



Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section



Record Number: 05.01.2672.133.25.020.21.3

Date: 7/3/2022

Office Order

The Course Management Team (CMT) of the 135th **Advanced Course on Administration and Development (ACAD)** scheduled to be held from 14 March to 12 May 2022 is constituted hereby with the following officials:

Sl. No.	Position in the CMT	Name and Designation
1.	Course Advisor	Mr. Abu Momtaz Saaduddin Ahmed MDS
2.	Course Director	Mr. Mostak Ahmed, Director
3.	Course Coordinator	i) Ms. Khatune Jannat Deputy Director
		ii) Mr. Abdulla Al Mamun Deputy Director

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

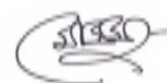
- contact with the nominated participants over the telephone to reconfirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design and preparation of the course;
- adjust financial advances within fifteen days (15) 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 two volumes of omnibus accumulating all the necessary documents of the course. 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 (two 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 on a separate top page. Moreover, a profile of guest speakers is to be added to 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 on 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 participants' essential information, documents required for the foreign exposure visit during the course;
- send soft copy of relevant papers to the System Analyst and Deputy Director (MIS) to publish on the BPATC's website and to archive in e-repository.

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.



07-03-2022

Hasan Murtaza Masum
Director (PPR)

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Email: ppr.bpatc@gmail.com

Record Number:

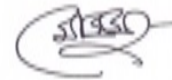
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Date: 7/3/2022

Copy for kind information and necessary action (not as per seniority):

- 1) Faculty (All), BPATC, Savar, Dhaka
- 2) All Members (CMT), 135th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka
- 3) P.S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)
- 4) Assistant Programmer, Assistant Programmer-4 Section, BPATC (with

the request to upload this office order on BPATC's website)



07-03-2022

Hasan Murtaza Masum
Director (PPR)