

# Bangladesh Public Administration Training Centre

Savar, Dhaka  
www.bpatc.org.bd

No. 05.01.2672.140.25.019.19. 61

Date: 21 August 2019

## Office Order

The Course Management Team (CMT) of the 91<sup>st</sup> Senior Staff Course scheduled to be held from 07 September to 31 October 2019 is constituted with the following members of the faculty-

Course Advisor	: Mr. Md Rakib Hossain <i>ndc</i> , Rector
Course Director	: Syed Mizanur Rahman <i>ndc</i> , MDS
Course Coordinator	: i) Mr. Hasan Murtaza Masum, Director ii) Mr. Md. Abul Basher, 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 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.

Signed/-  
(Dr. Md. Sanwar Jahan Bhuiyan)  
Director (PPR)  
Phone: 7746607  
Email: ppr.bpatc@gmail.com  
dirppr@bpatc.org.bd

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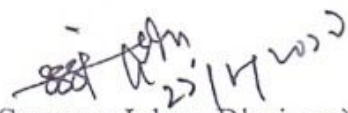
Date: 21 August 2019

**Distribution for kind information/necessary action:**

1. Mr. Md Rakib Hossain *ndc*, Rector & Course Advisor of the 91<sup>st</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
2. Syed Mizanur Rahman *ndc*, MDS & Course Director of the 91<sup>st</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
3. Hasan Murtaza Masum, Director & Course Coordinator of the 91<sup>st</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
4. Md. Abul Basher, Deputy Director & Course Coordinator of the 91<sup>st</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka.

**Distribution for kind information (not as per seniority):**

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Service/ PPR/ Evaluation/ Research/Admin/ Finance/ Publication/ Sports/MIS), BPATC, Savar, Dhaka;
5. P.S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
6. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
7. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
8. Caretaker-1, BPATC, Savar, Dhaka;
9. Receptionist, BPATC, Savar, Dhaka;
10. Office Copy.

  
(Dr. Md. Sanwar Jahan Bhuiyan)  
Director (PPR)