

Bangladesh Public Administration Training Centre (BPATC)



Savar, Dhaka-1343
www.bpatc.org.bd
Planning Section



Record Number: 05.01.2672.140.25.023.17.56

Date: 26/9/2021

Office Order

The Course Management Team (CMT) of the 99th Senior Staff Course scheduled to be held from 14 November to 28 December 2021 is constituted with the following members of the faculty-

Course Advisor	: Mr. Md. Monjur Hossain, Rector
Course Director	: Mr. Abu Momtaz Saaduddin Ahmed, MDS
Course Coordinator	: i) Mr. Md. Asraful Islam, Director
	ii) Ms. Rokeya Fahmida, 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 with in 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.



28-09-2021

Dr. Md. Mohoshin Ali
Director

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Copy for Kind Information and Necessary Action:

- 1) All Members (CMT), 99th Senior Staff Course (SSC), BPATC, Savar, Dhaka
- 2) Faculty (All), BPATC, Savar, Dhaka
- 3) System Analyst (Additional), System Analyst Department, BPATC
- 4) PS to Rector, Rector's Office, BPATC (for kind information of the Rector)



28-09-2021

Dr. Md. Mohoshin Ali
Director