

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

No. 05.01.2672.133.25.203.15.310

Date: 18 June 2018

Office Order

The Course Management Team (CMT) for the course titled ToT on '**Achieving Sustainable Development Goals in Bangladesh**' scheduled to be held from 01-05 July 2018 is constituted hereby with the following officials:

Course Adviser	: Dr. Muhammad Abu Yusuf, MDS
Course Director	: Dr. Md. Mizanur Rahman, Director
Course Coordinator	: i) Ms. Sheheley Layla, Deputy Director ii) Mr. Md. Yousuf Ali, Assistant 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, profile of guest speakers 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 copy of the release order to the PPR department of BPATC on the closing day of the course; and
- send soft copy of relevant papers to the programmer to publish on 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.

Signed/-
(Md. Sanwar Jahan Bhuiyan)
Director (PPR)
Phone: 7746607

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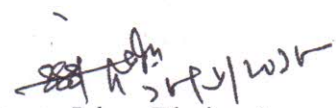
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Distribution for necessary action:

1. Dr. Muhammad Abu Yusuf, MDS & Course Adviser of the ToT on '**Achieving Sustainable Development Goals in Bangladesh**', BPATC, Savar, Dhaka;
2. Dr. Md. Mizanur Rahman, Director & Course Director of the ToT on '**Achieving Sustainable Development Goals in Bangladesh**', BPATC, Savar, Dhaka;
3. Sheheley Layla, Deputy Director & Course Coordinator of the ToT on '**Achieving Sustainable Development Goals in Bangladesh**', BPATC, Savar, Dhaka;
4. Mr. Md. Yousuf Ali, Assistant Director & Course Coordinator of the ToT on '**Achieving Sustainable Development Goals in Bangladesh**', BPATC, Savar, Dhaka.

Distribution for kind information (not as per seniority):

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Administration /PPR/Service/Finance/Evaluation/Research/MIS/ Sports/Publication), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka;
6. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
7. P. S. to Rector, BPATC, Savar, Dhaka. {For kind information of the Rector (Senior Secretary)};
8. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
9. Office Copy.


(Md. Sanwar Jahan Bhuiyan)
Director (PPR)