

Revised

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

No. 05.01.2672.140.25.020.19.611

Date: 11 October 2020

Office Order


The Course Management Team (CMT) of the 130th Advanced Course on Administration and Development (ACAD) scheduled to be held from 27 October to 25 December 2020 is reconstituted hereby with the following officials:

Course Advisor : Khondoker Azim Ahmed, MDS
Course Director : Dr. Mohammad Mizanur Rahman, Director (PPR)
Course Coordinator : i) Mr. K. M. Abdul Kader, Deputy Director
ii) Mr. Md. Motaher Hossain, Deputy Director

2. The Course Management Team (CMT) is requested to:

- contact with the nominated participants over telephone to reconfirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- ensure collection of the course fees;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the library;
- send omnibus (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within twenty (20) days of course completion;
- prepare three volumes of omnibus according to the guidelines of PPR department. Two sets of each volume should be prepared; one set is to be sent to the PPR department and the other to the library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management team are to be mentioned in a separate top-page. Moreover, a profile of guest speakers is to be added in a separate page;
- send pen picture of the participants of the course to the Evaluation department within seven (7) working days of completion of the course;
- send a list of the participants to the Ministry of Public Administration (MOPA) and PPR department of BPATC at the first day of the course;
- send a copy of the release order to the Ministry of Public Administration (MOPA) and PPR department of BPATC on the closing day of the course;
- send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website.

3. The course should run as per standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority.


11.10.2020

Mohammed Razibul Islam
Deputy Director (PPR)
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Email: ppr.bpatc@gmail.com

Distribution for necessary action:

1. Khondoker Azim Ahmed, MDS & Course Advisor of the 130th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
2. Dr. Mohammad Mizanur Rahman, Director (PPR) & Course Director of the 130th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
3. Mr. K. M. Abdul Kader, Deputy Director & Course Coordinator of the 130th Advanced Course on Administration and Development (ACAD) BPATC, Savar, Dhaka;
4. Mr. Md. Motaher Hossain, Deputy Director & Course Coordinator of the 130th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka.

Distribution for kind information (not as per seniority):

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/Sports/ Publication), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka;
6. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
7. Ms. Iffat Jahan, Deputy Director, BPATC, Savar, Dhaka;
8. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
9. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
10. Caretaker-1, BPATC, Savar, Dhaka;
11. Office Copy.