

**15<sup>th</sup> Policy Planning and Management Course  
(12-23 November 2017)**

# **BROCHURE**

**Enhancing Competencies  
For  
Better Service Delivery**



**Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343**

*15<sup>th</sup> Policy Planning and Management Course  
(12-23 November 2017)*

*COURSE MANAGEMENT*

*Course Advisor*



*Dr. M Aslam Alam  
Rector*

*Course Director*



*Dr. Muhammad Abu Yusuf  
MDS (M & PA)*

*Course Coordinators*



*Dr. Md. Mizanur Rahman  
Director (Governmental System)*



*Dr. BM Benojir Ahmed  
Deputy Director  
(Behavioural Science)*

*Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343*



# Bangladesh Public Administration Training Centre

## Vision

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

## Mission

**We are committed to achieve 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.

### The core values of BPATC include:

- ❖ **Discipline:** We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.
- ❖ **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.
- ❖ **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.
- ❖ **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.
- ❖ **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. We are keen to build partnership and collaboration with local and international organisations.
- ❖ **Innovation:** We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.
- ❖ **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 organisation as a valued member of the team where contribution by everybody is recognised. We take careful initiatives to instill team spirit among participants of our programmes.

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## **1.0 Introduction**

The core spirit of our struggle for freedom and great liberation war was to build a glorious nation, a developed and prosperous Bangladesh-free from all sorts of exploitation and injustices. To build a prosperous, developed, and exploitation-free nation, a contingent of civil servants 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. Civil 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, 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 maintain their sustainability in the competitive environment. Private sector is becoming more participative in the public domain. Complex interactive process and technological advancement has brought about a radical change in the role of the state. An analytical insight into how structural injustices create divide between 'have' and 'have not's' is required to transform policies, plans, programmes and decisions into actions in this changing environment.

To attain the vision 2021, the civil service members must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. Civil servants must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings. The 'Policy Planning and Management Course' strives to improve their competencies to bring about desired changes in public service management for the competitive future.

## **2.0 Policy Planning and Management Course (PPMC)**

Policy Planning and Management (PPM) Course designed for the Additional Secretaries to the Government is one of the core courses of BPATC. The main focus of this course is to facilitate the trainee officers to analyze and review development policies and public service delivery management of the Government in the light of their wisdom and experiences they have gathered during their service life.

## **3.0 Objectives of the PPMC**

The main objective of this training course is to improve leadership qualities so that the top civil servants attain the capability of taking steering role to translate the development agenda of the government into reality. Against

this backdrop, the specific objectives of the course are to -

- impart intellectual inputs to widen the vision of the participants;
- enable them to contribute more to pro-people policy formulation and implementation;
- improve efficiency to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role

#### **4.0 Training Outlines**

Policy Planning and Management Course is comprised of five modules. These modules cover issues relating to policy development perspective of the government, policy analysis and review and public service management. Course contents are given in detail in Annex- A.

#### **5.0 Training Methods**

Unlike other training courses of BPATC, more participatory approach to training is employed in the PPMC so that participants can share their experiences and wisdom they have gained from their service life. However, the following training methods will be employed in this course-

- Workshop
- Panel Discussion
- Group Exercise
- Case Study
- Field Visit/Exposure Visit

Group Exercise in the course will get more priority. Please note that, team work requires maximum interaction among group members for the accomplishment of a team task followed by preparation and presentation of group report. Each team may consist of 4-5 members. Each participant is responsible individually and jointly for the quality of the team report. Each group will present its report before the audience in a plenary session.

Dignified senior civil servants, civil society members, renowned personality and university teachers along with BPATC faculty members will facilitate the workshop and panel discussion sessions of the course.

#### **5.1 Exposure Visit**

Exposure visit within the country is an integral part of the training programme which will provide participants with an opportunity to see and observe the practical aspects and situation of a project. Such visits would help them not only to understand the real problems on the issues but also assist them to formulate appropriate policy.

