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

No. -05.01.2672.140.25.093.12- 462

Date: 28 July 2016

**Office Order**


The Course Management of the 11<sup>th</sup> **Policy, Planning and Management Course** scheduled to be held from 07 August -18 August 2016 is constituted with the following officials:

- Course Advisor : Mr. A. L. M. Abdur Rahman ndc, Rector  
Course Director : Mr. Md. Zaydul Hoque Molla ndc, MDS  
Course Coordinators : a. Mr. Md. Golam Mahede, Director  
b. Dr. Md. Mizanur Rahman, Deputy Director

2. The Course Management 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;
- send a copy of release order to Director (PPR) on the day of closing of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- send omnibus 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;
- The course management will send a list of the participants to the Ministry of Public Administration and PPR Department of BPATC at the first day of the course.
- The course management will send a copy of the release order to the Ministry of Public Administration and PPR Department of BPATC at the closing day of the course
- send soft copies of relevant papers to the programmer to publish in the BPATC website.

3. A check-list of responsibilities of Course Management is enclosed for necessary compliance.
4. The course should be run as per standard norms of the Centre.
5. The order is issued with the prior approval of the competent authority.

  
28/2/2016

(Dr. Rizwan Khair)  
Director (PPR)  
Phone: 7746607  
E-mail: ppr.bpatc@gmail.com

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**Distribution for necessary action:**

1. Mr. Md. Zaydul Hoque Molla ndc, MDS & Course Director of the 11<sup>th</sup> Policy, Planning and Management Course, BPATC, Savar, Dhaka
2. Mr. Md. Golam Mahede, Director & Course Coordinator of the 11<sup>th</sup> Policy, Planning and Management Course, BPATC, Savar, Dhaka
3. Dr. Md. Mizanur Rahman, Deputy Director & Course Coordinator of the 11<sup>th</sup> Policy, Planning and Management Course, BPATC, Savar, Dhaka
4. PS to Rector, BPATC, Savar, Dhaka (For kind information of the Rector).

**Distribution for kind information:**

1. MDS (All), BPATC, Savar, Dhaka
2. Director (Administration/PPR/R&D/LTA/Evaluation), BPATC, Savar, Dhaka
3. System Analyst (Current Charge), BPATC, Savar, Dhaka.
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. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka
8. Receptionist, BPATC, Savar, Dhaka
9. Office Copy.

  
28/02/16  
(Salina Zaman)  
Deputy Director (PPR)