

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

No. 05.01.2672.140.25.024.17.84

Date: 15 January 2018

Office Order

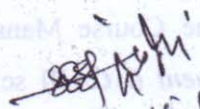
The Course Management Team (CMT) of the 119th *Advanced Course on Administration and Development (ACAD)* scheduled to be held from 12 February to 22 April 2018 is constituted with the following officials:

Course Adviser	Mr. Md. Zaydul Hoque Molla, ndc, MDS
Course Director	Mr. Md. Zakir Hossain, Director
Course Coordinator	i) Mr. Mohammed Razibul Islam, Deputy Director ii) Dr. Mehedi Masud, Deputy Director

2. The Course Management Team (CMT) is requested to:

- contact with the nominated participants over telephone to reconfirm 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 (both hard and soft copies) 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 team are to be mentioned in a separate top-page;
- send pen picture of the participants of the course to the Evaluation department within seven (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 programmer to publish in the BPATC website.

3. The course should run as per standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority.


15.01.2018

(Md. Sanwar Jahan Bhuiyan)
Director (PPR)
ppr.bpatc@gmail.com

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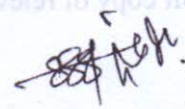
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Distribution for necessary action:

1. Mr. Md. Zaydul Hoque Molla, ndc, MDS & Course Adviser of the **119th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
2. Mr. Md. Zakir Hossain, Director & Course Director of the **119th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
3. Mr. Mohammed Razibul Islam, Deputy Director & Course Coordinator of the **119th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
4. Dr. Mehedi Masud, Deputy Director & Course Coordinator of the **119th Advanced Course on Administration and Development (ACAD)**, 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;
4. Deputy Director (Admin/ PPR/ Service/ Finance/ Evaluation /Research /MIS /Sports/ Publication), BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector);
6. Programmer, BPATC, Savar, Dhaka (Please publish in the website of BPATC);
7. Assistant Director (P&D/Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka;
8. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
9. Office Copy.


15.01.2018

(Md. Sanwar Jahan Bhuiyan)
Director (PPR)