Another aspect of the course is arrangement of foreign exposure visit. Under this programme participants are exposed to some other country for seven days. During this visit they will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with their counterpart in the visiting country. After this seven day programme beyond the 12 day-long course, participants are required to present their group report in a feedback seminar arranged by BPATC authority. Presentation of group report in the host country organisation on the concluding day of the exposure visit is also a requirement.

The foreign exposure visit is arranged with the specific objective of enabling participants to see for themselves how the visiting economy which started with a developmental base equal to or worse than Bangladesh has out-performed the Bangladesh economy.

## 6.0 Training Sessions

There will be five to six sessions during day time every day. Typically duration of each session will be of one-hour while duration of extension lecture will be one hour and a half. The first session of a day will start at 08:30 in the morning. In between two sessions there will be a break of 10 minutes. After first two sessions of the day there will be a health break of 20 minutes while there will be lunch break of one hour duration after the fourth session.

## 7.0 Training day Activity

Time	Session
06.00-07.00 (Tentative)	Physical Exercise (optional)
07:30-08:15	Breakfast
08:30-09:30	1 <sup>st</sup> Session
09:40-10:40	2 <sup>nd</sup> Session
10.40- 11.05	Health Break
11:05-12:05	3 <sup>rd</sup> Session
12:15-13:15	4 <sup>th</sup> Session
13:15-14:15	Lunch & Prayer Break
14:15-15:15	5 <sup>th</sup> Session
15:25-16:25	6 <sup>th</sup> Session
16:35-17:10 (Tentative)	Afternoon Games
18:30-20:00 (Tentative)	Evening Session
20:00 hours	Dinner

## 8.0 Medium of Instruction

The medium of instruction in class room sessions will be English. BPATC encourages you to speak in English to improve oral English skills. You are advised to speak in English with other colleagues and faculty members during your stay in BPATC.

## 9.0 Evaluation Methods

Performance of each participant of the course will be evaluated in 500 marks through various mechanisms like report writing, individual exercise, group exercise etc. You also would get an opportunity to evaluate the speakers as well as the course management team and other aspects of the course. However, the marks allotted for evaluation are distributed as follows:

Sl. No.	Title of Module	Evaluation Methods and Marks		
		Individual	Group	Total
01.	Sustainable Development Goals		50	50
02.	Strategic Planning		50	50
03.	Project Management		50	50
04.	Public Policy		50	50
05.	Negotiation		50	50
06.	Contemporary Issues		50	50
07.	Field Visit-Domestic		50	50
08.	Foreign Exposure Visit		100	100
09.	Evaluation by Course Management Team	50		50
<b>Total</b>				<b>500</b>

## 9.1 Evaluation by the Course Management

Following is the break-down of 50 Marks of Evaluation by Course Management:

Subject of Evaluation	Allotted Marks
Punctuality	10
Table Manners and Dress	10
Overall Conduct and Discipline	10
Attendance	20
<b>Total</b>	<b>50</b>

## 9.2 Grading

According to the Evaluation Policy of BPATC, marks obtained by a participant 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	90 and above	AA (Outstanding)
2	80 to <90	A+ (Very Good)
3	70 to <80	A (Good)
4	60 to <70	B+ (Above Average)
5	50 to <60	B (Average)
6	<50	Fail



### **9.3 Individual Course Evaluation Report for Dossier**

On completion of the course an individual course evaluation report for each participant will be prepared. Performance of each participant in the course and a penpicture written by the Course Management Team (CMT) will be reflected in the report. This final course evaluation report prepared by Evaluation Department will be forwarded to concerned Administrative Ministries/Divisions for retention in your dossier.

