

Bangladesh Public Administration Training Centre
Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.013.17- ৬৩

Date: 19 March 2017

Office Order

The Course Management Team (CMT) of the 10th *Special Foundation Training Course for 40+ Aged Officers* scheduled to be held from 28 March to 11 May 2017 is constituted with the following officials:


Course Advisor : Mr. Md. Zaydul Hoque Molla ndc, MDS
Course Director : Mr. Md. Golam Mahede, Director
Course Coordinators : a. Dr. Rokeya Fahmida, Deputy Director
b. Mr. Mehedi Masud PhD, Deputy Director

2. The Course Management is requested to:

- contact with the nominated participants over telephone to reconfirm their participation and send welcome letter accordingly;
- ensure collection of the course fees;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- adjust financial advances within one month from the date of completion of the course;
- send a copy of release order to Director (PPR) on the day of closing of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- send omnibus with original registration forms, release order and other necessary documents to PPR Department within 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 within 7 working days of completion of the course;
- send a list of the participants to the Ministry of Public Administration 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 and PPR Department of BPATC at the closing day of the course; and
- send a soft copy of relevant papers to the programmer to publish in the BPATC website.

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- send a Completion Report (CR) of the course as per format within 7 working days after the course ends (format is attached).
- A check-list of responsibilities of Course Management Team is enclosed for necessary compliance.
- All courses of the Centre should run as per standard norms. Course Management is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any deviation proposal may be discussed in the faculty meeting.
- The order is issued with the approval of the competent authority.


 (Tahsinur Rahman)
 Director (PPR)
 Phone: 7746607
 ppr.bpatc@gmail.com

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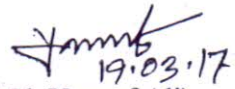
Date: 19 March 2017

Distribution for necessary action:

1. Mr. Md. Zaydul Hoque Molla ndc, MDS & Course Advisor of the **10th Special Foundation Training Course for 40+ Aged Officers**, BPATC, Savar, Dhaka.
2. Mr. Md. Golam Mahede, Director & Course Director of the **10th Special Foundation Training Course for 40+ Aged Officers**, BPATC, Savar, Dhaka.
3. Dr. Rokeya Fahmida, Deputy Director & Course Coordinator of the **10th Special Foundation Training Course for 40+ Aged Officers**, BPATC, Savar, Dhaka.
4. Mr. Mehedi Masud PhD, Deputy Director & Attach Course Coordinator of the **10th Special Foundation Training Course for 40+ Aged Officers**, BPATC, Savar, Dhaka.

Distribution for kind information:

1. MDS (All), BPATC, Savar, Dhaka
2. Director (All), BPATC, Savar, Dhaka
3. System Analyst (Current Charge), BPATC, Savar, Dhaka
4. Deputy Director (Admin./PPR/Service/Finance/Evaluation/MIS/Publication/Sports), BPATC, Savar, Dhaka
5. Programmer, BPATC, Savar, Dhaka.
6. Assistant Director (P&D/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka.
7. PS to Rector, BPATC, Savar, Dhaka (For kind information of the Rector)
8. Assistant Publication Officer, BPATC, Savar, Dhaka.
9. Receptionist, BPATC, Savar, Dhaka.
10. Office Copy.


 (Md. Yousuf Ali)
 Assistant Director (Programme)