

Bangladesh Public Administration Training Centre (BPATC)



Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

Revised-1



Record Number: 05.01.2672.133.25.020.21.42

Date: 7/9/2021

**Office Order**

The Course Management Team (CMT) of the 133<sup>rd</sup> **Advanced Course on Administration and Development (ACAD)** rescheduled to be held from 12 September to 10 November 2021 is constituted hereby with the following officials:

Sl. No.	Designation in 133 <sup>rd</sup> ACAD	Name and Designation
1.	Course Advisor	Mr. Abu Momtaz Saaduddin Ahmed, MDS
2.	Course Director	Mr. Hasan Murtaza Masum, Director
3.	Course Coordinator	i) Ms. Shamima Shormin, Deputy Director
		ii) Mr. Shamim Adnan, Assistant 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 twenty (20) copies of course brochure to PPR department and five (05) 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 (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 programmer and MIS to publish on the BPATC's website.

3. The course should run as per the standard norms of the Centre.

4. The order is issued with the prior approval of the competent authority.



07-09-2021

Dr. Md. Mohoshin Ali

Director

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05.01.2672.133.25.020.21.42/1(92)

Copy for Kind Information and Necessary Action (not as per seniority):

1) All Members (CMT), 133rd Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka.

2) Faculty (All), BPATC, Savar, Dhaka.

3) System Analyst (Additional), System Analyst Department, BPATC (with request to ensure the necessary IT support)

4) P.S. to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector)



07-09-2021

**Dr. Md. Mohoshin Ali**

**Director**