

14th Policy Planning and Management Course
(09 - 20 April 2017)

COURSE GUIDELINES

Governance for Development

• HOW DO WE KNOW IF WE HAVE BEEN SUCCESSFUL?

• REGULAR MONITORING AND BENCHMARKING

• WHERE ARE WE NOW?

• REVIEW OF CURRENT GOVERNANCE PRACTICE



• HOW WILL WE GET THERE?

• IMPLEMENTATION OF INSTITUTIONAL GOOD GOVERNANCE

• WHERE ARE WE GOING?

• GOALS AND ACTION PLANNING



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

Web: www.bpatc.org.bd

14th Policy Planning and Management Course

09 - 20 April 2017

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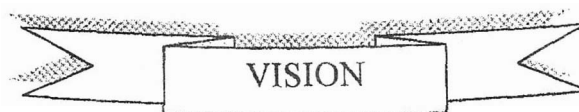
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BPATC At A Glance

- ❖ Bangladesh Public Administration Training Centre (BPATC) was established in 1984 at a distance of 28 kilometres north-west from the city centre Dhaka.
- ❖ The Centre is headed by a **Rector** who is a **Secretary** to the Government followed by Six Members of the Directing Staff (MDS) of the rank of Additional **Secretary**/Joint Secretary to the Government. Each MDS heads a Division.
- ❖ Each division consists of a number of departments headed by a Director of the rank of Deputy **Secretary**. Designated faculty members below them are Deputy Directors, Medical Officers, Librarians, Assistant Directors, Evaluation Officers, Publication Officer, Senior Research Officers and Research Officers.
- ❖ The Centre has four Regional Centres called Regional Public Administration Training Centres (RPATC) located at four old Divisional Headquarters.
- ❖ BPATC enjoys substantial autonomy in both financial and administrative matters. The twelve-member Board of Governors (BoG) chaired by a Minister provides general policy directions as and when required.
- ❖ BPATC conducts core training courses, short training courses and special training courses.
- ❖ Core training 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, while ACAD is for Deputy Secretaries and their equivalent officers of defense services and public sector departments.
- ❖ SSC is designed for the joint secretaries to the government and their equivalents from defense services and public sector departments.
- Short and special training courses focus on the development of the specific clientele from officials of cadre services, public sector departments, and **NGOs**.
- ❖ Policy Planning Management Course (PPMC) for the additional secretaries and Lunch time/ Dinner time training for the secretaries are also arranged.
- BPATC carries out research in the fields relevant to public service management and provides consultancy services to the government.
- ❖ Publishes journals, periodicals, research reports
- ❖ Organises joint programmes with other training institutes, academies and universities at home and abroad.
- ❖ Networks through e-library
- ❖ Organises international programmes.

Vision, Mission and Core Values



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



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.



- ❖ **Discipline:** We maintain discipline of 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-

Lecture & Discussion

- Workshop
- Exercise
- Case Study
- Field Visit/Study Tour

Team activity in the course will get more priority. Please note that, team work requires maximum interaction among team members for the accomplishment of a team task followed by preparation and presentation of team report. Each team may consist of 5-6 members. Each participant is responsible individually and jointly for the quality of the team report. Each team will present its report before the other teams in a plenary session.

Dignified senior civil servants, civil society members and university teachers along with BPATC faculty members will facilitate the training sessions of the course.

5.1 Study Tour/Field Visit

Study tour/Field Visit 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 an organisation or a project. Such tour 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 regional exposure visit (REV). 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 REV 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 at least five 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 09:00 in the morning while evening sessions meant for extension lectures on contemporary issues will begin at 18:30 hours. In between two sessions there will be a break of 05 minutes. After first two sessions of the day there will be a health break of 15 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)	Morning Physical Training
08:00	Breakfast
09:00-10:00	1 st Session
10:05-11:05	2 nd Session
11.05- 11.20	Health Break
11:20-12:20	3 rd Session
12:25-13:25	4 th Session
13:25-14:30	Lunch & Prayer Break
14:30-15:30	5 th Session
15:30-16:15	Refreshing Hour
16:15-17:15 (Tentative)	Afternoon Games
17:15-18:30 (Tentative)	Refreshing Hour
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 generally be English. BPATC encourages you to practice your oral English skills and as such, you are expected to speak English as far as it is possible with other colleagues and faculty members during your time in BPATC.

