

Bangladesh Public Administration Training Centre

Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.045.17-190

Date: 13 January 2019

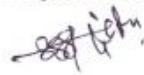
Office Order

The Course Management Team (CMT) of the 17th Policy Planning and Management Course (PPMC) scheduled to be held from 20-31 January 2019 is constituted with the following officials:

- Course Advisor : Dr. M Aslam Alam, Rector
Course Director : Mr. Banik Gour Sundar, MDS
Course Coordinator : a. Mr. Md. Zakir Hossain, Director
b. Ms. Farzana Ferdous Zaman, Deputy Director

2. The Course Management Team 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 (both soft and hard copies) 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 guidelines 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. Moreover, a profile of guest speakers is to be added in a separate 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 team will send a list of the participants to the Ministry of Public Administration (MOPA) and PPR Department of BPATC at the first day of the course.



- The course management team will send a copy of the release order to the Ministry of Public Administration (MOPA) 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's website.
3. The course should be 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
ppr.bpatc@gmail.com

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Distribution for necessary action:

1. Mr. Banik Gour Sundar, MDS & Course Director of the 17th Policy Planning and Management Course, BPATC, Savar, Dhaka;
2. Mr. Md. Zakir Hossain, Director & Course Coordinator of the 17th Policy Planning and Management Course, BPATC, Savar, Dhaka;
3. Ms. Farzana Ferdous Zaman, Deputy Director & Course Coordinator of the 17th Policy Planning and Management Course, 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. P.S. to Rector, BPATC, Savar, Dhaka. (for kind information of the Rector);
7. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
8. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
9. Caretaker-1, BPATC, Savar, Dhaka;
10. Office Copy.

16.01.2019
(Md. Sanwar Jahan Bhuiyan)
Director (PPR)