



Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section



Record Number: 05.01.2672.140.25.045.17.32

Date: 21/4/2022

Office Order

The Course Management Team (CMT) of the 23rd **Policy Planning and Management Course (PPMC)** scheduled to be held from 22 May to 02 June 2022 is constituted with the following officials:

Course Advisor : Mr. Ramendra Nath Biswas, Rector
Course Director : Mr. Abu Momtaz Saaduddin Ahmed, MDS
Course Coordinator : a. Mr. Md. Sharif Hasan, Director
b. Mr. Hasan Murtaza Masum, Director

2. The Course Management Team 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.
- adjust financial advances within fifteen days (15) 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 soft and hard copies) with original registration forms, release order and other necessary documents to PPR Department within 20 days of course completion.
- prepare two volumes of omnibus, 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. 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 07 working days of completion of the course.
- The course management team will 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.
- The course management team will send a copy of the release order to the Ministry of Public Administration (MOPA) and PPR department of BPATC at the closing day of the course.
- send participant's essential information, documents required for the Foreign Exposure Visit (FEV) during the course.
- send soft copies of relevant papers to the programmer to publish in the BPATC's website, and Deputy Director (MIS) to archive in the e-repository.

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

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



21-04-2022

Alina Aktar

Deputy Director (PPR)

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

1) Faculty (All), BPATC, Savar, Dhaka

2) P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector)

3) Programmer, BPATC, Savar, Dhaka (with the request to publish this Office Order on BPATC's website)



21-04-2022

Alina Aktar

Deputy Director (PPR)