9.0 Evaluation methods

Performance of each participant in 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.	Policy Development Perspective		100	100
02.	Policy Analysis and Process		100	100
03.	Governance and Public Service Management		50	50
04.	Public Finance Management	100		100
05.	Study Tour (Internal)		50	50
06.	Study Tour (External)		50	50
07.	Evaluation by Course Management Team	50		50
			Total	500

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
Total	50

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 mentioned 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 earlier than the scheduled time;
- ❖ submit individual assignments, team work report, Field Attachment and Exposure report and participate in such other tasks as may be assigned by the Course Management 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
- ❖ have 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 provided by the government. A three member Mess Committee formed from among you consisting of a President of the Mess Committee (PMC) and two 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 Dhaka at the onset of the course and at the weekends and other visits relating 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 although a separate prayer room has been arranged at the 1st floor of the ITC. Interested male Muslim participants can offer their prayer in the mosque/ITC prayer room while female participants can offer their prayer in their respective rooms.

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.

COURSE CONTENTS

Module-01: Policy Development Perspective (PDP)

Module Director: Abdul Baki

Evaluation Method: Group Exercise (100)

Module Objectives: Enable participants to analyse the major policy issues of Bangladesh economy.

Code	Hours	Topic Title	Facilitator	Training Method
PDP 01.01	03	Vision 2021 and Sustainable Development Goals (SDGs)	Faculty/GS	L, D & GW
PDP 01.02	03	Perspective Plan of Bangladesh (2010-2021) and the Seventh Five Year Plan (75YP): Features and Critical Aspects	Faculty/GS	L, D & GW
PDP 01.03	01	Global Economic Trend: Challenges for Bangladesh	Faculty/GS	L & D

Module-02: Policy Analysis and Process (PAP)

Module Director: Dr. Rizwan Khair

Evaluation Method: Group Exercise (100)

Module Objectives: Facilitate participants to analyse and utilize tools and techniques of public policy process.

Code	Hours	Topic Title	Facilitator	Training Method
PAP 02.01	02	Policy Process: Case/Scenario Analysis	Faculty/GS	L, D & GW
PAP 02.02	02	Critical Analysis of Policy Scenario	Faculty/GS	Exercise
PAP 02.03	02	Challenges of Policy Formulation and Implementation	Faculty/GS	Panel Discussion,

Module-03: Governance and Public Service Management (GPSM)

Module Director: Dr. Muhammad Abu Yusuf

Evaluation Method: Group Exercise (50)

Module Objectives: Enable participants to critically look into the means of ensuring good governance in public service management.

Code	Hours	Topic Title	Facilitator	Training Method
GPSM 03.01	01	Public Management and Governance	Faculty/GS	L & D
GPSM 03.02	01	Strategic leadership	Faculty/GS	L, D & E
GPSM 03.03	02	Leading and Managing Organisational Change	Faculty/GS	L, D & E
GPSM 03.04	03	Results Based Management (RBM)	Faculty/GS	L, D & E
GPSM 03.05	02	Negotiation	Faculty/GS	L, D & E
GPSM 03.06	02	Public Sector in the 21 st Century	Faculty/GS	L & D

Module-04: Public Finance Management (PFM)

Module Director: Kazi Hasan Imam

Evaluation Method: Individual Exercise (100)

Module Objectives: Enable participants to analyse the challenges of project and procurement management

Code	Hours	Topic Title	Facilitator	Training Method
PFM 04.01	02	Financial Reform	Faculty/GS	L & D
PFM 04.02	02	Project Planning and Approval: Critical Issues	Faculty/GS	L, D & E
PFM 04.03	02	Project Implementation and Risk Management	Faculty/GS	L, D & E
PFM 04.04	02	Procurement Management: Critical Issues	Faculty/GS	L & D

Module-05: Extension Lecture (EL)*

Module Director: Dr. Mohd. Shahadt Hossain Mahmud

Evaluation Method: This module will provide backup information for the aforementioned four modules of this course. As such, no separate assessment will be done in this module.

Module Objectives: Enable participants to appraise contemporary important issues related to public sector management.

