

Bangladesh Public Administration Training Centre
Savar, Dhaka 1343
122nd Advanced Course on Administration and Development (ACAD)
(19 September – 27 November 2018)

No.-05.01.2672.022.031.01.17.23

Date: 16 September 2018

Office Order

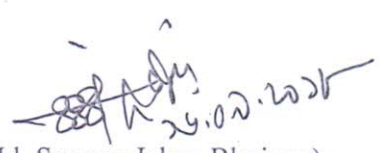
The following duties and responsibilities are hereby assigned to the coordinators of the 122nd Advanced Course on Administration and Development (ACAD) in order to conduct and manage the course activities properly:

Md. Atikuzzaaman
Deputy Director & Course Coordinator

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

Dr. Mehedi Masud
Deputy Director & Course Coordinator

1. Preparation of brochure and distribution
2. Preparation of omnibus
3. Preparation of Daily Routine and Program
4. Contact and Introduce guest speakers
5. Supervise activities of literary committee
6. Supervise activities of sports committee
7. Such other duties as may be assigned


(Dr. Md. Sanwar Jahan Bhuiyan)
Course Director

Distribution:

1. All MDS, BPATC, Savar, Dhaka
2. Course Adviser 122nd ACAD, BPATC, Savar, Dhaka.
3. Director (Administration/PPR/Evaluation), BPATC, Savar, Dhaka
4. Deputy Director (Admin/Service/Finance/Sports/MIS), BPATC, Savar, Dhaka
5. All Course Coordinators, 122nd ACAD, BPATC, Savar, Dhaka
6. PS to Rector, BPATC, Savar, Dhaka.
7. Assistant Director (Logistics/Dormitory), BPATC, Savar, Dhaka
8. Assistant Programmer-4, BPATC, Savar, Dhaka (with a request to publish in the BPATC website).
9. Office Copy/Omnibus.