

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

No. 05.01.2672.140.25.023.17- 44

Date: 31 August 2017

Office Order

The Course Management Team (CMT) of the 84th Senior Staff Course scheduled to be held from 26 November 2017 to 09 January 2018 (45 days) is constituted with the following members of the faculty:

- Course Adviser : Dr. M Aslam Alam, Rector
Course Director : Dr. Rizwan Khair, MDS (P&S)
Course Coordinators : i) Mr. Md. Jahidul Islam, Director
ii) Dr. Md. Zohurul Islam, Deputy Director (Research)

2. The Course Management 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 overall design of the course;
- ensure collection of the course fees;
- adjust financial advances within fifteen days (15) 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 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 on the closing day of the course
- send soft copy of relevant papers to the System Analyst to publish in the BPATC website.
- The course should run as per standard norms of the Centre.



3. A check-list of responsibilities of Course Management is enclosed herewith for necessary compliance.
4. The course should run as per standard norms of the Centre.
5. The order is issued with the prior approval of the competent authority.


31.08.17
Signed/-
(Abdul Baki)
Director (PPR)
Phone: 7746607
ppr.bpatc@gmail.com

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Distribution for kind necessary action:

1. Dr. M Aslam Alam, Rector & Course Adviser of the 84th Senior Staff Course (SSC), BPATC, Savar, Dhaka
2. Dr. Rizwan Khair, MDS (P&S) & Course Director of the 84th Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Mr. Md. Jahidul Islam, Director & Course Coordinator of the 84th Senior Staff Course (SSC), BPATC, Savar, Dhaka
4. Dr. Md. Zohurul Islam, Deputy Director (Research) & Course Coordinator of the 84th Senior Staff Course (SSC), BPATC, Savar, Dhaka

Distribution for kind information:

1. MDS (All), BPATC, Savar, Dhaka
2. Director (All), BPATC, Savar, Dhaka
3. System Analyst, BPATC, Savar, Dhaka (Please Publish in the Website of BPATC).
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/Sports /Publication), 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. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka.
9. Office Copy.


31.08.17
(Abdul Baki)
Director (PPR)