

Bangladesh Public Administration Training Centre
Savar, Dhaka.


NO. 05.01.2672.261.025.001.18-01

Date: 07 January 2018

NOTICE

Bangladesh Public Administration Training Centre is going to organize its 85th Senior Staff Course (SSC) from 30 January 2018 to 25 March 2018. Thirty 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/Preparation of Course Fee Bills	Director (Admn.) /DD (Fin.)
2.	Online Registration/Wi-Fi Connection etc.	System Analyst/Programmer
3.	Accommodation of the participants.	Deputy Director (Service)
4.	Classroom with training aids.	Librarian (AVR)
5.	Office for programme management.	Deputy Director (Service)
6.	Refreshment and meals.	Deputy Director (Service)
7.	Appointment of classroom attendant.	Librarian (AVR) and DD (Admn./ Service)
8.	Appointment of dormitory staff.	Deputy Director/ (Admn./Service)
9.	Opening of ITC Reception Counter on 29 January 2018 (from 16:00-22:00 hours).	Deputy Director (Service)
10.	Bag, stationery, folder etc.	Assistant Director(P&S)
11.	Banner and Sticker.	Librarian(AVR)/Artist
12.	Computerized name badges for participants.	Deputy Director (Publication)
13.	Reproduction of registration, evaluation and other forms.	Librarian(AVR)
14.	Course evaluation and certificate preparation.	Deputy Director (Evaluation)
16.	Publication of course guideline and invitation letters.	Deputy Director (Publication)
17.	Arranging Games for the participants.	Deputy Director (Sports)
18.	Medical Check-up	Medical Officer
19.	Standby Generator.	Deputy Director (Service)
20.	Video and photograph.	Librarian(AVR)
21.	Necessary transport services (bringing and sending participants on opening and closing days and during the course).	Deputy Director (Service) Assistant Director(Logistics)
22.	Bouquet/Flower arrangement (opening and closing ceremony).	Deputy Director (Service)
23.	Repairing, maintenance, cleanliness of ITC dormitory and classroom, accommodation and other necessary service.	DPD(Project) Deputy Director (Service)
24.	Publishing Welcome Letter in BPATC website	Programmer
25.	Any other action as deemed fit.	Concerned Faculty Members


(M. Zobayer Enamul Karim)

Director (IP) &
Course Coordinator
85th Senior Staff Course

Distribution for necessary action and Information:

1. Course Director, 85th Senior Staff Course, BPATC, Savar, Dhaka
2. Concerned Faculty Members, BPATC, Savar, Dhaka.
3. PS to the Rector, BPATC, Savar, Dhaka (for kind information of the Rector).
4. Technical Supervisor (AVR), BPATC, Savar, Dhaka.
5. Comptroller, BPATC, Savar, Dhaka.
6. Cafeteria Manager/Supervisor/ITC Dormitory Super, BPATC, Savar, Dhaka.
7. Caretaker-1 & 2, BPATC, Savar, Dhaka
8. Office copy/Omnibus.