

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

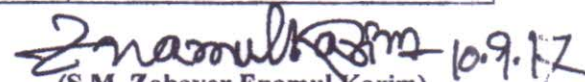
NO. 05.01.2672.25.262. 001.17-01

Date: 10 September 2017

NOTICE

Bangladesh Public Administration Training Centre is going to organize its 117th Advanced Course on Administration and Development (ACAD) from 08 October 2017 to 06 December 2017. Thirty-five participants are expected to attend the course. In order to make the above mentioned 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. | DD (Service)/AD (Dorm) |
| 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 BPATC Reception Counter on 07 October 2017 (from 16:00 to 22:00 hours). | Deputy Director (Service) |
| 9. | Bag, stationery, folder 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 | 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 dormitory and classroom, accommodation and other necessary service. | Deputy Director (Service) |
| 23. | Publishing Welcome Letter in BPATC website | Programmer |
| 24. | Any other action as deemed fit. | Concerned Faculty Members |


(S.M. Zobayer Enamul Karim)
Director (Intern. Program) &
Course Director
117th ACAD

Distribution for necessary action:

1. Mr. Banik Gour Sundar, MDS and Course Adviser, 117th ACAD, BPATC, Savar, Dhaka
2. Concerned Faculty Members, BPATC, Savar, Dhaka.
3. Course Coordinator (All), 117th ACAD, 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/ Supervisor, Dormitory-1, BPATC, Savar, Dhaka.
8. Caretaker-1 & 2, BPATC, Savar, Dhaka
9. Office copy/Omnibus.