

# Bangladesh Public Administration Training Centre

Savar, Dhaka  
www.bpatc.org.bd

No. 05.01.2672.140.25.019.20. 975

Date: 10 February 2021

## Office Order

The Course Management Team (CMT) of the 97<sup>th</sup> Senior Staff Course scheduled to be held from 28 February 2021 to 13 April 2021 is constituted with the following members of the faculty-


- Course Advisor : Mr. Md. Rakib Hossain <sup>ndc</sup>, Rector  
Course Director : Mr. Abu Momtaz Saaduddin Ahmed, MDS  
Course Coordinator : i) Mr. Mostak Ahmed, Director  
ii) Dr. Rokeya Fahmida, Director  
IT Support (as per demand) Mr. Mohammad Masum Rahman, Assistant Programmer

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.



10.02.2021

Mohammad Razibul Islam  
Deputy Director  
Phone: 02224446619  
email: ppr.bpatc@gmail.com

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

1. Mr. Md. Rakib Hossain <sup>ndc</sup>, Rector & Course Advisor of the 97<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
2. Mr. Abu Momtaz Saaduddin Ahmed, MDS & Course Director of the 97<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
3. Mr. Mostak Ahmed, Director & Course Coordinator of the 97<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka;
4. Dr. Rokeya Fahmida, Director & Course Coordinator of the 97<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka.
5. Mr. Mohammad Masum Rahman, Assistant Programmer & IT Support (as per demand) of the 97<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka

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

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Assistant System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Admin/Sports/Service/Finance/Research/Publication/MIS/ Evaluation), BPATC, Savar, Dhaka;
5. P.S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
6. Assistant Director (Record/ Dormitory/ Logistics/Protocol/P&D), 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.