

Bangladesh Public Administration Training Centre (BPATC)



Savar, Dhaka-1343

www.bpatc.org.bd

Planning Section

Revised-1



Record Number: 05.01.2672.140.25.023.17.48

Date: 12/9/2021

Office Order

The Course Management Team (CMT) of the 98th Senior Staff Course rescheduled to be held online from 19 September to 02 November 2021 is constituted with the following members of the faculty-

Course Advisor	: Mr. Md. Monjur Hossain, Rector
Course Director	: Syed Mizanur Rahman _{ndc} MDS
Course Coordinator	: i) Mr. Md. Atikuzzaman, Director
	ii) Mr. S M Mehedi Hasan, 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.



12-09-2021

Dr. Md. Mohoshin Ali
Director

Phone: 02224446607

Fax: 02224445029

Email: ppr.bpatc@gmail.com

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Copy for Kind Information and Necessary Action:

- 1) All Members (CMT), 98th Senior Staff Course (SSC), BPATC, Savar, Dhaka
- 2) Faculty (All), BPATC, Savar, Dhaka
- 3) System Analyst (Additional Charge), System Analyst Department, BPATC (With request to provide the necessary IT support)
- 4) PS to Rector, Rector's Office, BPATC (for kind information of the Rector)



12-09-2021

Dr. Md. Mohoshin Ali

Director