



Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section



Record Number: 05.01.2672.140.25.023.17.4

Date: 8/3/2022

### Office Order

The Course Management Team (CMT) of the 100<sup>th</sup> Senior Staff Course scheduled to be held from 15 March to 28 April 2022 is constituted with the following members of the faculty-

Course Advisor	: Mr. Ramendra Nath Biswas , Rector
Course Director	: Dr. Md. Mohoshin Ali, MDS
Course Coordinator	: i) Mr. Hasan Murtaza Masum, Director
	ii) Dr. Md. Moshiur Rahman Deputy 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 overall design and preparation of the course;
- 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 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 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 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 standard norms of the Centre;

4. The order is issued with the prior approval of the competent authority and to be enforced immediately.



08-03-2022

Hasan Murtaza Masum  
Director

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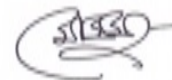
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Copy for kind information and necessary action (not as per seniority):

- 1) Faculty (All), BPATC, Savar, Dhaka
- 2) All Members (CMT), 100th Senior Staff Course (SSC), BPATC, Savar, Dhaka
- 3) P. S. to Rector, Rector's Secretariat, BPATC (for kind information of the Rector), BPATC, Savar, Dhaka
- 4) Assistant Programmer-04, BPATC, Savar, Dhaka (with the request to publish this office order on BPATC's website)



08-03-2022

Hasan Murtaza Masum  
Director