

Bangladesh Public Administration Training Centre

Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.019.19.261

Date: 26 December 2019

Office Order

The Course Management Team (CMT) of the 93rd Senior Staff Course scheduled to be held from 11 January 2020 to 05 March 2020 is reconstituted with the following members of the faculty-

Course Advisor : Mr. Md Rakib Hossain _{ndc}, Rector
Course Director : Mr. Md. Zafar Iqbal _{ndc}, MDS
Course Coordinator : i) Mr. Md. Siddiqur Rahman, Director
ii) Dr. Mehedi Masud, 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/-
Md. Nejam Uddin
Assistant Director (P&D)
Email: ppr.bpatc@gmail.com

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Distribution for kind information/necessary action:

1. Mr. Md Rakib Hossain ^{ndc}, Rector & Course Advisor of the 93rd Senior Staff Course (SSC), BPATC, Savar, Dhaka;
2. Mr. Md. Zafar Iqbal ^{ndc}, MDS & Course Director of the 93rd Senior Staff Course (SSC), BPATC, Savar, Dhaka;
3. Mr. Md. Siddiquir Rahman, Director & Course Coordinator of the 93rd Senior Staff Course (SSC), BPATC, Savar, Dhaka;
4. Dr. Mehedi Masud, Deputy Director & Course Coordinator of the 93rd Senior Staff Course (SSC), BPATC, Savar, Dhaka;
- 5.

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.


Md. Nejam Uddin
Assistant Director (P&D)