

## Bangladesh Public Administration Training Centre

Savar, Dhaka  
www.bpatc.org.bd

No. 05.01.2672.140.25.023.17. ৩৩

Date: ১০ December 2017

### Office Order

The Course Management Team (CMT) of the 85<sup>th</sup> Senior Staff Course scheduled to be held from 30 January to 25 March 2018 (55 days) is constituted with the following members of the faculty:

- Course Advisor : Dr. M Aslam Alam, Rector  
Course Director : Dr. Mohd. Shahadt Hossain Mahmud, MDS  
Course Coordinators : i) Dr. S M Zobayer Enamul Karim, Director  
ii) Mr. Mohammad Tazib Uddin, Deputy Director

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 modifying the course as per feedback of previous program;
- 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 (including soft copy written in a CD/DVD) 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 (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 in the BPATC website.

3. A check-list of responsibilities of Course Management Team (CMT) 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.

  
(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)  
Phone: 7746607  
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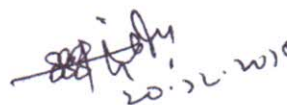
Date: 10 December 2017

**Distribution for kind necessary action:**

1. Dr. M Aslam Alam, Rector & Course Advisor of the 85<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
2. Dr. Mohd. Shahadt Hossain Mahmud, MDS & Course Director of the 85<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Dr. S M Zobayer Enamul Karim, Director & Course Coordinator of the 85<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
4. Mr. Mohammad Tazib Uddin, Deputy Director & Course Coordinator of the 85<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka

**Distribution for kind information (not awarding to seniority):**

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.

  
(Md. Sanwar Jahan Bhuiyan)  
Director (PPR)