Code	Hours	Topic Title	Facilitator	Training Method
EL 05.01	1.5	Innovation and Governance	GS	L & D
EL 05.02	1.5	Food Security	GS	L & D
EL 05.03	1.5	Energy Security	GS	L & D
EL 05.04	1.5	Ethics and Integrity	GS	L & D
EL 05.05	1.5	Public Private Partnership(PPP)	GS	L & D

*Extension Lecture can be arranged on any other suitable topic as well beyond the topics mentioned above.

List of Probable In-house Resource and used acronyms
(In Random Order)

Sl No	Name & Designation	Acronym
1.	Rector	Rector
2.	Md. Zaydul Haque Molla ndc, MDS	Zaydul
3.	Ranjit Kumar Sen ndc, MDS	Ranjit
4.	Dr. Mohd. Shahadt Hossain Mahmud, MDS	Dr. Shahadat
5.	Banik Gour Sundar, MDS	Banik
6.	Dr. Muhammad Abu Yusuf, MDS	Dr. Yusuf
7.	Dr. Rizwan Khair, MDS	Dr. Rizwan
8.	Tahsinur Rahman, Director	Director
9.	Abdul Baki, Director	Baki
10.	Mallick Sayeed Mahbub, Director	Mallick
11.	Kazi Hasan Imam, Director	Hasan
12.	Dr. Md. Shafiqul Haque, Director	Dr. Shafique
13.	A.F.M. Amir Hussain, Deputy Director	Amir
14.	Mohammad Rezaul Karim, Deputy Director	Dr. Reza
15.	Dr. Md. Morshed Alom, Senior Research Officer	Dr. Morshed