### **10.0 Requirements of the Course**

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 five minutes before the scheduled time;
- ❖ submit individual assignments, group work report, Field Attachment and Exposure report and participate in such other tasks as may be assigned by the Course Management Team time to time ;
- ❖ stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- ❖ refrain from using of cell phone in classroom, mosque, library and during formal programmes or while walking on the corridor;
- ❖ secure at least 50% marks in all assignments, reports and other evaluation related activities;
- ❖ wear formal dresses during academic sessions and official functions;
- ❖ follow table manners during lunch and dinner;
- ❖ be punctual in attending all activities prescribed for the course; and
- ❖ Ensure 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted. However, marks allotted for attendance shall be deducted proportionately in such case.

### **11.0 Accommodation and Food**

PPMC is a fully residential course and during your time in BPATC you will live at the dormitory of International Training Complex (ITC) where meals for you will also be arranged. The cost of food is to be met from the course fee received from the participants. A three member Mess Committee will be formed from /among you consisting of a President of the Mess Committee (PMC) and two other members will manage your meals. Selection of menu, making arrangements of meals in consultation with fellow participants and maintaining the overall quality of meals are the responsibilities of the Mess Committee. However, Course Management will provide all logistic supports in this regard.

## **12.0 Transportation**

BPATC will arrange transports for you to travel from RPATC, Dhaka at the onset of the course and in the weekends and other visits related to training during the course. The schedule will be given well ahead of the programme.

## **13.0 Library Facility**

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are almost 1, 10,000 books for circulation to the readers. You will have ready access to the reading facilities. Library, during week days, remains open from 8:00 a.m. to 10:00 p.m. while from 4:00 p.m. to 6 p.m. on Fridays and from 4:00 p.m. to 10:00 p.m. on Saturdays. You are encouraged to use the library facilities at the maximum effort.

## **14.0 Medical Facility**

BPATC has a small clinic with limited medical facilities, which is run by four registered doctors. You will get medical consultations, prescriptions and limited medical care from the clinic. As a participant, you are entitled to have medical prescription free of cost and some common medicines that are available at the clinic. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness.

## **15.0 Prayer Facility**

There is a beautiful mosque within the premises of the Centre. Participants can offer their prayer in the mosque or in their respective rooms in ITC.

## **16.0 Any Question or Query**

This Course Guidelines give an outline of the various aspects of the Senior Staff Course. However, in case of any emergency, participants may contact Course Director or Course Coordinators through their office and residence telephone/cell phone numbers which are attached to this guideline as Annexure.

**Module-01: Sustainable Development Goals (SDGs)****Module Director:** Dr. Mohd. Shahadt Hossain Mahmud**Evaluation Method: Group Exercise (50)**

**Module Objectives:** Enable participants to analyse the cross-cuttings issues and to track the progress of achievements of SDGs.

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
1.1	05	Policy intervention for achieving SDGs	GS	PD/ Workshop

**Note:** There will be a presentation for 1 -2 hrs, then participants will be divided into 4 groups to perform group work. After completion of group works, all members of the group will make presentation in a plenary session. Each member of the group has to be involved in presentation and answering questions. Each member will be graded based on his/her role and contribution in group work, presentation and answering question.

**Module-02: Strategic Planning****Module Director:** Dr. Rizwan Khair**Evaluation Method: Group Exercise (50)**

**Module Objectives:** Enable participants to critically analyze an issue and foresee the problems to be encountered and learn how to overcome the problems through strategic planning.

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
2.1	02	Know thyself: Understanding self for achieving improvement goals	Rector	L, D & GW
2.2	04	Strategic Planning: Recent Food Crisis/ Rohingya Issues of Bangladesh could be the case study.	Faculty/GS	Case Study

**Note:**

- i) There will be a presentation on “Know Thyself: Understanding self for achieving improvement goal” and in between presentation participants will do the group work and they will present their group report.
- ii) In strategic planning session, participants will learn from the experts or from the senior civil servants about the strategic planning of the relevant ministry or organizations with regards to managing recent Food Crisis or Rohingya issues.

