

**Bangladesh Public Administration Training Centre**  
Savar, Dhaka 1343

**114<sup>th</sup> Advanced Course on Administration and Development (ACAD)**

No-05.01.2672.262.025.25.005.17.225

Date: 09 April 2017

**Office Order**


The following duties and responsibilities are hereby assigned to the coordinators of the 114<sup>th</sup> Advanced Course on Administration and Development (ACAD) in order to conduct and manage the course activities properly:

**Md. Abul Basher**  
**Deputy Director & Course Coordinator**

1. Prepare budget and maintain accounts of the Course.
2. Introduce guest speakers to the participants.
3. Coordinate field study program.
4. Supervise activities of cultural committee.
5. Supervise activities of mess committee
6. Coordinate logistics and general support service.
7. Such other duties as may be assigned.

**Mohammad Rezaul Karim, PhD**  
**Deputy Director & Course Coordinator**

1. Preparation of brochure and omnibus and distribution.
2. Preparation of Daily Routine and Program.
3. Contact guest speakers and arrange transports (if necessary) for them
4. Supervise activities of literary committee
5. Introduce guest speakers to the participants.
6. Supervise activities of sports committee
7. Such other duties as may be assigned.

  
**Md. Zakir Hossain**  
Course Director

**Distribution:**

1. All MDS, BPATC, Savar, Dhaka
2. Course Adviser 114<sup>th</sup> ACAD, BPATC, Savar, Dhaka.
3. Director (Administration/PPR/Evaluation), BPATC, Savar, Dhaka
4. Deputy Director (Admin/Service/Finance/Sports/MIS), BPATC, Savar, Dhaka
5. All Course Coordinators, 114<sup>th</sup> ACAD, BPATC, Savar, Dhaka
6. PS to Rector, BPATC, Savar, Dhaka.
7. Assistant Director (Logistics/Dormitory), BPATC, Savar, Dhaka
8. Assistant Programmer-4, BPATC, Savar, Dhaka (with a request to publish in the BPATC website).
9. Office Copy/Omnibus.