

Bangladesh Public Administration Training Centre
Savar, Dhaka

No-05.01.2672.140.25.086.18- 105

Date: 01 November 2018

Office Order

The 2nd **Policy Dialogue** for the Senior Secretaries/Secretaries to the Government will be held on 08 to 09th November 2018. The Course Management Team (CMT) is constituted with the following members of the faculty:

Course Advisor	: Dr. M Aslam Alam, Rector (Senior Secretary)
Course Director	: Mr. Mohammad Munir Hossain, MDS
Course Coordinator	: i) Mr. Md. Sanwar Jahan Bhuiyan, Director ii) Mr. Md. Siddiqur Rahman, Director
Assistant Coordinator	: i) Ms. Farzana Ferdous Zaman, Deputy Director ii) Syed Asrafujjaman, Assistant Director iii) Mr. Shamim Adnan, Assistant Director

2. The Course Management Team is requested to:

- consult with the Rector to finalize resource person(s) to present keynote paper on the selected topic and to inform PPR department immediately;
- consult with the Rector to finalize the schedule of the programme and to inform PPR department immediately;
- convene a preparatory meeting with concerned members of the faculty for overall design of the policy dialogue;
- contact with the nominated participants over telephone to reconfirm their participation and send welcome letter accordingly;
- contact with Key note paper presenter and Key discussant and invite them before hand;
- adjust financial advances within one month from the date of completion of the course;
- prepare an omnibus (both hard and softcopy version) along with course guideline, list of participants, programme schedules, budget, registration forms, release order and all other documents and forward it to the PPR department within 03 (three) working days;
- send soft copies of relevant papers to the programmer to upload on the BPATC's 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
Email: ppr.bpatc@gmail.com

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Distribution for necessary action:

1. Dr. M Aslam Alam, Rector & Course Advisor of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
2. Mr. Mohammad Munir Hossain, MDS & Course Director of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
3. Mr. Md. Sanwar Jahan Bhuiyan, Director & Course Coordinator of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
4. Mr. Md. Siddiqur Rahman, Director & Course Coordinator of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
5. Ms. Farzana Ferdous Zaman, Deputy Director & Assistant Coordinator of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
6. Syed Asrafujjaman, Assistant Director & Assistant Coordinator of the 2nd Policy Dialogue, BPATC, Savar, Dhaka;
7. Mr. Shamim Adnan, Assistant Director & Assistant Coordinator of the 2nd Policy Dialogue, BPATC, Savar, Dhaka.

Distribution for kind information (not as per seniority):-

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. Deputy Director (Administration/Service/PPR/Publication/Evaluation/Finance/MIS), BPATC, Savar, Dhaka;
4. Programmer, BPATC, Savar, Dhaka (Please upload on the BPATC's website);
5. P. S. to Rector, BPATC, Savar, Dhaka (For kind information of the Rector);
6. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
7. Assistant Publication Officer, BPATC, Savar, Dhaka;
8. Office Copy.


(Sheheley Layla)
Deputy Director (PPR)