### **Module-03: Project Monitoring and Evaluation**

**Module Director:** Dr. Muhammad Abu Yusuf

#### **Evaluation Method: Group Exercise (50)**

**Module Objectives:** Enable participants to critically look into the means of monitoring and evaluation of a development project.

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
3.1	03	Project Monitoring and Evaluation	Faculty/GS	Workshop
3.2	03	Challenges of Managing Mega Project (Padma Bridge/ Metro Rail/Elevated Express Way)	Faculty/GS	Workshop

**Note:**

- i) There will be presentation on Project Monitoring and Evaluation. After presentation, one of the project monitoring and evaluation report will be provided to participant to review it to learn about monitoring and evaluation of project and how to prepare monitoring and evaluation report.
- ii) There will be presentation on Challenges of Managing Mega Project. Participants will visit Padma Bridge Project Site/Metro Rail Project Site and will learn from project management team about overall management and the problems and challenges experienced during implementation of Padma Bridge Project/Metro Rail Project and how they overcome those problems and challenges.

### **Module-04: Evaluation of Public Policy**

**Module Director:** Dr. Rizwan Khair

#### **Evaluation Method: Individual Exercise (50)**

**Module Objectives:** Enable participants to evaluate public policy using certain criteria and indicators.

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
4.1	06	Evaluation of Policy	Faculty/GS	PD/ Workshop/ Case Study

**Note:** There will be a presentation on Evaluation of Policy and participants will be provided a case study to do group work and team will present the group report.

**Module 05: Negotiation**  
**Module Director:** Dr. Rizwan Khair  
**Evaluation Method: Group Exercise (50)**

**Module Objectives:** To enhance the capacity of the participants on negotiation techniques; and train them how to do international negotiation with contract and project

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
5.1	06	International Contract Negotiation/Project Negotiation	GS	Case Study

**Note:** There will be presentation on Negotiation and also provide guidelines of doing international negotiation. Then participant will be given a case study to perform group work and participants will present the group report.

**Module 06: Contemporary Issues**  
**Module Director:** Dr. Muhammad Abu Yusuf  
**Evaluation Method: Group Exercise (50)**

**Module Objectives:** To enable the participants to identify and analyse issues of national importance; and explore opportunities to apply new learning to practical life

<b>Code</b>	<b>Hours</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
6.1	06	Energy Security	GS	Workshop
6.2	06	Private Sector Development	GS	Panel Discussion

**Note:**

- i) There will be separate panel discussion on both topics “Energy Security” and “Private Sector development” where participants will get the opportunity to interact with the experts, practitioners and policy makers to learn from them on both sector especially to ensure uninterrupted energy supply (renewable energy) and identify the potential energy sectors. In addition to these, also extend support to private sector to ensure supply of goods and services in the society, as well as create congenial environment to do the business, thus they can contribute more for economic development.

## **Module 6: Exposure Visit**

### **6(a): Domestic Exposure Visit**

**Evaluation Method:** Individual Assignment (Local Visit)-50

**Module Director:** Course Director

PPMC participants will visit Padma Bridge Project Site and/or Metro Rail Project Site. They will have the opportunity to interact with project management team to learn about the problems and challenges they have experienced during implementation of project and how do they overcome those.

### **6(b): Foreign Exposure Visit**

**Module Director:** Senior Most Faculty of the Visiting Team

**Evaluation Method:** Group Report Preparation and Presentation-100

**Module Objectives:** Enable the participants to learn how the visiting country's economy developed and also services provided by the public offices.

**Overall Task:** Under this programme you will visit one relevant country for seven days. During this visit you will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with your counterpart in the visiting country. After this 7 days programme, beyond the 12 days long course, you will have to prepare and present a significant and meaningful report in groups in a feedback seminar arranged by BPATC authority. You will also have to present a report in groups in the host country organization on the concluding day of the exposure visit.

