

Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section



Record Number: 05.01.2672.140.025.17.10

Date: 1/6/2021

Office Order

The Course Management Team (CMT) of the **98th Senior Staff Course** scheduled to be held online from 04 July to 17 August 2021 is reconstituted with the following members of the faculty-

Course Advisor	: Mr. Md. Monjur Hossain, Rector
Course Director	: Syed Mizanur Rahman _{ndc} MDS
Course Coordinator	: i) Mr. Md. Atikuzzaman, Director
	: ii) Mr. S M Mehedi Hasan, Director

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 modifying the course as per feedback of previous programme;
- ensure collection of the course fees;
- adjust financial advances within fifteen (15) days from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the library;
- send Omnibus (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within twenty (20) days of course completion;
- prepare three volumes of omnibus according to the guideline of PPR department. Two sets of each volume should be prepared; one set is to be sent to the PPR department and the other to the library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management are to be mentioned in a separate top-page.
- send pen picture of the participants of the course to the Evaluation department within seven (07) 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 System Analyst 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 and to be enforced immediately.



13-06-2021

Dr. Md. Mohoshin Ali

Director

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Copy for Kind Information and Necessary Action:

- 1) All Members (CMT), 98th Senior Staff Course (SSC), BPATC, Savar, Dhaka
- 2) Faculty (All), BPATC, Savar, Dhaka
- 3) System Analyst (Additional Charge), System Analyst Department, BPATC (With request to provide the necessary IT support)
- 4) PS to Rector, Rector's Office, BPATC (for kind information of the Rector)



13-06-2021

Dr. Md. Mohoshin Ali

Director