faculty and Participants of other Courses**

### **Do's**

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

### **Don'ts**

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

## **Behaviour towards the employees**

### **Do's**

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

### **Don'ts**

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

## **Cultural Functions**

### **Do's**

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restrain while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.
6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

## Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more."

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা  
www.bpatc.gov.bd

### প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

| ক্রম | অনুষ্ঠান/ কার্যক্রমসমূহ                                                                                                                          | নারী প্রশিক্ষণার্থী                                                                                                                                                                                                                                                                                                   | পুরুষ প্রশিক্ষণার্থী                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ১.   | শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট | ১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মন্ড, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)];<br>২। ক্লোসড সুজ (রঙ: কালো, গ্রে);<br>৩। স্কিন কালারড লম্বা মোজা;<br>৪। শীতকালে ব্রেজার;<br>৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে। | ১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে];<br>২। নির্ধারিত টাই;<br>৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু];<br>৪। অক্সফোর্ড লেইসড সুজ (কালো);<br>৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা;<br>৬। শীতকালে ব্রেজার;<br>৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে। |
| ২.   | উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট                                                                                                              | ১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি গ্রিন];<br>২। ব্রেজার (অফিসিয়াল নেভি ব্লু);<br>৩। ক্লোসড সুজ (রঙ: কালো, ধূসর);<br>৪। স্কিন কালারড লম্বা মোজা।                                                                                                                                               | ১। সুট (অফিসিয়াল নেভি ব্লু);<br>২। ফুল হাতা সাদা শার্ট;<br>৩। নির্ধারিত টাই;<br>৪। অক্সফোর্ড লেইসড সুজ (কালো);<br>৫। লম্বা মোজা (কালো)।                                                                                                                                                                                                                                                                                                                     |
| ৩.   | ক্রীড়া অধিবেশন                                                                                                                                  | ১। পোলো শার্ট, ট্রাউজার;<br>২। সালোয়ার-কামিজ-ওড়না,<br>৩। লম্বা মোজা;<br>৪। কেডস।<br>৫। ট্যাকসুট (শীতকালে)<br>[সব সাদা]                                                                                                                                                                                              | ১। পোলো শার্ট;<br>২। ট্রাউজার/শার্টস,<br>৩। লম্বা মোজা;<br>৪। কেডস।<br>৫। ট্যাকসুট (শীতকালে)<br>[সব সাদা]                                                                                                                                                                                                                                                                                                                                                    |
| ৪.   | ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)                         | ১। শাড়ী/সালোয়ার-কামিজ-ওড়না;<br>২। লেদার স্যান্ডেল।                                                                                                                                                                                                                                                                 | ১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়);<br>২। লেদার সুজ/স্যান্ডেল সু।                                                                                                                                                                                                                                                                                                                                             |
| ৫.   | জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ                                                                                                      | ১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।                                                                                                                                                                                                                   | ১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।                                                                                                                                                                                                                                                                                                                                                          |
| ৬.   | ধর্মীয় অনুষ্ঠান/ কার্যক্রমসমূহ                                                                                                                  | প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।                                                                                                                                                                     | প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।                                                                                                                                                                                                                                                                                                            |



## Annexure-5

### 2<sup>nd</sup> SFTC for the Officials of Bangladesh Computer Council Participants' List

| Roll | Participant Name              | Designation                               | Email                       |
|------|-------------------------------|-------------------------------------------|-----------------------------|
| 101  | Md. Abdur Rouf                | Associate (CA)                            | abdurrouf.duet@gmail.com    |
| 102  | Kazi Nahaz Pasha              | Associate (Internal Audit)                | nahaz.pasha@bcc.gov.bd      |
| 103  | Mofizul Islam                 | Assistant Manager (Purchase & Supply)     | mofizul.islam@bcc.gov.bd    |
| 104  | Md. Akmal Hossain             | Associate (Documentation)                 | akmal.hossain.bcc@gmail.com |
| 105  | Md. Deloar Hossain            | Assistant Programmer                      | deloar.bcc@gmail.com        |
| 106  | Md. Elias Ahmed               | Assistant Maintenance Engineer            | eliascsecu90@gmail.com      |
| 107  | Nafisa Tasnim                 | Asst. Controller of Exam                  | nafisa.tasnim@bcc.gov.bd    |
| 108  | Sabikun Naher                 | Assistant Maintenance Engineer            | sabikunnaher2007@gmail.com  |
| 109  | Subrota Sourov Das            | Assistant Network Engineer                | subrota.sourovdas@gmail.com |
| 110  | Md. Noyan Ali                 | Assistant Programmer                      | noyan.ali@bcc.gov.bd        |
| 111  | Md. Sourav Hossen             | Co-ordinator (ITES Course)                | sourav.hossen@bcc.gov.bd    |
| 112  | Susmoy Barman                 | Coordinator (Service Relationship)        | susmoy.barman.bd@gmail.com  |
| 113  | Md. Ahosanullah               | Associate (Operation)                     | sajol1993@gmail.com         |
| 114  | Md. Zenarul Islam             | Associate (Seminar and Publication)       | zenarulece2k11@gmail.com    |
| 115  | S.M Riaz Uddin                | Associate (CA)                            | riazuddin3473@gmail.com     |
| 116  | Abu Rayhan Miah               | Coordinator (ICT Course)                  | miahapurayhan@gmail.com     |
| 117  | Muhammmad Ahad Ul Alam        | Technical Writer                          | muhammad.ahad@bcc.gov.bd    |
| 118  | Md. Atikur Rahman             | Assistant Engineer (Facilities Operation) | atikur.rahman@bcc.gov.bd    |
| 119  | Mohammad Saidur Rahman Akanda | Associate (Testing)                       | dbasaidur@gmail.com         |
| 120  | Md. Rezaul Islam              | Associate (Monitoring & Evaluation)       | rezaul.cse.mbstu@gmail.com  |
| 121  | Md. Kalam Hossain             | Associate (Marketing)                     | mdkalam542490@gmail.com     |

Note