## Annexure-02

### List of senior faculty members/course management and used acronyms (In Random Order)

<b>Sl.</b>	<b>Name &amp; Designation</b>	<b>Acronym</b>
1.	Dr. M Aslam Alam	Rector
2.	Md. Zaydul Hoque Molla ndc, MDS (Project)	Zaydul
3.	Ranjit Kumar Sen ndc, MDS (M&D)	Ranjit
4.	Dr. Mohd. Shahadt Hossain Mahmud, MDS (R & C)	Shahadt
5.	Dr. Muhammad Abu Yusuf , MDS (M&PA)	Yusuf
6.	Dr. Rizwan Khair, MDS (P&S)	Rizwan
7.	Banik Gour Sundar, MDS (D&E)	Banik
8.	Md. Abdul Hakim, Director	Hakim
9.	Mallick Syeed Mahbub, Director	Mallick
10.	Md. Sanwar Jahan Bhuiyan, Director	Sanwar
11.	Kazi Hasan Imam, Director	Hasan
12.	Mohammad Moshour Rahman, Director	Moshour
13.	Dr. Md. Shafiqul Haque, Director	Shafiq
14.	S.M. Zobayer Enamul Karim PhD, Director	Zobayer
15.	Md. Golam Mahede, Director	Mahede
16.	Md. Zakir Hossain, Director	Zakir
17.	Md. Jahidul Islam, Director	Jahid
18.	Dr. Mizanur Rahman, Director	Mizan
19.	Dr. Amjed Hossain, Director	Amjed
20.	B. M. Benojir Ahmed, Deputy Director	Benojir

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জনপ্রশাসন মন্ত্রণালয়  
অভ্যন্তরীণ প্রশিক্ষণ-১ শাখা  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

নং-০৫.০০.০০০০.০১২.২০০.০২১.১৭-১৫৫

তারিখঃ ১১ কার্তিক, ১৪২৪  
২৬ অক্টোবর, ২০১৭

বিষয়ঃ ১৫ তম পলিসি প্ল্যানিং এণ্ড ম্যানেজমেন্ট কোর্স (পিপিএমসি)-এ কর্মকর্তা মনোনয়ন।

বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকায় আগামী ১২/১১/২০১৭ হতে ২৩/১১/২০১৭ তারিখ পর্যন্ত ১২ দিন মেয়াদী ১৫তম পলিসি প্ল্যানিং এণ্ড ম্যানেজমেন্ট কোর্স (পিপিএমসি)-এ অংশ গ্রহণের জন্য নিম্নবর্ণিত অতিরিক্ত সচিবদের নির্দেশক্রমে মনোনয়ন প্রদান করা হলোঃ

