

Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.org.bd

PPR Department

No. 05.01.2672.133.25.230.18-262

Date: 13 May 2018

Office Order

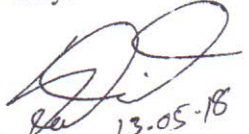
The Course Management Team (CMT) of the **Short Course on Administration for the Officials of the Department of Narcotics Control**, scheduled to be held from 20 May to 31 May 2018 in RPATC, 49, New Eskaton, Dhaka is constituted with the following officials:

Principal Adviser	: Dr. M Aslam Alam, Rector
Course Advisor	: Mr. Md. Abdur Razzak Sarker, Director (Administration)
Course Director	: Dr. Abdul Aleem Khan, Deputy Director, RPATC, Dhaka
Course Coordinator	: Mr. Shamim Adnan, Assistant Director (Programme)

2. The Course Management Team (CMT) 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 overall design of the course;
- 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;
- prepare omnibus in two volumes one containing documents relating to administrative and management such as registration form, class routine etc. and one containing handouts only;
- prepare at least four copies of each volume (omnibus) and send two copies to PPR Department must, one copy to Evaluation Department and one copy to LTA Department;
- send omnibus (both hard and soft copies) by 15 days after the completion of the course;
- 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 Department of Narcotics Control and PPR Department of BPATC at the first day of the course;
- send a copy of the release order to the M/O Home and PPR Department of BPATC on the closing day of the course;
- send soft copy of relevant papers to the programmer to publish on the BPATC website;
- send a Completion Report (CR) of the course as per format within 7 working days after the course ends (format is attached);
- All courses of the Centre should run as per standard norms. Course Management Team (CMT) is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any deviation proposal may be discussed in the faculty meeting;

- The order is issued with the approval of the competent authority.


13.05.18
(Suhana Islam)
Deputy Director (PPR)
Phone: 7746619
Email: ppr.bpatc@gmail.com

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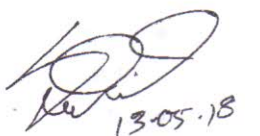
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Distribution for necessary action:

1. Dr. M Aslam Alam, Rector & Principal Advisor of the **Short Course on Administration for the Officials of the Department of Narcotics Control, BPATC, Savar, Dhaka;**
2. Mr. Md. Abdur Razzak Sarker, Director & Course Advisor of the **Short Course on Administration for the Officials of the Department of Narcotics Control, BPATC, Savar, Dhaka;**
3. Dr. Abdul Aleem Khan, Deputy Director & Course Ditector of the **Short Course on Administration for the Officials of the Department of Narcotics Control, RPATC, Dhaka;**
4. Mr. Shamim Adnan, Assistant Director & Course Coordinator of the **Short Course on Administration for the Officials of the Department of Narcotics Control, BPATC, Dhaka.**

Distribution for kind information:

1. Director General, Department of Narcotics Control, 441, Tejgoan, Industrial Area, Dhaka.
2. MDS (All), BPATC, Savar, Dhaka;
3. Director (All), BPATC, Savar, Dhaka;
4. Deputy Director (Administration/PPR/Finance/Service/Evaluation/MIS/Publication/Sports), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka;
6. Assistant Director (Logistics/Program/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
7. P.S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
8. Assistant Directors, RPATC, Dhaka;
9. Assistant Publication Officer, BPATC, Savar, Dhaka;
10. Office Copy.


13.05.18
(Suhana Islam)
Deputy Director (PPR)