

Bangladesh Public Administration Training Centre
Savar, Dhaka

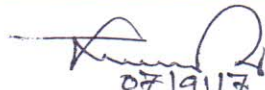
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Date: 07/09/2017

NOTICE (Revised)

Bangladesh Public Administration Training Centre is going to organize its 83rd Senior Staff Course (SSC) from 17 September to 31 October 2017 (**Rescheduled**). Thirty participants are expected to attend the course. In order to make the course a success, the Course Management solicits timely actions on the issues listed below:

Sl.	Task	Action by
1.	Release approved money in favour of Course Director.	Director (Admn.) /DD (Fin.)
2.	Accommodation of the participants.	DPD (Project)/DD (Service)
3.	Classroom with training aids.	Librarian (AVR)
4.	Office for programme management.	Deputy Director (Service)
5.	Refreshment and meals.	Deputy Director (Service)
6.	Appointment of classroom attendant.	Librarian (AVR) and DD (Admn./ Service)
7.	Appointment of dormitory staff.	Deputy Director/ (Admn./Service)
8.	Opening of ITC Reception Counter on 16 September 2017 (from 16:00-20:30 hours).	Deputy Director (Service)
9.	Standard Bag, stationery, folder, new tie etc.	Assistant Director(P&S)
10.	Banner and Sticker.	Librarian(AVR)/Artist
11.	Computerized name badges for participants.	Deputy Director (Publication)
12.	Reproduction of registration, evaluation and other forms.	Librarian(AVR)
13.	Course evaluation and certificate preparation.	Deputy Director (Evaluation)
14.	Publication of course guideline and invitation letters.	Deputy Director (Publication)
16.	Arranging Games for the participants.	Deputy Director (Sports)
17.	Medical Check-up (16 September 2017, Room No-205 from 18:45)	Medical Officer
18.	Standby Generator.	Deputy Director (Service)
19.	Video and photograph.	Librarian(AVR)
20.	Necessary transport services (bringing and sending participants on opening and closing days and during the course).	Deputy Director (Service) Assistant Director(Logistics)
21.	Bouquet/Flower arrangement (opening and closing ceremony).	Deputy Director (Service)
22.	Repairing, maintenance, cleanliness of ITC dormitory and classroom, accommodation and other necessary service.	DPD(Project) Deputy Director (Service)
23.	Publishing Welcome Letter in BPATC website	Programmer
24.	Any other action as deemed fit.	Concerned Faculty Members


07/09/17
(Mohammad Moshior Rahman)
Director (Physical Education) &
Course Coordinator
83rd Senior Staff Course

Distribution for necessary action:

1. Ranjit Kumar Sen, ndc, Member Directing Staff (M&D) & Course Director, 83rd SSC, BPATC, Savar, Dhaka.
2. Concerned Faculty Members, BPATC, Savar, Dhaka
3. Course Coordinator-2, 83rd SSC, BPATC, Savar, Dhaka.
4. PS to the Rector, BPATC, Savar, Dhaka (for kind information of the Rector).
5. Technical Supervisor (AVR), BPATC, Savar, Dhaka.
6. Comptroller, BPATC, Savar, Dhaka.
7. Cafeteria Manager/Supervisor/ITC Dormitory Super, BPATC, Savar, Dhaka.
8. Caretaker-1 & 2, BPATC, Savar, Dhaka.
9. Office copy/Omnibus.