Annexure-03

১৪তম পলিসি প্ল্যানিং এন্ড ম্যানেজমেন্ট কোর্সে অংশগ্রহণকারী কর্তৃকর্তাদের তালিকা

ক্রঃ নং	নাম ও পরিচিতি নম্বর	বর্তমান কর্মস্থল	মোবাইল নম্বর
১.	জনাব রোকসানা মালেক এনডিসি (২১২৯)	অতিরিক্ত সচিব, তথ্য মন্ত্রণালয়।	০১৭১৩-০১৬৯৮৪
২.	জনাব রীনা পারভীন (৪০২৬)	অতিরিক্ত সচিব, বস্ত্র ও পাট মন্ত্রণালয়।	০১৫৫২-৪৭২৪৩৪
.	শেখ মোঃ কাবেদুল ইসলাম (৪৪৪৫)	(অতিরিক্ত সচিব), আন্তর্জাতিক মাতৃভাষা দিনা ১৭১৬৮।	০১৭১৬-০৩৪২৩২
৪.	জনাব তপন চন্দ্র বনিক (৪৮১৮)	অতিরিক্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।	০১৭১৮১৪১৮৩০
৫.	জনাব দীপক কান্তি পাল (৪৬৩৩)	অতিরিক্ত সচিব, অর্থ বিভাগ, অর্থ মন্ত্রণালয়।	০১৭১১-১৮২৯৭৭
৬.	জনাব দিলীপ কুমার সাহা (৪৬৫৩)	অতিরিক্ত সচিব, বস্ত্র ও পাট মন্ত্রণালয়।	০১৭১২-১৫৪৫২০
৭.	জনাব মোঃ মনজুরুর রহমান (৪৬৫৯)	অতিরিক্ত সচিব, তথ্য মন্ত্রণালয়।	০১৭১৫-১৬৬৬৬৫
b.	জনাব হোসনে আরা এনডিসি (৪৬৬৬)	অতিরিক্ত সচিব, প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়।	০১৭৩২-৭৯২৭৪৯
৯.	জনাব মোহাম্মদ বেলায়েত হোসেন (৪৬৭৮)	অতিরিক্ত সচিব, সড়ক পরিবহন ও মহাসড়ক বিভাগ।	০১৯১৮-৪৮৪৬০২
১০.	জনাব মোঃ ইলিয়াছ লস্কর (৪৭৫৪)	অতিরিক্ত সচিব, তথ্য মন্ত্রণালয়।	০১৭১১-১৮৯৫২৪
১১.	ড. মোঃ মাহমুদ-উল- হক (৪৭৬৮)	প্রকল্প পরিচালক (অতিরিক্ত সচিব), সেকেন্ডারি এডুকেশন অ্যাকসেস এনহ্যান্সমেন্ট প্রজেক্ট, মাধ্যমিক ও উচ্চ শিক্ষা অধিদপ্তর।	০১৭১৫-৩৩৪৮২২
১২.	জনাব কাজল ইসলাম (৪৯৪২)	অতিরিক্ত সচিব, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়।	০১৭৬৪-৪০৩৪৬৪
১৩.	জনাব শাওলী সুমন (৪৯৫৮)	অতিরিক্ত সচিব, খাদ্য মন্ত্রণালয়।	০১৭৬৪-০৮৮৬৮১
১৪.	জনাব রমা রাণী রায় (৪৯৫৯)	অতিরিক্ত সচিব, পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়।	০১৭১৫-০৪০৫৩৩
১৫.	কে. এফ. এম. পারভীন আখতার (৫০২৭)	অতিরিক্ত সচিব, মুক্তিযুদ্ধ বিষয়ক মন্ত্রণালয়।	০১৫৫২-৩৩৭৭২৩
১৬.	এ বি এম আবদুল ফাতাহ (৫২২৭)	অতিরিক্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।	০১৭১৫-৬৬০০১৯
১৭.	জনাব মোঃ মোস্তাফিজুর রহমান (৫২৩০)	অতিরিক্ত সচিব, মন্ত্রিপরিষদ বিভাগ।	০১৮১৬-৩৭৯৭৬৬
১৮.	জনাব সঞ্চয় কুমার চৌধুরী (৫২৭২)	পরিচালক (প্রশিক্ষণ) (অতিরিক্ত সচিব), প্রাথমিক শিক্ষা অধিদপ্তর।	০১৭১২-০৭৯৯৬৫
১৯.	জনাব মোঃ মোশতাক হাসান এনডিসি (৫৩৩৬)	মহাব্যবস্থাপক (অতিরিক্ত সচিব), পরিকল্পনা ও উন্নয়ন, বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ, প্রধানমন্ত্রীর কার্যালয়।	০১৯১৪-৮৮২১৪৫
২০.	জনাব জ্যোতির্ময় বর্মণ (৫৩৭১)	অতিরিক্ত সচিব, বেসামরিক বিমান পরিবহন ও পর্যটন মন্ত্রণালয়।	০১৭১৬-২৮২৩৪২
২১.	জনাব মোহাম্মদ মফিজুল হক (৭২৯৬)	সদস্য (অতিরিক্ত সচিব), বাংলাদেশ নৌপরিবহন কর্তৃপক্ষ।	০১৭১৮-৫৪৭৫২৮
৪৪.	জনাব মিজানুর রহমান (৭৩২৬)	সদস্য (অতিরিক্ত সচিব), বেসামরিক বিমান চলাচল কর্তৃপক্ষ, সদর দপ্তর, কুর্মিটোলা, ঢাকা।	০১৭১৫-১৬৮৭১৯
২৩.	জনাব মোহাম্মদ আজহারুল হক (৭৩৮৭)	অতিরিক্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।	০১৫৫২-৩৯১০০৭

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2.	Dr. Mohd. Shahadt Hossain Mahmud, MDS MDS (R&C) & Course Director	7746609 Ext- 4106 Cell: 01817124188
3.	Dr. Md. Shafiqul Haque Director (Research and Development) & Course Coordinator	7746606 Ext-4117 Cell: 01711566414 01552-239028
4.	Md. Abdur Razzaque Sarkar Director (Administration)	7745023 Ext-4107 Cell: 01712803934
5.	A.F.M Amir Hussain Deputy Director (Publication) and Course Coordinator	7745010-16 Ext-4135/4230 Cell: 01712-836525
6.	Dr. Md. Mostafizur Rahman Medical Officer	Cell: 01932-791761
7.	Hasan Murtaza Masum Deputy Director (Finance), Deputy Director (Service)[Addl charge]	7745010-16 Ext. 4122 Cell: 01686900243
8.	Abdullah Al Mamun ITC Dormitory Supervisor	Ext. 4333 Cell: 01740-969666
9.	Library Counter	4650,4649
10.	Reception	Ext. 4220
11.	Manager, Sonali Bank	Ext. 4283
12.	Clinic	Ext. 4231,4232