

Bangladesh Public Administration Training
Centre (BPATC)
Savar, Dhaka-1343
www.bpatc.org.bd
Library & Training Aid Department
119 ACAD

Record Number: 05.01.2672.262.25.001.18.2

Date: 25/1/2018

Subject: **Office Order**

The following duties and responsibilities are hereby assigned to the coordinators of the 119th Advanced Course on Administration and Development (ACAD) in order to conduct and manage the course activities properly:

Mohammed Razibul Islam
Deputy Director & Course Coordinator

1. Prepare budget and maintain accounts of the Course.
2. Introduce guest speakers to the participants.
3. Coordinate field study program.
4. Supervise activities of cultural committee.
5. Supervise activities of mess committee
6. Coordinate logistics and general support service.
7. Such other duties as may be assigned.

Dr. Mehedi Masud
Deputy Director & Course Coordinator

1. Preparation of brochure and omnibus and distribution.
2. Preparation of Daily Routine and Program.
3. Contact guest speakers and arrange transports (if necessary) for them
4. Supervise activities of literary committee
5. Introduce guest speakers to the participants.
6. Supervise activities of sports committee
7. Such other duties as may be assigned.



25-1-2018

Md. Zaydul Hoque Molla ndc
MDS (Project)

- 1) Deputy Director, Administration Branch,
BPATC
- 2) Deputy Director, Development Branch,

BPATC

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05.01.2672.262.25.001.18.2/1(17)

Date: 25/1/2018

Copy for Kind Information and Necessary Action,

- 1) MDS (All), BPATC, Savar, Dhaka-1343.
- 2) Director, Evaluation Department, BPATC
- 3) Director, PPR Department, BPATC
- 4) Director, Administration Division, BPATC
- 5) Deputy Director, Finance Branch, BPATC
- 6) Deputy Director (অতিরিক্ত দায়িত্ব), Service Branch, BPATC
- 7) Deputy Director, Sports Branch, BPATC
- 8) PS to Rector, Rector's Office, BPATC (for kind information of the Rector)
- 9) Deputy Director, MIS Branch, BPATC
- 10) Assistant Director, Dormitory Section, BPATC
- 11) Assistant Director, Logistics Section , BPATC
- 12) Assistant Programmer, Assistant Programmer-4 Section, BPATC



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Md. Zakir Hossain
Director