



Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Revised



Record Number: 05.01.2672.140.25.023.17.62

Date: 9/3/2022

Office Order

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

Course Advisor	:	Mr. Ramendra Nath Biswas, Rector
Course Director	:	Dr. Md. Mohoshin Ali, MDS
Course Coordinator	:	1. Mr. Hasan Murtaza Masum, Director
	:	2. Ms. Nasrin Akter, 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.



9-3-2022

Hasan Murtaza Masum
Director

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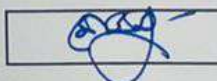
Copy for kind information and necessary action (not as per seniority):

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)



9-3-2022

Hasan Murtaza Masum
Director