ক্রঃনং	নাম ও পরিচিতি নম্বর	বর্তমান কর্মস্থল
১.	কাজী আ.খ.ম মহিউল ইসলাম (৪০৪৮)	অতিরিক্ত সচিব, স্বাস্থ্য শিক্ষা ও পরিবার কল্যাণ বিভাগ
২.	জনাব মোঃ খলিলুর রহমান (৪৫০৯)	সদস্য (অতিরিক্ত সচিব), স্পারসো, আগারগাঁও, ঢাকা।
৩.	জনাব মোঃ মিজানুর রহমান (৪৭১৪)	অতিরিক্ত সচিব, স্বাস্থ্য সেবা বিভাগ।
৪.	ড. এম. মিজানুর রহমান (৪৭৪৮)	প্রকল্প পরিচালক (অতিরিক্ত সচিব), রিচিং আউট অব স্কুল চিলড্রেন, প্রাথমিক শিক্ষা অধিদপ্তর।
৫.	জনাব প্রাণেশ রঞ্জন সূত্রধর (৪৭৬৬)	অতিরিক্ত সচিব, বাণিজ্য মন্ত্রণালয়।
৬.	জনাব রুবীনা আমীন (৪৮৩২)	অতিরিক্ত সচিব, অর্থ বিভাগ।
৭.	জনাব আরফিন আরা বেগম (৪৮৩৬)	অতিরিক্ত সচিব, অর্থ বিভাগ, অর্থ মন্ত্রণালয়।
৮.	জনাব সুলতান মাহমুদ (৪৮৯৭)	অতিরিক্ত সচিব, পরিকল্পনা বিভাগ।
৯.	জনাব রমা রানী রায় (৪৯৫৯)	অতিরিক্ত সচিব, পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়
১০.	জনাব মোঃ মোস্তাফিজুর রহমান (৫২৩০)	অতিরিক্ত সচিব, মন্ত্রিপরিষদ বিভাগ।
১১.	জনাব দীপক চক্রবর্তী (৫২৪৫)	পরিচালক (অতিরিক্ত সচিব), স্থানীয় সরকার, চট্টগ্রাম বিভাগ।
১২.	জনাব মোঃ হাবিবুর রহমান (৫২৬৮)	অতিরিক্ত সচিব, অর্থ বিভাগ, অর্থ মন্ত্রণালয়।
১৩.	জনাব শিবনাথ রায় (৫২৯৫)	মহাপরিচালক (অতিরিক্ত সচিব), লিগ্যাল এ্যাফেয়ার্স এবং রিসার্চ অনুবিভাগ, পররাষ্ট্র মন্ত্রণালয়।
১৪.	শেখ রফিকুল ইসলাম (৫২৯৬)	অতিরিক্ত সচিব, স্বাস্থ্য সেবা বিভাগ।
১৫.	জনাব শামীমা হক (৫৩৫০)	অতিরিক্ত সচিব, দুর্যোগ ব্যবস্থাপনা ও ত্রাণ মন্ত্রণালয়।
১৬.	জনাব মোস্তাফিজুর রহমান (৫৩৮০)	মহাপরিচালক (অতিরিক্ত সচিব), সামরিক ভূমি ও সেনানিবাস অধিদপ্তর, প্রতিরক্ষা মন্ত্রণালয়।
১৭.	সৈয়দা সারোয়ার জাহান (৫৪০৪)	অতিরিক্ত বিভাগীয় কমিশনার (অতিরিক্ত সচিব), চট্টগ্রাম।
১৮.	জনাব ফৌজিয়া জাফরিন (৫৪০৯)	অতিরিক্ত সচিব, পরিকল্পনা বিভাগ।
১৯.	জনাব মোঃ শাহ আলম (৭৩৫৫)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (অতিরিক্ত সচিব), জনপ্রশাসন মন্ত্রণালয়।
২০.	জনাব গোলাম শফিউদ্দিন (৭৪৩৯)	অতিরিক্ত সচিব, জ্বালানী ও খনিজ সম্পদ বিভাগ।



### Important Telephone Numbers

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		Office
1.	Dr. M Aslam Alam, Rector (Senior Secretary to the) & Course Advisor, 15 <sup>th</sup> PPMC	7710028 Ext-4101
2.	Dr. Muhammad Abu Yusuf MDS (M&PA) & Course Director, 15 <sup>th</sup> PPMC	7746609 Ext- 4305 01988085881
3.	Dr. Md. Mizanur Rahman Director (Governmental System) & Course Coordinator, 15 <sup>th</sup> PPMC	7745010-16 Ext: 4111 0171623119
4.	Md. Abdur Razzaque Sarkar Director (Administration)	7745023 Ext-4107 01712803934
5.	Mr. BM Benojir Ahmed Deputy Director (Behavioural Science) & Course Coordinator, 15 <sup>th</sup> PPMC	7745010-16 Ext: 4125 01733797252
6.	Hasan Murtaza Masum Deputy Director (Finance), Deputy Director (Service) [Addl. charge]	7745010-16 Ext. 4122 01686900243
7.	ITC Dormitory Supervisor	4333
8.	Library Counter	4650, 4649
9.	Reception	4220
10.	Manager, Sonali Bank	4283
11.	Clinic	4231, 4232



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